



**COMMUNITY DEVELOPMENT
BLOCK GRANT
PROPOSALS FISCAL YEAR 19-20**

City of Pomona

Let's Talk CDBG



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City of Pomona
Neighborhood Services Department - Housing Division
Community Development Block Grant Program (PY) 2019-2020
2/8/2019 deadline

Assistance League of Pomona Valley Dental Center

Jump to: [Application Questions](#) [Budget](#) [Required Documents](#)

\$ 9,000.00 Requested

Submitted: 1/9/2019 11:57:33 AM (Pacific)

Project Contact

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Additional Contacts

none entered

Assistance League of Pomona Valley

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Application Questions [top](#)

AGENCY DESCRIPTION

1. What is the date of Incorporation?

January 25, 1946

2. Select the type of organization: (check all that apply)

- ☐ Faith Based
☒ Non-Profit
☐ Government/Public Agency

3. How many total years of prior CDBG experience does your agency have?

Over 11 years

4. Enter the total amount of CDBG funds received from all sources for the years in question:

\$17,500	FY 2018-2019
\$19,542	FY 2017-2018
\$7,848	FY 2016-2017
\$10,604	FY 2015-2016
\$3,500	FY 2014-2015
58,994.00	TOTAL

5. List the Federal award and funding amount your agency has received for the past five (5) years:

List year, source and total amount awarded. (Do Not Include CDBG)

None

6. Provide the agency Mission Statement:

Mission Statement: Assistance League of Pomona Valley is a nonprofit volunteer organization dedicated to improving the lives and well-being of children and families in our communities.

Vision: Assistance League of Pomona Valley will support our communities through philanthropic programs that build self-esteem and create "one smile at a time" for children and their families.

Values:

- Committing to the children and families we serve
- Appreciating the energy, experience and contributions of all members
- Demonstrating respect, kindness and compassion toward others
- Enhancing partnerships with school districts and Chambers of Commerce

Please visit our website at www.alpv.org for more information.

7. Select one (1) HUD OBJECTIVE and one (1) HUD OUTCOME that is best suited for your proposed project:

HUD has instituted performance measures to gather information and determine the effectiveness of programs funded with CDBG. Information obtained will be reported by the City to HUD.

- ☒ OBJECTIVE: SUITABLE LIVING ENVIRONMENT- This project objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment (such as poor quality infrastructure) to social issues, such as crime prevention, child care, literacy, or elderly health services. It includes improving the safety and livability of neighborhoods, increasing access to quality facilities and services, and revitalizing deteriorating neighborhoods.
- ☐ OBJECTIVE: DECENT HOUSING- This project objective focuses on housing programs possible under CDBG where the purpose of the program is to meet individual, family, or community needs and not programs where housing is an element of a larger effort, since such programs would be more appropriately reported under suitable living environment.
- ☐ OBJECTIVE: CREATING/EXPANDING ECONOMIC OPPORTUNITY- This project objective applies to the types of activities related to economic development, commercial revitalization or job creation.
- ☐ OUTCOME: NEW OR IMPROVED AVAILABILITY/ACCESSIBILITY- This outcome applies to activities that make services, infrastructure, public facilities, employment opportunities, housing or shelters available or accessible to low/moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income persons where they live.
- ☒ OUTCOME: AFFORDABILITY- This outcome applies to activities that provide affordability in a variety of ways in the lives of low/moderate income people. It can include the creation or maintenance of affordable housing or basic infrastructure hook-ups, or services such as transportation or day care.
- ☐ OUTCOME: SUSTAINABILITY- This outcome applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to low/moderate income persons.

PRIORITIES

8. Select the following GOALS, STRATEGIES, INITIATIVES and/or CORE VALUES your project will address:

Refer to the RESOURCE tab for additional data.

- ☒ Consolidated Plan Goals
- ☐ Strategies to Help Pomona's Homeless
- ☒ Pomona's Promise Initiatives
- ☒ City's Core Values

9. Explain how the proposed project addresses the outcome(s) selected above.

Include any supporting statistics or other factual information related to supporting the importance of addressing the need, including any increase and/or improvement to services provided.

The proposed project directly supports the City of Pomona's Promise Initiatives, Core Values and Consolidated Plan Goal of a suitable living environment (public services) by providing quality dental services to children from low income families who otherwise would be unable to receive them. This project also reduces the risk factors for our children through a well-organized, community-based program to reduce consequences of lack of dental care. These include providing freedom from pain and low self-esteem that contributes to school absences and academic failure, and other serious risk factors that result from a disorganized community that cannot meet the needs of its residents.

NATIONAL OBJECTIVES

10. To be eligible for CDBG funding from the City, the project must meet only one of the following National Objectives below that benefit low to moderate income persons.

- ☐ Low-Moderate Clientele (LMC): Benefit clientele that is generally presumed to be low to moderate-income: abused children, battered spouses, elderly persons (62 yrs. and over), severely disabled adults, homeless persons, illiterate adults, persons with AIDS and migrant farm workers.
- ☐ Low-Moderate Clientele (LMC): Require documentation on family size and income in order to show that at least 51 percent of the clientele are LMI.
- ☒ Low-Moderate Clientele (LMC): Have income eligibility requirements limiting the activity to LMI persons only.
- ☐ Low-Moderate Clientele (LMC): Be of such a nature and in such a location that it can be concluded that clients are primarily LMI (i.e. – day care center in a public housing complex)
- ☐ Low-Moderate Clientele (LMC): Serve to remove material or architectural barriers to the mobility or accessibility of elderly persons (62 yrs. and over) or severely disabled adults. (ADA accessibility)
- ☐ Low Moderate Area (LMA): To qualify under this subcategory, at least 51% of the residents within the targeted activity area are Low to Moderate income persons. Refer to the CDBG Eligible Area Map located in the
- ☐ Low-Moderate Housing (LMH): To qualify under this subcategory, the activity must result in housing that will be occupied by Low to Moderate income persons upon completion. The housing can be either owner or renter occupied and can be either one family or multi-unit structures. Rental housing must be occupied at affordable rents.
- ☐ Low-Moderate Jobs (LMJ):
- ☐ Addresses Conditions of Slum and Blight
- ☐ Meets an Urgent Community Need

11. Select the activity that is most appropriate for your agency's proposed project:

- ☐ Battered & Abused Spouses Services
- ☐ Centers: includes for child care, disabled, youth, seniors, facilities for AIDS patients, etc
- ☐ Code Enforcement (internal City department applications only)
- ☐ Crime Prevention & Awareness Services
- ☐ Direct Financial Assistance to Homebuyers
- ☐ Education
- ☐ Employment Services / Job Training
- ☐ Fair Housing Services
- ☐ Health Services: includes mental health
- ☐ Homeless Services: includes facilities, shelters, etc
- ☐ Facility Improvements
- ☐ Infrastructure Improvements
- ☐ Housing Rehabilitation & Historic Preservation (currently not accepting applications for these activities)
- ☐ Senior Services
- ☒ Youth Services
- ☐ Adult Services
- ☐ "Other-please explain:"

PROJECT BENEFIT TO LOW AND MODERATE INCOME CLIENTS/HOUSEHOLDS

12. Select all populations to be served by your proposed project:

- ☐ Adults
- ☐ Homeless
- ☐ Persons with Disabilities
- ☐ Persons with Mental Illness
- ☐ Senior Citizens: must be age 62 and over
- ☐ Victims of Child Abuse
- ☐ Victims of Domestic Abuse
- ☒ Youth

PROJECT ACTIVITY

13. Describe the proposed project & provide: 1. Detailed description 2. Number of beneficiaries to be served 3. Timeline for completion 4. Frequency of service 5. How the service is provided (as group, class, one on one mtg, phone referrals, etc)

If you are proposing an infrastructure/facilities project include: 1. Proposed scope of work/Tract # w/ block group 2. Timeline for completion: Bidding process, site prep, final occupancy, etc 3. Address prevailing wage & federal reporting
Program Description

Assistance League of Pomona Valley is requesting \$9,000 to help provide critically needed emergency and comprehensive dental care for 60 school age children from low to moderate-income families from the Pomona Unified School District that would not otherwise receive care. Care may also be extended to other family members of the initially referred child as well as other low income adults in the community. All dental care for the 60 beneficiaries will be performed at the Assistance League of Pomona Valley Dental Center in downtown Pomona.

Beneficiaries Served

This project will serve 60 unduplicated children from very low-income families who do not have dental insurance, do not qualify for public assistance or who are unable to receive complete dental care from other resources for any reason. The staff at elementary and middle schools refer many of our clients to us. Our method of outreach is primarily through the schools but also through contacts with the local community. All families of the children served by this program are screened to determine if they meet all CDBG eligibility requirements. If they do not meet the CDBG requirements, our staff will still provide dental care that is funded by Assistance League of Pomona Valley non-grant funds.

Timeline for Completion, Frequency of Service and How Service is Provided

Assistance League of Pomona Valley, an all-volunteer organization, funds and maintains a fully equipped Dental Center located at its downtown Pomona facility and has been providing quality no-charge dental care to this community since 1987. All dental care is provided at that facility. This includes urgent emergency and comprehensive dental care (exam, cleaning, x-ray, dental fillings, fluoride treatments, root canals, spacers, etc.) to the children from very low to moderate income families who have no dental insurance or no other access to dental care, or are unable to receive complete services from other programs for any reason. The children visit the Dental Center on an appointment basis to receive dental care. Dental care may also be provided to other low-income family members when funding is available. Over 95% of our clients are from the Pomona Unified School District.

The Dental Center is open 2 days per week from September to July of each School year and appointments and walk-ins are welcome during those times. The requested grant funds only the services of the dentist for the first visit of each of the 60 children during the grant period. All other expenses (dental hygienist, materials, equipment and overhead), and all costs for subsequent appointments, will be covered by Assistance League of Pomona Valley non-grant funds.

PROJECT INFORMATION

14. Provide a description of the service area and/or target area/neighborhood boundaries to be served.

The service area for this program is the City of Pomona, CA (city wide)

15. Indicate & explain the method that your agency will use to track family size, ethnicity, income levels and verify income.

Example: computer software; Application/Manual Collection or Other

The child's parent or guardian fills out a detailed intake form that includes name, address, school, family size, ethnicity, family income and other needed information. They are asked to bring proof of income when they come for dental care. The families are given any help they need in completing the forms by a bilingual volunteer.

Using these forms the information from each family is entered into an excel spreadsheet that is used to track all of the data needed for reporting, and to compare the actual results to the project goals. In addition to the Excel spreadsheet, all of the intake forms are filed and retained for the time required along with the confidential medical records for each patient.

16. Indicate if this project will result in the provision of a NEW SERVICE for City of Pomona residents?

If it will, describe how the direct service proposed is not a duplication of existing services available to the target population previously identified

Assistance League of Pomona Valley has been providing dental care to children of low income families in the City of Pomona since 1987. This project supports a program that has been ongoing in the city of Pomona for 30 years. It is not a new service.

17. Indicate if this project will result in a quantifiable increase in the level of service of an existing service.

If it will, describe how the direct service proposed demonstrates a quantifiable increase in access and the level of an existing service currently provided.

This project will allow Assistance League of Pomona Valley to provide dental service to 60 children we may not be able to serve due to financial limitations.

18. Indicate if this project will charge fees to the CDBG clientele for any of the project activities previously described?

If it will, describe what fees are collected, justification for the fees, what is the fee schedule (amounts charged), and how the fees will be expended.

Assistance League of Pomona Valley suggests a voluntary co-payment of \$10 at the time of appointment if the family is able to pay. However, this co-payment is not mandatory and is not a condition for receiving dental care. It is waived for families who cannot afford to pay or decline to pay for any reason.

The very low co-payment was initiated to raise self-esteem of families by giving them the opportunity to pay for a portion of the dental care for their children without causing a financial hardship. This also allows the families to discuss the cost of care with their children to reinforce the importance of taking care of their teeth and dental health.

The voluntary co-payment represents a very small portion of the overall cost of the dental appointment. Approximately 50% of families pay the co-payment. We do not keep track of the families that make co-payments so, for the purposes of CDBG program billing, we assume all of the eligible families have made the payment.

RECORD KEEPING PROCEDURES

19. Describe the procedures your agency will use to track and monitor the progress of the project:

Information from the intake sheets on each patient and family receiving service is maintained in an Excel spreadsheet. Using this information we can track the number of students served, the income levels and family status and other information needed. The number of students served is tracked against the goals to ensure we are on track to meet or exceed our yearly plan.

Program income and expense details are maintained in our QuickBooks accounting system by account, vendor and invoice and the overall financial progress of the project is tracked against the established budget.

20. Describe your agency's record keeping procedures, with regards to the proposed project:

Assistance League of Pomona Valley uses QuickBooks accounting software and Excel to track and manage both the students served and the program income and expenses (including payroll) from all sources.

Records are kept in electronic and paper forms to meet both the CDBG and Assistance League of Pomona Valley's record retention requirements. Quickbooks financial records are retained indefinitely. Excel spreadsheets and the intake sheets are retained for the required minimum time.

21. Describe the procedures your agency will use to separate and track CDBG activities and expenditures from other funds:

Assistance League of Pomona Valley uses QuickBooks accounting software to track and manage income and expenses (including payroll) from all sources. Tracking is done by use of suitable account numbers for each program. CDBG income and expenditures are further identified and tracked using an Excel spreadsheet based on on QuickBbook records.

These records provide details to allow us to track CDBG activities, income and expenses from other funds.

ORGANIZATIONAL CAPACITY

22. Has your agency ever done this type of activity before?

☒ YES

☐ NO

23. Describe your agency's experience in completing projects and highlight past accomplishments:

Assistance League of Pomona Valley is an all-volunteer nonprofit organization dedicated to improving the lives and well being of children and families in our communities. We have been serving the Pomona community since 1932, and actually began

the volunteer services at Pomona Valley Hospital. We became the eighth chartered chapter of National Assistance League® in 1946. This represents a long, successful history and experience in providing a wide variety of volunteer services to children in the Pomona community (perhaps one of the longest in the area).

The Dental Center is our oldest philanthropic program. It was started in 1987 and has been operating for over 31 years. We have provided dental care to about 9,000 children to date. It has been a very successful program since its inception.

We also fund and operate several other philanthropic programs directed at improving the lives and well-being of children in the Pomona community. These include Operation School Bell (the signature philanthropic program of National Assistance League®). We started this program in 1997-1998, and have provided new school clothing for over 19,000 students from the Pomona Unified School District over the past 20 years. We also have an Assault Survivor Kits® program, which provides emergency supplies to Project Sister and others for children, teens and adult women who are victims of violence and abuse. We also provide Cubs for Kids; Books for Kids; and our Act of Giving project that makes Christmas happen for low-income families.

24. Describe your agency's experience with CDBG or other Federal grant programs:

Assistance League of Pomona Valley has been receiving CDBG grants for over 11 years. Initially the grants were used to support our Children's Dental Center. Over that period the CDBG grants have paid for the initial visit of about 500 unduplicated children from low income families and helped make it possible for more than 4,000 children to receive both routine and emergency dental care that we would not have been able to provide without the grant funds. Hundreds of children from low income families have the City of Pomona and the CDBG funding to thank for receiving quality dental care they otherwise may not have been able to receive.

We have several philanthropic programs in addition to the Dental Center. One of the most important is our Operation School Bell program that provides new school clothing to students from low income families. That program was started in the 1997-1998 school year. We have been supporting that program with funds raised from donations and fundraisers. In 2015-2016 we requested CDBG funding to expand the program to provide additional clothing we could not afford to provide. With the funds awarded since that time we were able to provide jeans for boys and jeans and leggings for girls for over 2,400 students from low income families. We would not have been able to provide these items without the CDBG funding.

Assistance League of Pomona Valley's experience with the CDBG program has been outstanding. It is a well administered program that has provided dental care and new school clothing hundreds of children from low income families, and significantly improved the community. CDBG funding has helped us increase the number of children we have been able to help and also to increase the services we have been able to provide.

25. Describe your agency's current capacity, including staff and volunteer qualifications, in carrying out the proposed activity:

The Assistance League of Pomona Valley's Dental Center is staffed with 1 fully accredited contract dentist and 2 staff positions (a dental hygienist and an office manager). The center is currently open 2 days each week during the school year and has a capacity of about 7 appointments each day. Most of our clients require multiple appointments. The dental staff is supplemented with 2 Dental Center Co Chairpersons and several member-volunteers as needed, but neither are used for any form of direct care.

The Dental Center currently serves about 160 children per year (including the 60 we are requesting CDBG funding for) with an average of 2.5 appointments per child. This represents less than 70% of capacity. We have provided dental care for some of our clients from Kindergarten through graduation from high school.

26. Describe your agency's administrative systems by indicating YES or NO for each item that exists within your agency's organizational structure.

- | | | |
|-------------------------------------|-----|--|
| <input checked="" type="checkbox"/> | Yes | Are written procedures in place? (Formal Personnel System) |
| <input checked="" type="checkbox"/> | Yes | Can staff salary be tracked by funding source? |
| <input checked="" type="checkbox"/> | Yes | Are formal written accounting procedures in place? (Audit System) |
| <input checked="" type="checkbox"/> | Yes | Are there Record keeping Systems/Separate tracking system for each funding source? |
| <input checked="" type="checkbox"/> | Yes | Are there formal written Cash Management Practices (includes proper security measures) |
| <input checked="" type="checkbox"/> | Yes | Are hard copy files and or computer records systems with security and back-up in place? |
| <input type="checkbox"/> | No | Are internal monitoring/evaluation systems in place? |
| <input type="checkbox"/> | No | Are internal monitoring/evaluation systems procedures in compliance with Sarbanes-Oxley? |
| <input checked="" type="checkbox"/> | Yes | Is client's eligibility verified? |
| <input checked="" type="checkbox"/> | Yes | Is client demographic data collected and a reporting system in place? |

<input type="checkbox"/> Yes	Are there written formal procurement policies/procedures in place?
<input type="checkbox"/> Yes	Are Conflict of Interest Policies in place?
<input type="checkbox"/> No	Are Client Grievance Policies in place?
<input type="checkbox"/> Yes	Does your agency generate annual fundraising revenue?
<input type="checkbox"/> Yes	Is there Financial Oversight by the Board of Directors?
<input type="checkbox"/> Yes	Is there Program Oversight by the Board of Directors?
<input type="text" value="0.00"/>	TOTAL

27. If any gap exists in your agency's administrative systems, describe what they are and how they will be addressed, as well as the timing for resolving?

There are three areas listed where we do not have dedicated policies in place.

Internal Monitoring and evaluation systems

We do not have a dedicated policy for this item but most, if not all, of the items that would be contained in such a policy are currently in one or more of the policies that are in place (for example requirements for financial reviews/audits are contained in the financial policy). We will include the need for this in our yearly Policy and Procedures evaluation and prepare one if we determine it is needed based on the size of our organization and the other policies in force.

Sarbanes-Oxley Requirements

Because of our size and nonprofit status we have not attempted to comply with all Sarbanes-Oxley requirements. We will include this in the evaluation of the need for a dedicated internal monitoring and evaluation policy. However, as stated above, most if not all of the requirements are contained in other policies. For example, we have a Whistle blower Policy, a Code of Ethics, Conflict of Interest, Document Retention and other policies, many that were developed using Sarbanes-Oxley as a guide.

Client Grievance Policies

We do not have a Client Grievance Policy in place and we will include the need for this in our yearly Policy and Procedures evaluation. Employees and members-volunteers are covered in this regard by the Whistle-blower policy.

28. Indicate your agency's Financial System

- ☐ Cash Basis
- ☒ Accrual Basis

29. Select your agency's Fiscal Year Term:

- ☐ January - December
- ☐ July - June
- ☐ October - September
- ☒ "Other - please explain:" June 1 to May 31

ACCESSIBILITY FOR PERSONS WITH PHYSICAL DISABILITIES

30. Federal regulations require that all program services, housing, and facilities assisted with CDBG funds be accessible to the disabled, whenever feasible. Does the service site currently, or will it, meet ADA standards for accessibility?

Includes: ramps, parking, bathroom grab bars, top of toilet seats that meet required height from the floor, wheelchair maneuverability, accessible water fountains, access between floors, other improvements including serving the blind & deaf.

- ☒ YES
- ☐ NO
- ☐ N/A

31. If No, describe accessibility problems and method to address problems, including funding and timetable:

The service site currently meets ADA requirements.

EMPLOYMENT AND CLIENT PARTICIPATION

32. Do you notify the public that your agency does not discriminate based on race, color, religion, gender, sexual orientation, national origin, age or disabilities in hiring practices or provision of services?

- ☒ YES, please explain: Non-discrimination policy posted for clients and employees., , ,
☐ NO, please explain: Non-discrimination policy posted for clients and employees., , ,

33. If you answered 'YES' to question #32, indicate how:

A poster is displayed in each area where clients, employees or member volunteers may be present. This poster is based on our written non-discrimination policy. A copy our written non-discrimination policy is available for all clients, members and employees.

34. If you answered 'NO' to question #32, is the agency willing to adopt the practice?

- ☒ YES
☐ NO

35. Can this project proceed on July 1, 2019?

- ☒ YES
☐ NO

Budget [top](#)

Proposed FY 19-20 Budget	Request	Other Sources	Total CDBG Request
CDBG	\$ 9,000.00		\$ 9,000.00
ALPV Donations and Fundraising		\$ 69,500.00	\$ 69,500.00
Dental Center Fees (co-pay)		\$ 2,500.00	\$ 2,500.00
Total	\$ 9,000.00	\$ 72,000.00	\$ 81,000.00

Proposed Budget Details	Request	Other Sources	Total CDBG Request
Staff - Contract Dentist	\$ 9,000.00	\$ 31,000.00	\$ 40,000.00
Staff - Dental Hygenist	\$ 0.00	\$ 8,150.00	\$ 8,150.00
Staff - Office Manager	\$ 0.00	\$ 9,000.00	\$ 9,000.00
Rent/Lease	\$ 0.00	\$ 0.00	\$ 0.00
Utilities (allocated)	\$ 0.00	\$ 4,100.00	\$ 4,100.00
Internet/Telephone (allocated)		\$ 1,700.00	\$ 1,700.00
Office Supplies		\$ 500.00	\$ 500.00
Operating Supplies		\$ 6,000.00	\$ 6,000.00
Payroll Service		\$ 400.00	\$ 400.00
Equipment Maintenance & Repair		\$ 2,500.00	\$ 2,500.00
Building Maintenance & Repair		\$ 1,200.00	\$ 1,200.00
Equipment Purchase		\$ 1,000.00	\$ 1,000.00
Insurance (allocated)		\$ 5,450.00	\$ 5,450.00
Workman's Compensation Insurance		\$ 400.00	\$ 400.00
Printing		\$ 300.00	\$ 300.00
Public Relations		\$ 100.00	\$ 100.00
Other		\$ 200.00	\$ 200.00
OTHER:			\$ 0.00
Total	\$ 9,000.00	\$ 72,000.00	\$ 81,000.00

Budget Narrative

The budget shown is preliminary because our 2019-2020 budget will not be finalized until May, 2019. The preliminary budget shown includes all direct expenses, including payroll, for the proposed project as well as allocated overhead expenses. Overhead expenses are about 14% of the total program budget and are completely paid by ALPV. All (100%) of the CDBG funds requested will go directly to payment of our contract dentist for the first visit of 60 unduplicated children during the grant year.

The proposed budget is based on the Dental Center being open 2 days per week during the school year and the expenses from the current year with a small inflation factor included.

Required Documents [top](#)

Documents Requested *

Required? Attached Documents *

Certification of Application download template	✓	Certification of Application
Certification Regarding Lobbying download template	✓	Certification Regarding Lobbying
Certification Regarding Debarment and Suspension download template	✓	Certification Regarding Debarment and Suspension
Certification Regarding a Drug Free Workplace download template	✓	Certification Regarding a Drug Free Workplace
Certification Regarding Reservation of Rights download template	✓	Certification Regarding Reservation of Rights
Certification Regarding Section 504 download template	✓	Certification Regarding Section 504
Certification Regarding Section 3 (if applicable) download template		
Certification Regarding Use of Real Property (if applicable) download template		
Certification of Compliance with Conflict of Interest & Procurement Policies download template	✓	Certification of Compliance with Conflict of Interest & Procurement Policies
Certification- Assurance of Audit Requirements download template	✓	Certification Assurance of Audit Requirements
Certification of Affiliation download template	✓	Certification of Affiliation
Certification- Project Contact Information download template	✓	Project Contact Information
Certification- Signature Authorization Form download template	✓	Signature Authorization Form
Certification Regarding Board of Directors/Governing Boards Economic Interest download template	✓	Certification of Board of Directors Economic Interest
State and Federal Tax Exemption Determination Letter	✓	IRS Determination Letter
Written Financial Management Procedures	✓	Written Financial Management Procedures
Written minute action and/or Board approval documentation signed by the Board President authorizing submittal of the CDBG application and authorizing the Board President or Agency Representative to sign the application.	✓	Board Submission Approval Documentation
Written documentation of the construction schedule developed for the proposed infrastructure/facilities projects only		
Written documentation of all bidding process undertaken for the infrastructure/facilities proposed projects only		
Job descriptions of all staff charged for the proposed project. Job descriptions should be limited to the specific duties/responsibilities associated with the proposed project, rather than a general agency description.(if applicable)		Job Description - Dentist
Contractors receiving \$750,000 or more of federal funding, when that funding represents more than 10% of the orgs annual budget, must submit salary and		

wage ranges for each of their job classifications, inc. executive salaries/benefits(if applicable)

Fiscal Documents for all NON-PROFIT AGENCIES (No exceptions) A. FY 2017 Financial Statements/Income Statement, AND B. Fully signed copy of the FY 2017 federal tax form 990, AND C. Fully signed copy of the FY 2017 State tax form 199



[2017-2018 Financial Statement](#)

[2017-2018 Form 990](#)

[2017-2018 CA 199](#)

Copy of City of Pomona Business License



[Pomona Business License](#)

Copy of Proof of Registration in SAM.GOV



[Proof of Registration in SAM.GOV](#)

Copy of Proof of Insurance Coverage - General Liability (min. \$1,000,000, per occurrence and \$2,000,000 aggregate), Auto Liability (min. \$1,000,000, per occurrence) & Workers' Compensation.



[Proof of Insurance Coverage](#)

Copy of Organization By-Laws



[Organization By-Laws](#)

Copy of Organization Articles of Incorporation



[Articles of Incorporation](#)

Copy of Limited English Proficiency Plan (L.E.P)



[Limited English Proficiency Plan](#)

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

Application ID: 130950

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City of Pomona
Neighborhood Services Department - Housing Division
Community Development Block Grant Program (PY) 2019-2020
2/8/2019 deadline

Assistance League of Pomona Valley Operation School Bell Expansion

Jump to: [Application Questions](#) [Budget](#) [Required Documents](#)

\$ 13,000.00 Requested

Submitted: 1/9/2019 5:39:34 PM (Pacific)

Project Contact

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Tel: 909-969-1544

Additional Contacts

none entered

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President

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FY 2017-2018

FY 2016-2017

FY 2015-2016

FY 2014-2015

TOTAL

5. List the Federal award and funding amount your agency has received for the past five (5) years:

List year, source and total amount awarded. (Do Not Include CDBG)

None

6. Provide the agency Mission Statement:

Mission Statement: Assistance League of Pomona Valley is a nonprofit volunteer organization dedicated to improving the lives and well-being of children and families in our communities.

Vision: Assistance League of Pomona Valley will support our communities through philanthropic programs that build self-esteem and create "one smile at a time" for children and their families.

Values:

- Committing to the children and families we serve
- Appreciating the energy, experience and contributions of all members
- Demonstrating respect, kindness and compassion toward others
- Enhancing partnerships with school districts and Chambers of Commerce

Please visit our website at www.alpv.org for more information.

7. Select one (1) HUD OBJECTIVE and one (1) HUD OUTCOME that is best suited for your proposed project:

HUD has instituted performance measures to gather information and determine the effectiveness of programs funded with CDBG. Information obtained will be reported by the City to HUD.

- ☒ OBJECTIVE: SUITABLE LIVING ENVIRONMENT- This project objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment (such as poor quality infrastructure) to social issues, such as crime prevention, child care, literacy, or elderly health services. It includes improving the safety and livability of neighborhoods, increasing access to quality facilities and services, and revitalizing deteriorating neighborhoods.
- ☐ OBJECTIVE: DECENT HOUSING- This project objective focuses on housing programs possible under CDBG where the purpose of the program is to meet individual, family, or community needs and not programs where housing is an element of a larger effort, since such programs would be more appropriately reported under suitable living environment.
- ☐ OBJECTIVE: CREATING/EXPANDING ECONOMIC OPPORTUNITY- This project objective applies to the types of activities related to economic development, commercial revitalization or job creation.
- ☐ OUTCOME: NEW OR IMPROVED AVAILABILITY/ACCESSIBILITY- This outcome applies to activities that make services, infrastructure, public facilities, employment opportunities, housing or shelters available or accessible to low/moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income persons where they live.
- ☒ OUTCOME: AFFORDABILITY- This outcome applies to activities that provide affordability in a variety of ways in the lives of low/moderate income people. It can include the creation or maintenance of affordable housing or basic infrastructure hook-ups, or services such as transportation or day care.
- ☐ OUTCOME: SUSTAINABILITY- This outcome applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to low/moderate income persons.

PRIORITIES

8. Select the following GOALS, STRATEGIES, INITIATIVES and/or CORE VALUES your project will address:

Refer to the RESOURCE tab for additional data.

- ☒ Consolidated Plan Goals
- ☐ Strategies to Help Pomona's Homeless
- ☒ Pomona's Promise Initiatives
- ☒ City's Core Values

9. Explain how the proposed project addresses the outcome(s) selected above.

Include any supporting statistics or other factual information related to supporting the importance of addressing the need, including any increase and/or improvement to services provided.

This proposed project provides new school clothing, hygiene supplies and books to students from low to moderate income families in Pomona.

This proposed project directly supports the City of Pomona's Promise Initiatives, Core Values and Consolidated Plan Goal of a suitable living environment (public services) by providing a quality affordable service to low to moderate income families. Our target population is school-aged children who we will assist, at no charge, by providing properly fitting and contemporary

styled new school clothing, along with books and other supplies, which they otherwise would be unable to afford. This project also helps to reduce the risk factors for our children through a well-organized, community-based program that will enhance student self-esteem, promote learning and reduce the risk of academic failure or other serious factors that can result when a community does not meet the needs of its poorest residents.

NATIONAL OBJECTIVES

10. To be eligible for CDBG funding from the City, the project must meet only one of the following National Objectives below that benefit low to moderate income persons.

- ☐ Low-Moderate Clientele (LMC): Benefit clientele that is generally presumed to be low to moderate-income: abused children, battered spouses, elderly persons (62 yrs. and over), severely disabled adults, homeless persons, illiterate adults, persons with AIDS and migrant farm workers.
- ☒ Low-Moderate Clientele (LMC): Require documentation on family size and income in order to show that at least 51 percent of the clientele are LMI.
- ☐ Low-Moderate Clientele (LMC): Have income eligibility requirements limiting the activity to LMI persons only.
- ☐ Low-Moderate Clientele (LMC): Be of such a nature and in such a location that it can be concluded that clients are primarily LMI (i.e. – day care center in a public housing complex)
- ☐ Low-Moderate Clientele (LMC): Serve to remove material or architectural barriers to the mobility or accessibility of elderly persons (62 yrs. and over) or severely disabled adults. (ADA accessibility)
- ☐ Low Moderate Area (LMA): To qualify under this subcategory, at least 51% of the residents within the targeted activity area are Low to Moderate income persons. Refer to the CDBG Eligible Area Map located in the
- ☐ Low-Moderate Housing (LMH): To qualify under this subcategory, the activity must result in housing that will be occupied by Low to Moderate income persons upon completion. The housing can be either owner or renter occupied and can be either one family or multi-unit structures. Rental housing must be occupied at affordable rents.
- ☐ Low-Moderate Jobs (LMJ):
- ☐ Addresses Conditions of Slum and Blight
- ☐ Meets an Urgent Community Need

11. Select the activity that is most appropriate for your agency's proposed project:

- ☐ Battered & Abused Spouses Services
- ☐ Centers: includes for child care, disabled, youth, seniors, facilities for AIDS patients, etc
- ☐ Code Enforcement (internal City department applications only)
- ☐ Crime Prevention & Awareness Services
- ☐ Direct Financial Assistance to Homebuyers
- ☐ Education
- ☐ Employment Services / Job Training
- ☐ Fair Housing Services
- ☐ Health Services: includes mental health
- ☐ Homeless Services: includes facilities, shelters, etc
- ☐ Facility Improvements
- ☐ Infrastructure Improvements
- ☐ Housing Rehabilitation & Historic Preservation (currently not accepting applications for these activities)
- ☐ Senior Services
- ☒ Youth Services
- ☐ Adult Services
- ☐ "Other-please explain:"

PROJECT BENEFIT TO LOW AND MODERATE INCOME CLIENTS/HOUSEHOLDS

12. Select all populations to be served by your proposed project:

- ☐ Adults
- ☐ Homeless
- ☐ Persons with Disabilities
- ☐ Persons with Mental Illness

- ☐ Senior Citizens: must be age 62 and over
- ☐ Victims of Child Abuse
- ☐ Victims of Domestic Abuse
- ☒ Youth
- ☐ "Other - please explain:"

PROJECT ACTIVITY

13. Describe the proposed project & provide: 1. Detailed description 2. Number of beneficiaries to be served 3. Timeline for completion 4. Frequency of service 5. How the service is provided (as group, class, one on one mtg, phone referrals, etc)

If you are proposing an infrastructure/facilities project include: 1. Proposed scope of work/Tract # w/ block group 2. Timeline for completion: Bidding process, site prep, final occupancy, etc 3. Address prevailing wage & federal reporting
Program Description

The goal of this proposed project is to extend Assistance League of Pomona Valley's (ALPV) existing Operation School Bell program to include jeans (for both boys and girls) and leggings (for girls) as an addition to the range of clothing we normally provide to children of low to moderate income families in Pomona. In the past we have been able to provide 5 colorful shirts or tops, 6 sets of underwear and socks a sweatshirt and jacket. During the past three years CDBG funding has helped us add jeans for boys and leggings for girls to our clothing mix. During the 2018-2019 school year two pair of jeans for boys and one pair of jeans plus two pair of leggings for girls will be supplied to 626 students as a result of the CDBG funding award. However, the funding award was not enough to supply this clothing to all 1,000 of the children we serve so we may have to reduce the number of jeans and leggings to the remaining 400 children. These items are critically needed by the children in our community and we have received many grateful thanks for including them. Providing these items to all the children we serve will significantly help the children and families financially and help improve the children's self-esteem.

Our 2019-2020 project objective is to provide two pair of Jeans for boys and one pair of jeans plus 2 pairs of leggings for girls to all the children served (approximately 1,000). Providing two pair of jeans for boys, and one pair of jeans and leggings for girls will help the clothing last over the complete school year and make it much more affordable for the families.

Because we currently serve about 1,000 unduplicated children per year we are requesting \$13,000 to add two pair of jeans for boys and 1 pair of jeans and 2 pair of leggings for girls to every child's shopping bag. This amount is based on the costs of clothing during the current year plus a small increase for inflation. Since the costs are estimates at this time if they change at the time of quotation we will either adjust the number of children served or the amount of clothing provided to each child from CDBG funds.

We also supply new and gently used books to the children and hygiene supplies for the family as part of this program. Our Operation School Bell program has been providing much needed clothing to students from low to moderate income families in Pomona for over 19 years.

Beneficiaries Served

Approximately 1,000 school-aged students from low-income families in the Pomona Unified School District will receive pants/jeans/leggings in addition to other clothing currently provided by our Operation School Bell program. Expansion of this program will increase its effectiveness in minimizing risk factors leading to low self-esteem that can result in school absences and academic failure. Although difficult to measure, this project can be a critical factor in building self-confidence resulting in successful education. Self esteem cannot be minimized here. The importance of a child feeling they measure up to their peer group is a significant outcome provided by clothing like everyone else

Timeline for Completion, Frequency of Service and How Service is Provided

New school clothing, including the proposed jeans and leggings, are provided throughout each school year at monthly clothing distributions held at Assistance League of Pomona Valley's facility in downtown Pomona. Students are referred to this program by the Pomona Unified School District and other local nonprofit and faith-based organizations based on the families need. The students parents or guardians visit our centrally located facility and pick out clothing in our store-like setting. In many cases they bring their children after school hours and allow them to pick out the clothing from our large selection. The smiles we see on the faces of the children is a constant reminder of the importance and success of this program.

PROJECT INFORMATION

14. Provide a description of the service area and/or target area/neighborhood boundaries to be served.

The service area for this program is the City of Pomona, CA (city wide)

15. Indicate & explain the method that your agency will use to track family size, ethnicity, income levels and verify income.

Example: computer software; Application/Manual Collection or Other

The child's parent or guardian fills out a detailed intake form that includes name, address, family size, ethnicity, family income and other needed information. They are asked to bring proof of income when they come to the clothing distribution. The families bring the intake forms to the clothing distribution (in most cases a sheet has already been sent to us by the Pomona Unified School District). The families are given any help they need in completing the forms by a bilingual volunteer.

Using these forms, the information from each family and child are entered into an excel spreadsheet that is used to track all of the data needed for reporting, and to compare the actual distribution results to the project goals. In addition to the Excel spreadsheet all of the intake forms are filed and retained for the time required.

16. Indicate if this project will result in the provision of a NEW SERVICE for City of Pomona residents?

If it will, describe how the direct service proposed is not a duplication of existing services available to the target population previously identified

This project supports and extends an Assistance League of Pomona Valley program that has been ongoing in the city of Pomona for over 19 years. It is not a new or duplication of an existing service available to the target population.

17. Indicate if this project will result in a quantifiable increase in the level of service of an existing service.

If it will, describe how the direct service proposed demonstrates a quantifiable increase in access and the level of an existing service currently provided.

This project extends the amount and type of clothing provided to all students through Assistance League of Pomona Valley's existing Operation School Bell® program to include jeans and leggings which otherwise they may not receive without the funds provided by the requested grant.

18. Indicate if this project will charge fees to the CDBG clientele for any of the project activities previously described?

If it will, describe what fees are collected, justification for the fees, what is the fee schedule (amounts charged), and how the fees will be expended.

There is no charge to the families or students for the Operation School Bell program. All clothing, hygiene supplies and books are provided at no cost to the families/students.

RECORD KEEPING PROCEDURES

19. Describe the procedures your agency will use to track and monitor the progress of the project:

Information from the intake sheets filled out for each student and family attending the clothing distributions is maintained in an Excel spreadsheet. Using this information we can track the number of students served, the income levels and family status and other information needed. The number of students served is tracked against the goals to ensure we are on track to meet or exceed our yearly goals.

On the expense side details on the purchase of clothing as well as for other expenses for the distributions is maintained in our QuickBooks accounting system by account, vendor and invoice.

20. Describe your agency's record keeping procedures, with regards to the proposed project:

Assistance League of Pomona Valley uses QuickBooks accounting software and Excel to track and manage both the students served and the program income and expenses from all sources.

Records are kept in electronic and paper forms to meet both the CDBG and Assistance League of Pomona Valley's record retention requirements. Quickbooks financial records are retained indefinitely. Excel spreadsheets and the intake sheets filled out by the families are retained for the required minimum time.

21. Describe the procedures your agency will use to separate and track CDBG activities and expenditures from other funds:

Assistance League of Pomona Valley uses QuickBooks accounting software to track and manage income and expenses from all sources. Tracking is done by use of suitable account numbers for each program. CDBG income and expenditures are further identified and tracked using an Excel spreadsheet based on QuickBooks records.

These records provide details to allow us to track CDBG activities, income and expenses from other funds.

ORGANIZATIONAL CAPACITY

22. Has your agency ever done this type of activity before?

☒ YES

☐ NO

23. Describe your agency's experience in completing projects and highlight past accomplishments:

Assistance League of Pomona Valley is an all-volunteer nonprofit organization dedicated to improving the lives and well being of children and families in our communities. We have been serving the Pomona community since 1932, and actually began the volunteer services at Pomona Valley Hospital. We became the eighth chartered chapter of National Assistance League® in 1946. This represents a long, successful history and experience in providing a wide variety of volunteer services to children in the Pomona community (perhaps one of the longest in the area).

Operation School Bell® is the signature philanthropic program of National Assistance League®. Assistance League of Pomona Valley was approved to implement this program in 1998-99 and began serving children that school year. This program provides new school clothing for children of low-income families. Over the past 19 years we have helped clothe well over 19,000 elementary school students from the Pomona Unified School District. However, in response to dramatic changes in our community needs we are working to make a significant expansion of this program to serve more children with a wider range of clothing and supplies, all upgraded to contemporary standards.

We also fund and operate several other philanthropic programs directed at improving the lives and well-being of children in the Pomona community. These include a Dental Center that has provided dental care for students from the Pomona Unified School District for the past 30 years and Assault Survivor Kits® provided to Project Sister and geared to serve children, teens and adult women. We also provide Cubs for Kids; Books for Kids; and our Act of Giving project that makes Christmas happen for low-income families.

24. Describe your agency's experience with CDBG or other Federal grant programs:

Assistance League of Pomona Valley has been receiving CDBG grants for over 11 years. Initially the grants were used to support our Children's Dental Center. Over that period the CDBG grants have paid for the initial visit of over 500 children from low income families and helped make it possible for more than 4,000 children to receive both routine and emergency dental care that we would not have been able to do without the grant funds. Hundreds of children from low income families have the City of Pomona and the CDBG funding to thank for receiving quality dental care they otherwise may not have been able to receive.

We have several philanthropic programs in addition to the dental center. One of the most important is our Operation School Bell program that provides new school clothing to students from low income families. That program was started in the 1997-1998 school year. We have been supporting that program with funds raised from donations and fundraisers. In 2015-2016 we requested CDBG funding to expand this program to provide additional clothing we could not afford to provide. With the funds awarded since that time we were able to provide jeans for boys and jeans and leggings for girls for over 2,400 students from low income families.

Assistance League of Pomona Valley's experience with the CDBG program has been outstanding. It is a well administered program that has provided dental care and new school clothing and other benefits to hundreds of children from low income families. It has made a real difference to the community and children we serve.

25. Describe your agency's current capacity, including staff and volunteer qualifications, in carrying out the proposed activity:

Assistance League of Pomona Valley's member-volunteers as well as community volunteers are responsible for carrying out the proposed program. Many of these individuals are retired teachers with significant experience with children and have been members for more than 20 years. They have successfully run this program for 20 years under the leadership of Stephanie Roberts, Operation School Bell Chairperson. We have a member-volunteer staff of approximately 30 and a community volunteer staff of 4. Our members shop for the new school clothing, prepare, fold and hang the clothes, and work during the distribution days to accompany the families through the facility picking out clothing of their choice. We actually have the capacity to handle many more children and we are working on increasing the number of children we serve each year along with the amount of clothing we provide. You could not find a more dedicated and qualified group of people.

We maintain a 1,200 square-foot store-like clothing distribution facility at our central location in Pomona supporting our Operation School Bell program. The facility is fully staffed by our volunteers who dedicate to this program approximately 2,000 hours per year (equivalent to about \$50,000). All clothing currently provided is new and purchased using funds from fundraising events, contributions and grants. Operation School Bell currently provides clothing that includes a minimum of 5 colorful shirts or tops, 6 pair of underwear and socks, sweatshirts, jackets, jeans, leggings and hygiene supplies to each student from low-income families referred by school district employees. We provide clothing to approximately 1,000 students each year, and have been doing so for the past 19 years. We have helped to clothe over 19,000 children from the Pomona Unified School District.

We have clothing distributions a once or twice a month during the school year to serve over 1,000 children annually. We have the capacity to serve many more children depending on funding. Increasing the number of children we serve can be done simply by adding additional clothing distributions per month.

26. Describe your agency's administrative systems by indicating YES or NO for each item that exists within your agency's organizational structure.

<input type="checkbox"/>	Yes	Are written procedures in place? (Formal Personnel System)
<input type="checkbox"/>	Yes	Can staff salary be tracked by funding source?
<input type="checkbox"/>	Yes	Are formal written accounting procedures in place? (Audit System)
<input type="checkbox"/>	Yes	Are there Record keeping Systems/Separate tracking system for each funding source?
<input type="checkbox"/>	Yes	Are there formal written Cash Management Practices (includes proper security measures)
<input type="checkbox"/>	Yes	Are hard copy files and or computer records systems with security and back-up in place?
<input type="checkbox"/>	No	Are internal monitoring/evaluation systems in place?
<input type="checkbox"/>	No	Are internal monitoring/evaluation systems procedures in compliance with Sarbanes-Oxley?
<input type="checkbox"/>	Yes	Is client's eligibility verified?
<input type="checkbox"/>	Yes	Is client demographic data collected and a reporting system in place?
<input type="checkbox"/>	Yes	Are there written formal procurement policies/procedures in place?
<input type="checkbox"/>	Yes	Are Conflict of Interest Policies in place?
<input type="checkbox"/>	No	Are Client Grievance Policies in place?
<input type="checkbox"/>	Yes	Does your agency generate annual fundraising revenue?
<input type="checkbox"/>	Yes	Is there Financial Oversight by the Board of Directors?
<input type="checkbox"/>	Yes	Is there Program Oversight by the Board of Directors?
<input type="text" value="0.00"/>	TOTAL	

27. If any gap exists in your agency's administrative systems, describe what they are and how they will be addressed, as well as the timing for resolving?

There are three areas listed where we do not have dedicated policies in place.

Internal Monitoring and evaluation systems

We do not have a dedicated policy for this item but most, if not all, of the items that would be contained in such a policy are currently in one or more of the policies that are in place (for example requirements for financial reviews/audits are contained in the financial policy). We will include the need for this in our yearly Policy and Procedures evaluation and prepare one if we determine it is needed based on the size of our organization and the other policies in force.

Sarbanes-Oxley Requirements

Because of our size and nonprofit status we have not attempted to comply with all Sarbanes-Oxley requirements. We will include this in the evaluation of the need for a dedicated internal monitoring and evaluation policy. However, as stated above, most if not all of the requirements are contained in other policies. For example, we have a Whistle blower Policy, a Code of Ethics, Conflict of Interest, Document Retention and other policies, many that were developed using Sarbanes-Oxley as a guide.

Client Grievance Policies

We do not have a Client Grievance Policy in place and we will include the need for this in our yearly Policy and Procedures evaluation. Employees and members-volunteers are covered in this regard by the Whistle-blower policy.

28. Indicate your agency's Financial System

- ☐ Cash Basis
- ☒ Accrual Basis

29. Select your agency's Fiscal Year Term:

- ☐ January - December
- ☐ July - June
- ☐ October - September

ACCESSIBILITY FOR PERSONS WITH PHYSICAL DISABILITIES

30. Federal regulations require that all program services, housing, and facilities assisted with CDBG funds be accessible to the disabled, whenever feasible. Does the service site currently, or will it, meet ADA standards for accessibility?

Includes: ramps, parking, bathroom grab bars, top of toilet seats that meet required height from the floor, wheelchair maneuverability, accessible water fountains, access between floors, other improvements including serving the blind & deaf.

- ☐ YES
☒ NO
☐ N/A

31. If No, describe accessibility problems and method to address problems, including funding and timetable:

The Dental Center and Assistance League of Pomona Valley office area is compliant. This includes ramps, bathroom facilities and other required items. This is a common area serving both the Operation School Bell and Dental Center programs.

Some areas of our Operation School Bell store require stairs for access. Accessibility of this area is handled by our volunteers. Each family shopping for clothes for their children is accompanied by a volunteer. If a family member cannot access any area of the store the volunteer brings the clothing and other items directly to that family member for selection. In that way all family members with a disability will receive the same level of service as anyone else.

EMPLOYMENT AND CLIENT PARTICIPATION

32. Do you notify the public that your agency does not discriminate based on race, color, religion, gender, sexual orientation, national origin, age or disabilities in hiring practices or provision of services?

- ☒ YES, please explain: Non-discrimination policy posted for clients and employees., ,
☐ NO, please explain: Non-discrimination policy posted for clients and employees., ,

33. If you answered 'YES' to question #32, indicate how:

A poster is displayed in each area where clients, employees or member volunteers may be present. This poster is based on our written non-discrimination policy. A copy our written non-discrimination policy is available for all clients and employees.

34. If you answered 'NO' to question #32, is the agency willing to adopt the practice?

- ☒ YES
☐ NO

35. Can this project proceed on July 1, 2019?

- ☒ YES
☐ NO

Budget [top](#)

Proposed FY 19-20 Budget	Request	Other Sources	Total CDBG Request
CDBG	\$ 13,000.00		\$ 13,000.00
ALPV Donations and Fundraising Events		\$ 34,800.00	\$ 34,800.00
Total	\$ 13,000.00	\$ 34,800.00	\$ 47,800.00

Proposed Budget Details	Request	Other Sources	Total CDBG Request
Casual Labor	\$ 0.00	\$ 4,200.00	\$ 4,200.00
Program Supplies (clothing for distrubution)	\$ 13,000.00	\$ 19,500.00	\$ 32,500.00
Family Care Kits	\$ 0.00	\$ 3,500.00	\$ 3,500.00
Community Closet	\$ 0.00	\$ 400.00	\$ 400.00
Act of Giving	\$ 0.00	\$ 1,000.00	\$ 1,000.00
Books for Kids	\$ 0.00	\$ 1,000.00	\$ 1,000.00
Insurance (allocated)	\$ 0.00	\$ 1,800.00	\$ 1,800.00
Utilities (allocated)	\$ 0.00	\$ 800.00	\$ 800.00

Water & Sanitation	\$ 0.00	\$ 550.00	\$ 550.00
Internet/Telephone Service (allocated)	\$ 0.00	\$ 500.00	\$ 500.00
Repairs & Maintenance	\$ 0.00	\$ 600.00	\$ 600.00
Office Supplies	\$ 0.00	\$ 350.00	\$ 350.00
Other	\$ 0.00	\$ 500.00	\$ 500.00
Printing		\$ 100.00	\$ 100.00
		\$ 0.00	\$ 0.00
Total	\$ 13,000.00	\$ 34,800.00	\$ 47,800.00

Budget Narrative

The budget shown is preliminary because our 2019-2020 budget will not be finalized until April, 2019.

The preliminary budget shown includes all direct expenses for the proposed project as well as allocated overhead expenses. Overhead expenses are about 9% of the total program budget and are completely paid by ALPV. All (100%) of the CDBG funds requested will go directly to purchase of jeans and leggings for distribution to students of low income families. Our proposed budget is based on providing services to 1,000 children each year although we are working to increase the number served each year.

The Program Supplies category contains only the direct cost for all purchased clothing provided to the children at our monthly distributions. The average cost to clothe one child with the clothing normally provided, and including the proposed 2 pair of jeans for each boy and 1 pair of jeans plus 2 leggings for each girl, is approximately \$42. This includes:

- 5 colorful printed shirts
- 6 pair of underwear
- 6 pair of socks
- 1 Jacket/hooded sweatshirt (various styles)
- 2 pair of Jeans (boys only)
- 1 pair of Jeans (girls only)
- 2 Leggings (girls only)

The funds requested from CDBG will pay for the jeans and leggings which are about 23% of the total program cost and about 31% of the program supplies cost (direct clothing purchases). The costs used in this estimate are based on the actual 2018-2019 costs with an increase for inflation. These costs are estimates and the actual cost may be different based on actual quotations received. If the cost changes we will adjust either the number of children served or the quantity of clothing provided to each unduplicated child.

The low cost of providing this clothing is a direct result of our volunteers relationships with vendors in the LA Garment District. The equivalent retail value of this clothing is about \$90 to over \$130 depending on the store.

Required Documents [top](#)

Documents Requested *	Required?	Attached Documents *
Certification of Application download template	✓	Certificate of Application
Certification Regarding Lobbying download template	✓	Certification Regarding Lobbying
Certification Regarding Debarment and Suspension download template	✓	Certification Regarding Debarment and Suspension
Certification Regarding a Drug Free Workplace download template	✓	Certification Regarding a Drug Free Workplace
Certification Regarding Reservation of Rights download template	✓	Certification Regarding Reservation of Rights
Certification Regarding Section 504 download template	✓	Certification Regarding Section 504
Certification Regarding Section 3 (if applicable) download template		
Certification Regarding Use of Real Property (if applicable)		

[download template](#)

Certification of Compliance with Conflict of Interest & Procurement Policies



[Certification of Compliance with Conflict of Interest & Procurement Policies](#)

[download template](#)

Certification- Assurance of Audit Requirements



[Certification Assurance of Audit Requirements](#)

[download template](#)

Certification of Affiliation



[Certification of Affiliation](#)

[download template](#)

Certification- Project Contact Information



[Project Contact Information](#)

[download template](#)

Certification- Signature Authorization Form



[Signature Authorization Form](#)

[download template](#)

Certification Regarding Board of Directors/Governing Boards Economic Interest



[Certification of Board of Directors Economic Interest](#)

[download template](#)

State and Federal Tax Exemption Determination Letter



[IRS Determination Letter](#)

Written Financial Management Procedures



[Written Financial Management Procedures](#)

Written minute action and/or Board approval documentation signed by the Board President authorizing submittal of the CDBG application and authorizing the Board President or Agency Representative to sign the application.



[Board Submission Approval Documentation](#)

Written documentation of the construction schedule developed for the proposed infrastructure/facilities projects only

Written documentation of all bidding process undertaken for the infrastructure/facilities proposed projects only

Job descriptions of all staff charged for the proposed project. Job descriptions should be limited to the specific duties/responsibilities associated with the proposed project, rather than a general agency description.(if applicable)

[Not Required - No Staff Funding Requested](#)

Contractors receiving \$750,000 or more of federal funding, when that funding represents more than 10% of the orgs annual budget, must submit salary and wage ranges for each of their job classifications, inc. executive salaries/benefits(if applicable)

Fiscal Documents for all NON-PROFIT AGENCIES (No exceptions) A. FY 2017 Financial Statements/Income Statement, AND B. Fully signed copy of the FY 2017 federal tax form 990, AND C. Fully signed copy of the FY 2017 State tax form 199



[2017-2018 Financial Statement](#)
[2017-2018 Form 990](#)
[2017-2018 CA 199](#)

Copy of City of Pomona Business License



[Pomona Business License](#)

Copy of Proof of Registration in SAM.GOV



[Proof of Registration in SAM.GOV](#)

Copy of Proof of Insurance Coverage - General Liability (min. \$1,000,000, per occurrence and \$2,000,000 aggregate), Auto Liability (min. \$1,000,000, per occurrence) & Workers' Compensation.



[Proof of Insurance Coverage](#)

Copy of Organization By-Laws



[Organization By-Laws](#)

Copy of Organization Articles of Incorporation



[Articles of Incorporation](#)

Copy of Limited English Proficiency Plan (L.E.P)



[Limited English Proficiency Plan](#)

Application ID: 130948

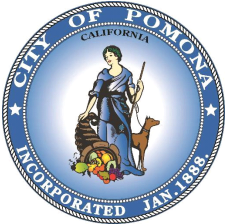
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City of Pomona

Neighborhood Services Department - Housing Division

Community Development Block Grant Program (PY) 2019-2020

2/8/2019 deadline

Claremont After-School Programs, Inc. (CLASP)
Pomona After School Scholars (PASS)

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\$ 8,000.00 Requested

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AGENCY DESCRIPTION

1. What is the date of Incorporation?

2005

2. Select the type of organization: (check all that apply)

☐ Faith Based

☒ Non-Profit

☐ Government/Public Agency

3. How many total years of prior CDBG experience does your agency have?

9 years

4. Enter the total amount of CDBG funds received from all sources for the years in question:

FY 2018-2019

FY 2017-2018

FY 2016-2017

FY 2015-2016

FY 2014-2015

TOTAL

5. List the Federal award and funding amount your agency has received for the past five (5) years:

List year, source and total amount awarded. (Do Not Include CDBG)

None

6. Provide the agency Mission Statement:

The mission of CLASP is to help children enhance their academic, organizational, and social skills by providing quality after-school programs within Claremont Unified School District neighborhoods.

The concept behind CLASP originated in response to critical needs as identified in the City of Claremont and Claremont Unified School District's Youth Master

Plan in 1994: to provide after-school academic support to struggling elementary school students whose families lacked access to such programs for financial or

other reasons. Initially, two separate programs were formed; in 2005 they merged to create CLASP, which continues to be the only nonprofit, nonsectarian

organization in Claremont to offer after-school homework help to elementary school students.

CLASP provides at-risk children from Claremont's seven elementary schools with academic support, recreation, enrichment activities, and healthy snacks for two

hours per day, three days per week. Programs are located at five neighborhood-based sites, including two churches, two community centers, and an affordable

housing complex. CLASP offers students transportation to four of these centers and tutor transportation from the high school.

7. Select one (1) HUD OBJECTIVE and one (1) HUD OUTCOME that is best suited for your proposed project:

HUD has instituted performance measures to gather information and determine the effectiveness of programs funded with CDBG.

Information obtained will be reported by the City to HUD.

- ✓ OBJECTIVE: SUITABLE LIVING ENVIRONMENT- This project objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment (such as poor quality infrastructure) to social issues, such as crime prevention, child care, literacy, or elderly health services. It includes improving the safety and livability of neighborhoods, increasing access to quality facilities and services, and revitalizing deteriorating neighborhoods.
- Ⓔ OBJECTIVE: DECENT HOUSING- This project objective focuses on housing programs possible under CDBG where the purpose of the program is to meet individual, family, or community needs and not programs where housing is an element of a larger effort, since such programs would be more appropriately reported under suitable living environment.
- Ⓔ OBJECTIVE: CREATING/EXPANDING ECONOMIC OPPORTUNITY- This project objective applies to the types of activities related to economic development, commercial revitalization or job creation.
- Ⓔ OUTCOME: NEW OR IMPROVED AVAILABILITY/ACCESSIBILITY- This outcome applies to activities that make services, infrastructure, public facilities, employment opportunities, housing or shelters available or accessible to low/moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income persons where they live.
- Ⓔ OUTCOME: AFFORDABILITY- This outcome applies to activities that provide affordability in a variety of ways in the lives of low/moderate income people. It can include the creation or maintenance of affordable housing or basic infrastructure hook-ups, or services such as transportation or day care.
- ✓ OUTCOME: SUSTAINABILITY- This outcome applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to low/moderate income persons.

PRIORITIES

8. Select the following GOALS, STRATEGIES, INITIATIVES and/or CORE VALUES your project will address:

Refer to the RESOURCE tab for additional data.

- Ⓔ Consolidated Plan Goals
- Ⓔ Strategies to Help Pomona's Homeless
- ✓ Pomona's Promise Initiatives
- ✓ City's Core Values

9. Explain how the proposed project addresses the outcome(s) selected above.

Include any supporting statistics or other factual information related to supporting the importance of addressing the need, including any increase and/or improvement to services provided.

OUTCOME: SUSTAINABILITY – CLASP provides elementary school students (grades 1 through 6) from low-income families who need academic support with

access to quality homework help. The majority of the students served by CLASP are not performing at grade level, which perpetuates the larger achievement gap

among at-risk youth. Students are admitted to CLASP because they come from low-income families and/or have been identified by their teachers as students who

have the greatest need for our services. As of December 2018, of the students enrolled in CLASP who resided in Pomona, 84% had not met or nearly met the

English/Language Arts achievement level on the California Assessment of Student Performance and Progress tests, and 92% had not met or nearly met the Math

achievement level. According to the Annie E. Casey Foundation's 2017 Kids Count Data Book, reading proficiency is a critical marker in a child's educational

development; it is a bridge to learning other subjects and marks an ability to keep up academically. While elementary school-aged students are not necessarily

being taught advanced mathematics, competency in basic math skills improves critical thinking and helps with basic everyday tasks.

The availability of CLASP

programming offers these students the opportunity to stay on track and at grade level, improve their grades as well as test scores, and

motivate them to stay in

school. Providing access to a diverse number of volunteer tutors from the community to work with these students also helps to improve their social interaction

skills.

Another key component of the CLASP program is recreation, which includes healthy outdoor play and enrichment opportunities. As one-half of the students at

each tutoring site participate in these planned activities, the other half receives homework help, which allows for the low student-tutor ratio. Throughout the year, a

variety of special enrichment activities in partnerships with other community groups are carried out, some of which include field trips and unique presentations

focused on science, technology, engineering, arts, and math (STEAM).

NATIONAL OBJECTIVES

10. To be eligible for CDBG funding from the City, the project must meet only one of the following National Objectives below that benefit low to moderate income persons.

- ☐ Low-Moderate Clientele (LMC): Benefit clientele that is generally presumed to be low to moderate-income: abused children, battered spouses, elderly persons (62 yrs. and over), severely disabled adults, homeless persons, illiterate adults, persons with AIDS and migrant farm workers.
- ☒ Low-Moderate Clientele (LMC): Require documentation on family size and income in order to show that at least 51 percent of the clientele are LMI.
- ☐ Low-Moderate Clientele (LMC): Have income eligibility requirements limiting the activity to LMI persons only.
- ☐ Low-Moderate Clientele (LMC): Be of such a nature and in such a location that it can be concluded that clients are primarily LMI (i.e. – day care center in a public housing complex)
- ☐ Low-Moderate Clientele (LMC): Serve to remove material or architectural barriers to the mobility or accessibility of elderly persons (62 yrs. and over) or severely disabled adults. (ADA accessibility)
- ☐ Low Moderate Area (LMA): To qualify under this subcategory, at least 51% of the residents within the targeted activity area are Low to Moderate income persons. Refer to the CDBG Eligible Area Map located in the
- ☐ Low-Moderate Housing (LMH): To qualify under this subcategory, the activity must result in housing that will be occupied by Low to Moderate income persons upon completion. The housing can be either owner or renter occupied and can be either one family or multi-unit structures. Rental housing must be occupied at affordable rents.
- ☐ Low-Moderate Jobs (LMJ):
- ☐ Addresses Conditions of Slum and Blight
- ☐ Meets an Urgent Community Need

11. Select the activity that is most appropriate for your agency's proposed project:

- ☐ Battered & Abused Spouses Services
- ☐ Centers: includes for child care, disabled, youth, seniors, facilities for AIDS patients, etc
- ☐ Code Enforcement (internal City department applications only)
- ☐ Crime Prevention & Awareness Services
- ☐ Direct Financial Assistance to Homebuyers
- ☒ Education
- ☐ Employment Services / Job Training
- ☐ Fair Housing Services
- ☐ Health Services: includes mental health
- ☐ Homeless Services: includes facilities, shelters, etc
- ☐ Facility Improvements
- ☐ Infrastructure Improvements
- ☐ Housing Rehabilitation & Historic Preservation (currently not accepting applications for these activities)
- ☐ Senior Services
- ☐ Youth Services
- ☐ Adult Services
- ☐ "Other-please explain:"

PROJECT BENEFIT TO LOW AND MODERATE INCOME CLIENTS/HOUSEHOLDS

12. Select all populations to be served by your proposed project:

- ☐ Adults

- ✓ Homeless
- ✓ Persons with Disabilities
- ☐ Persons with Mental Illness
- ☐ Senior Citizens: must be age 62 and over
- ☐ Victims of Child Abuse
- ☐ Victims of Domestic Abuse
- ✓ Youth
- ☐ "Other - please explain:"

PROJECT ACTIVITY

13. Describe the proposed project & provide: 1. Detailed description 2. Number of beneficiaries to be served 3. Timeline for completion 4. Frequency of service 5. How the service is provided (as group, class, one on one mtg, phone referrals, etc)

If you are proposing an infrastructure/facilities project include: 1. Proposed scope of work/Tract # w/ block group 2. Timeline for completion: Bidding process, site prep, final occupancy, etc 3. Address prevailing wage & federal reporting

1. CLASP provides children (grades 1 through 6) from the Claremont Unified School District's (CUSD) seven elementary schools with academic homework help, recreation, enrichment activities, and healthy snacks for two hours per day, three days a week, every school year. CUSD service boundaries include a section of Pomona north and south of Foothill Blvd., and west of Towne Ave. Over a third of students enrolled in CLASP come from these areas of Pomona. Programs are located at five neighborhood-based sites, including two churches, two Claremont community centers, and an affordable housing complex. CLASP offers student transportation to four of these centers and tutor

transportation from the high school. CLASP relies on more than 280 volunteer tutors, who come from local colleges, high schools and the surrounding communities. Collectively, they donate over 8,000 hours annually.

2. CLASP serves approximately 140 elementary school students from Claremont Unified School District (CUSD) elementary schools, who are identified by teachers as needing extra help with their schoolwork and who are primarily from low-income families. Our Pomona students are 80% Hispanic, 35% are English Language Learners, and 20% are Special Education students. 88% of Pomona CLASP students qualify for free lunch, and 55% of our Pomona students live in non-permanent housing. Students who are identified as needing CLASP help possess challenges such as not being able to complete homework on time, struggles with grasping concepts, difficulty with organization, insufficient focus on academic tasks, low enthusiasm or confidence with school work, or lack of academic support or a quiet place to study at home.

3. The timeline for completion at CLASP tutoring sites follows the academic school year. Each spring, teachers and principals are contacted by the CLASP Program Director to refer the names of students who could benefit by enrolling in CLASP. Parents are contacted, and by August, they are invited to come to the CLASP office to enroll their children in person, ensuring that accurate and complete information is received. Before the school year begins in the fall, the Program Director contacts principals and teachers to orient them to the goals and objectives of CLASP.

4. The five CLASP tutoring sites stagger their dates and times three days per week, two hours per day, generally between 2:30 p.m. and 5:00 p.m. CLASP sites basically follow the same break and holiday schedule as the District's academic calendar.

5. CLASP provides homework help for students in grades 1-6 along with recreational activities, enrichment, transportation, and healthy snacks. Each of the five tutoring sites has a paid, part-time site supervisor and paid, part-time recreation leaders. The site supervisors oversee the programs, matching students with volunteer tutors and providing extra support for both the students and the tutors. Because CLASP's primary focus is homework help, tutors participate in monthly training sessions that are organized by the Program Director. These training sessions support the tutors by providing information and resources for their work with students.

PROJECT INFORMATION

14. Provide a description of the service area and/or target area/neighborhood boundaries to be served.

The mission of CLASP is to help elementary school students enhance their academic, organizational, and social skills by providing high quality after-school programming in CUSD neighborhoods. The boundaries of CUSD overlap with part of the City of Pomona's District 6. About 35% of our students served live in the city of Pomona, primarily in affordable housing complexes, extended-stay hotels, and mobile home parks. In the 2018-19 academic year, Pomona resident children enrolled in CLASP are 80% Hispanic, 6% Caucasian, 4% African American, and 4% Asian. The remaining 6% are either multi-ethnic or declined to state. Pomona students comprise the majority of students at two of the five tutoring sites where transportation is provided by the Pomona Valley Transportation Authority's Get About buses.

15. Indicate & explain the method that your agency will use to track family size, ethnicity, income levels and verify income.

Example: computer software; Application/Manual Collection or Other

Parents/guardians who wish to enroll their child into CLASP are required to register at the CLASP office, which allows for the most accurate data collection on the families we serve. Enrollment forms ask for basic information such as home address; primary and emergency contact information; and whether the child has any allergies, medication needs, or known disabilities. Other requested information includes ethnicity, race, female head of household, total household income and number of family members living in the household. The income verification form includes a list of possible sources, e.g. SSI, salary, AFDC; the parent/guardian selects the sources that apply to them and attaches a copy of the appropriate documentation. These enrollment sheets are compared to CUSD data to verify where students live, their ethnicity, household income levels, English competency, and standardized test scores.

16. Indicate if this project will result in the provision of a NEW SERVICE for City of Pomona residents?

If it will, describe how the direct service proposed is not a duplication of existing services available to the target population previously identified

CLASP is an existing service for elementary school students residing in the City of Pomona and also live within the boundaries of the Claremont Unified School District. Over the nine years of receiving CDBG funding to serve elementary students who reside in the section of Pomona that is included in the Claremont Unified School District, CLASP objectives remain consistent with the City of Pomona's Core Strategies within the Youth and Family Master Plan, as well as with the Pomona's Promise Initiatives. The services provided by CLASP to this target population of elementary school kids that live in Pomona but have their education provided by the Claremont Unified School District are not served by the Pomona Unified School District or any other local tutoring program.

17. Indicate if this project will result in a quantifiable increase in the level of service of an existing service.

If it will, describe how the direct service proposed demonstrates a quantifiable increase in access and the level of an existing service currently provided.

Based on our current 2018-19 budget, our cost per child served is \$1,257 (Payroll and Operations divided by 140). So the cost of the current 49 Pomona students is \$61,593. Given the limited funds CDBG has to spread throughout the community, CLASP is making a funding request this year of only \$8000, an amount that fully pays for the tutoring of six (6) students. The reality is that we must pool this money with other donated funds from individuals, groups, and businesses to make up the full cost of serving all 49 Pomona students. We never know from year to year how many Pomona students will participate in the CLASP program, but historically the number averages between 40-50 students. The bottom line is that we must help all students referred to us by the Claremont Unified School District that need to have our homework help services.

Not only will this funding pay for more Pomona students to participate, it will increase the level of service of CLASP to Pomona students by improving CLASP volunteer tutor recruitment and tutor training component. Our tutors are critical to the objectives of CLASP, and our tutoring model requires ongoing strategies to improve not only recruitment efforts, but also on ways to effectively train, retain, and communicate with the tutors. Our Tutor Coordinator reaches out to local high schools, colleges, and the community on a regular basis. However, there is a constant need to cultivate additional sources for qualified and committed volunteer tutors. In order to maintain our desired student:tutor ratio at 1:1, the number of available volunteer tutors limits our ability to enroll more students who are in need of academic support. The student:tutor ratio is very important to us, as keeping this number as close to 1:1 as possible assures a high quality program that truly makes a difference in the lives of these children we help.

18. Indicate if this project will charge fees to the CDBG clientele for any of the project activities previously described?

If it will, describe what fees are collected, justification for the fees, what is the fee schedule (amounts charged), and how the fees will be expended.

CLASP asks families to make a monthly contribution to CLASP, based on their ability to pay. However, no family is ever turned away if they are unable to contribute. Programming continues to be offered to families who cannot afford traditional fee-based, after-school programs.

RECORD KEEPING PROCEDURES

19. Describe the procedures your agency will use to track and monitor the progress of the project:

Progress is measured in a variety of ways. The Program Director meets with the five part-time Site Supervisors as a group on a monthly basis to exchange information on how sites are progressing in general, e.g. matching tutors with students, parent communication, student behavior, tutor needs, etc. Progress is also measured by Site Supervisors who monitor student attendance sheets and the weekly Tutor Report forms. Site Supervisors use these to complete Progress Reports that are delivered to teachers every nine weeks. Teacher surveys are used to determine any improvements made in a student's organizational skills and regularity of homework that is both turned in and turned in on time. Parent surveys are used to determine a student's overall grade improvement. Surveys are given to tutors, parents, teachers, and students in pre- and post-formats; all of them are reviewed and compared to show overall progress towards CLASP goals. The most valuable tool for evaluating CLASP progress is the tutor survey, which details the effectiveness of the supervision they receive and the communication methods employed. Finally, the Program Director makes monthly reports to the Board of Directors on the progress of attaining CLASP objectives and goals.

20. Describe your agency's record keeping procedures, with regards to the proposed project:

Program records relating to student attendance, tutoring curriculum, and the work of each student and their tutors are kept at each of the five sites. Enrollment and scheduling records relating to the administration of the program are kept at the CLASP office and are managed by the Program Director and Office Assistant. Accounting and payroll are managed by the CLASP CFO and a bookkeeper.

21. Describe the procedures your agency will use to separate and track CDBG activities and expenditures from other funds:

Student data includes student enrollment information, student attendance, and student test scores. All CDBG activities and expenditures are separated and tracked by the students' city of residence.

ORGANIZATIONAL CAPACITY

22. Has your agency ever done this type of activity before?

- ☒ YES
☐ NO

23. Describe your agency's experience in completing projects and highlight past accomplishments:

As a 501(c)(3) nonprofit organization, CLASP has been providing homework help to students since 2005. Past projects have focused on improving and expanding services to CLASP students, which is an ongoing process. Since the adoption of the 2011 Strategic Plan and the 2014 update of the Strategic Plan, the CLASP Board of Directors and its committees focus each year on progress toward the goals set forth in those two documents. Past accomplishments are included in an annual Year-End Report that is sent to all donors. The 2017-18 Year End Report highlighted the following accomplishments: Our Program Director, Jan Creasey, worked very hard again this year with the CUSD TOSAs (Teachers on Special Assignment) to continue to provide critically important training workshops for our volunteer tutors in the areas of Common Core math and language arts. All 10 of these workshops were well attended, with generally over 25+ tutors at each one. Tutors found them to be quite helpful. All CLASP sites were supplied with the Teacher Editions for Common Core Math. For each grade level, there is now a binder with full-size student copies and fullsize answer sheets for each lesson to help tutors become more familiar with the new methods. A total of 262 hours of program enrichment activities in art, music, and STEM subjects were offered, which included a two-week Summer Camp program at Mt. San Antonio Gardens for the third year in a row offering free transportation to the site, educational games, recreation, swimming, and lunch with a buddy. In addition, 48 CLASP students, respective family members, and staff participated in a Toyota Youth Symphony field trip to the Disney Concert Hall for an afternoon of music. CLASP students also participated in Harvey Mudd College's Science Day for a day of hands-on science activities and demonstrations.

24. Describe your agency's experience with CDBG or other Federal grant programs:

CLASP relies on mostly private funding sources for program support. Funding opportunities are consistently researched throughout every year, with special attention paid to seeking multi-year opportunities. CDBG grants are the only current source of federal funding that CLASP has received, and our experience in utilizing these funds over the course of nine years of receiving them demonstrates that CLASP is making a positive difference to the students we serve and to the larger community.

25. Describe your agency's current capacity, including staff and volunteer qualifications, in carrying out the proposed activity:

All CLASP staff members are part-time and consist of a Program Director, Tutor Coordinator, Office Assistant, five Site Supervisors, and ten Recreation Leaders. Our Program Director, Jan Creasey, is now in her fourth year with CLASP and shares her 39 years of experiences and knowledge of teaching, mentoring, and implementing programs that align with California State Standards. In order to leverage a minimal budget that serves a capacity of 140-150 students each academic year, CLASP relies on more than 280 volunteer tutors who come from local colleges, high schools and the surrounding communities, donating over 8,000 hours annually. In addition, over 50 community members volunteer on our Board of Directors and committees, providing much of the administrative and program aspects of CLASP.

26. Describe your agency's administrative systems by indicating YES or NO for each item that exists within your agency's organizational structure.

- | | |
|------------------------------|--|
| <input type="checkbox"/> Yes | Are written procedures in place? (Formal Personnel System) |
| <input type="checkbox"/> Yes | Can staff salary be tracked by funding source? |
| <input type="checkbox"/> Yes | Are formal written accounting procedures in place? (Audit System) |
| <input type="checkbox"/> Yes | Are there Record keeping Systems/Separate tracking system for each funding source? |
| <input type="checkbox"/> Yes | Are there formal written Cash Management Practices (includes proper security measures) |
| <input type="checkbox"/> Yes | Are hard copy files and or computer records systems with security and back-up in place? |
| <input type="checkbox"/> Yes | Are internal monitoring/evaluation systems in place? |
| <input type="checkbox"/> No | Are internal monitoring/evaluation systems procedures in compliance with Sarbanes-Oxley? |
| <input type="checkbox"/> Yes | Is client's eligibility verified? |
| <input type="checkbox"/> Yes | Is client demographic data collected and a reporting system in place? |
| <input type="checkbox"/> Yes | Are there written formal procurement policies/procedures in place? |
| <input type="checkbox"/> Yes | Are Conflict of Interest Policies in place? |

<input type="radio"/> No	Are Client Grievance Policies in place?
<input type="radio"/> Yes	Does your agency generate annual fundraising revenue?
<input type="radio"/> Yes	Is there Financial Oversight by the Board of Directors?
<input type="radio"/> Yes	Is there Program Oversight by the Board of Directors?
<input type="text" value="0.00"/>	TOTAL

27. If any gap exists in your agency's administrative systems, describe what they are and how they will be addressed, as well as the timing for resolving?

The part-time Program Director and the part-time Office Assistant provide general management of CLASP's administrative systems. If any administrative system gaps arise, they are addressed directly by the Program Director and Office Assistant in a timely manner; if they affect the operation of the tutoring sites, notification and instruction for procedural changes are also given to the Site Supervisors. If any administrative gaps arise that require notifying the Board of Directors for the purposes of decision-making, the Program Director presents the case at the monthly meeting of the Board. Final oversight of administrative systems, procedures, and organizational components of CLASP is the responsibility of the Board of Directors.

28. Indicate your agency's Financial System

- ☐ Cash Basis
- ☒ Accrual Basis

29. Select your agency's Fiscal Year Term:

- ☐ January - December
- ☒ July - June
- ☐ October - September
- ☐ "Other - please explain:"

ACCESSIBILITY FOR PERSONS WITH PHYSICAL DISABILITIES

30. Federal regulations require that all program services, housing, and facilities assisted with CDBG funds be accessible to the disabled, whenever feasible. Does the service site currently, or will it, meet ADA standards for accessibility?

Includes: ramps, parking, bathroom grab bars, top of toilet seats that meet required height from the floor, wheelchair maneuverability, accessible water fountains, access between floors, other improvements including serving the blind & deaf.

- ☒ YES
- ☐ NO
- ☐ N/A

31. If No, describe accessibility problems and method to address problems, including funding and timetable:

All sites ADA Compliant

EMPLOYMENT AND CLIENT PARTICIPATION

32. Do you notify the public that your agency does not discriminate based on race, color, religion, gender, sexual orientation, national origin, age or disabilities in hiring practices or provision of services?

- ☒ YES, please explain: Job Description statements,
- ☐ NO, please explain: Job Description statements,

33. If you answered 'YES' to question #32, indicate how:

Each job description in our Policy Manual states that, "CLASP is an Equal Opportunity Employer." Also, our Nondiscrimination Policy states, "It is the policy of Claremont After-School Programs, Inc. that persons shall not be discriminated against, in employment or in services provided, because of race, color, creed, religion, national origin, or sexual orientation."

34. If you answered 'NO' to question #32, is the agency willing to adopt the practice?

- ☒ YES
- ☐ NO

35. Can this project proceed on July 1, 2019?

- ☒ YES
- ☐ NO

Budget [top](#)

Proposed FY 19-20 Budget	Request	Other Sources	Total CDBG Request
CDBG	\$ 8,000.00	\$ 0.00	\$ 8,000.00
HOME			\$ 0.00
ESG			\$ 0.00
Other Sources:		\$ 189,725.00	\$ 189,725.00
Total	\$ 8,000.00	\$ 189,725.00	\$ 197,725.00

Proposed Budget Details	Request	Other Sources	Total CDBG Request
Program Director	\$ 2,000.00	\$ 20,000.00	\$ 22,000.00
Site Supervisors (5)	\$ 3,000.00	\$ 33,000.00	\$ 36,000.00
Recreation Leaders (10)	\$ 2,250.00	\$ 31,750.00	\$ 34,000.00
Tutor Coordinator		\$ 13,000.00	\$ 13,000.00
Consultant/Professional Services		\$ 13,500.00	\$ 13,500.00
Office Assistant		\$ 12,000.00	\$ 12,000.00
Payroll Taxes	\$ 750.00	\$ 11,850.00	\$ 12,600.00
Worker's Compensation		\$ 3,200.00	\$ 3,200.00
Food		\$ 1,300.00	\$ 1,300.00
Program Supplies and Support		\$ 12,250.00	\$ 12,250.00
Development/Publicity/Fundraising		\$ 9,100.00	\$ 9,100.00
Insurance		\$ 5,200.00	\$ 5,200.00
Bank/Credit Card Charges		\$ 2,000.00	\$ 2,000.00
Office Supplies		\$ 1,500.00	\$ 1,500.00
Recruiting/Training		\$ 350.00	\$ 350.00
Dues and Subscriptions		\$ 175.00	\$ 175.00
Rent/Lease		\$ 7,450.00	\$ 7,450.00
Telephone (includes Internet)		\$ 4,800.00	\$ 4,800.00
Transportation		\$ 7,000.00	\$ 7,000.00
OTHER:		\$ 300.00	\$ 300.00
Total	\$ 8,000.00	\$ 189,725.00	\$ 197,725.00

Budget Narrative

The Program Director oversees five after-school programs sites, providing a full range of supervisory duties and leadership for each site. Responsibilities include supervising and evaluating all program staff members by conducting regular site visits, assisting each Site Supervisor with management of tutors, and coordinating in-service and training for all staff members and tutors. The Program Director also oversees student recruitment and placement, coordinates with school principals, teachers, and staff members as needed, responds to parent requests and inquiries regarding CLASP programming. The Program Director attends monthly CLASP board meetings to report on programming and operations, in addition to receiving board input on program direction and operations.

Site Supervisors provide a full range of supervisory duties and leadership at the single tutoring site they manage. Responsibilities include supervision of children to ensure safety and engagement in CLASP activities, and supervision of Recreation Leaders to ensure those activities correspond with the tutor programming. They also supervise, train, and support tutors, matching tutors with children based on the needs of the child and skills of the volunteer. Site Supervisors maintain contact with parents as needed, and coordinate all activities at each site including bus schedules, snack time, and recreation/enrichment activities. They maintain and submit program records as required, attend staff meetings, and maintain regular communication with the Program Director.

Recreation Leaders are responsible for supervising all recreation/enrichment program activities at a tutoring site. Duties include planning, organizing, and leading outdoor/indoor activities, assisting the Site Supervisors as directed, coordinating snack delivery to each site, and maintaining all recreation equipment. Recreation Leaders also develops positive relationships with the children, tutors, and parents. Recreation Leaders attend training sessions and staff member meetings as required.

Payroll Taxes are the Social Security and Medicare charges encumbered by CLASP for the wages of the staff members listed above.

Required Documents [top](#)

Documents Requested *

Certification of Application
[download template](#)

Certification Regarding Lobbying

Required? Attached Documents *



[CLASP Certificate of Application](#)



[CLASP Certification Regarding Lobbying](#)

[download template](#)

Certification Regarding Debarment and Suspension download template	✓	CLASP Certification of Debarment & Suspension
Certification Regarding a Drug Free Workplace download template	✓	CLASP Drug Free Workplace Certification
Certification Regarding Reservation of Rights download template	✓	Reservation of Rights
Certification Regarding Section 504 download template	✓	Certification Regarding Sec 504
Certification Regarding Section 3 (if applicable) download template		
Certification Regarding Use of Real Property (if applicable) download template		
Certification of Compliance with Conflict of Interest & Procurement Policies download template	✓	CLASP Certification Conflict of Interest
Certification- Assurance of Audit Requirements download template	✓	CLASP Certification Assurance of Audit Reg
Certification of Affiliation download template	✓	CLASP Certificate of Affiliation
Certification- Project Contact Information download template	✓	CLASP Certification - Project Contacts
Certification- Signature Authorization Form download template	✓	CLASP Certification Signature Authorization
Certification Regarding Board of Directors/Governing Boards Economic Interest download template	✓	CLASP Certification Regarding Economic Interest
State and Federal Tax Exemption Determination Letter	✓	IRS & CA Exemption Letters
Written Financial Management Procedures	✓	CLASP Financial Management Procedures
Written minute action and/or Board approval documentation signed by the Board President authorizing submittal of the CDBG application and authorizing the Board President or Agency Representative to sign the application.	✓	CLASP Minute Action for CDBG Proposal Approval
Written documentation of the construction schedule developed for the proposed infrastructure/facilities projects only		
Written documentation of all bidding process undertaken for the infrastructure/facilities proposed projects only		
Job descriptions of all staff charged for the proposed project. Job descriptions should be limited to the specific duties/responsibilities associated with the proposed project, rather than a general agency description.(if applicable)		CLASP Job Descriptions
Contractors receiving \$750,000 or more of federal funding, when that funding represents more than 10% of the orgs annual budget, must submit salary and wage ranges for each of their job classifications, inc. executive salaries/benefits(if applicable)		
Fiscal Documents for all NON-PROFIT AGENCIES (No exceptions) A. FY 2017 Financial Statements/Income Statement, AND B. Fully signed copy of the FY 2017 federal tax form 990, AND C. Fully signed copy of the FY 2017 State tax form 199	✓	FY 2017 CLASP Financial Statements CLASP FY 2017 Tax Documents
Copy of City of Pomona Business License	✓	Pomona Business License
Copy of Proof of Registration in SAM.GOV	✓	Proof of Registration in SAM
Copy of Proof of Insurance Coverage - General Liability (min. \$1,000,000, per occurrence and \$2,000,000 aggregate), Auto Liability (min. \$1,000,000, per	✓	CLASP-City of Pomona Insurance Certificate

occurrence) & Workers' Compensation.

Copy of Organization By-Laws



[CLASP By-Laws](#)

Copy of Organization Articles of Incorporation



[CLASP Articles of Incorporation](#)

Copy of Limited English Proficiency Plan (L.E.P)



[Limited English Proficiency plan](#)

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Application ID: 131661

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City of Pomona
Neighborhood Services Department - Housing Division
Community Development Block Grant Program (PY) 2019-2020
2/8/2019 deadline

City of Pomona-Neighborhood Services Department-Community Services Citywide-Youth Writing Camp

Jump to: [Application Questions](#) [Budget](#) [Required Documents](#)

\$ 10,048.00 Requested

Submitted: 1/10/2019 9:41:01 PM (Pacific)

Project Contact

Adrian Valdez

adrian_valdez@ci.pomona.ca.us

Tel: 9096202056

Additional Contacts

none entered

City of Pomona-Neighborhood Services Department- Community Services

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*
* *

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Web <http://www.ci.pomona.ca.us/>

Application Questions [top](#)

AGENCY DESCRIPTION

1. What is the date of Incorporation?

January 6, 1888

2. Select the type of organization: (check all that apply)

- ☐ Faith Based
☐ Non-Profit
☒ Government/Public Agency

3. How many total years of prior CDBG experience does your agency have?

1

4. Enter the total amount of CDBG funds received from all sources for the years in question:

FY 2018-2019

2,013,735 FY 2017-2018

1,982,076 FY 2016-2017

2,011,586 FY 2015-2016

2,025,433 FY 2014-2015

8,032,830.00 **TOTAL**

5. List the Federal award and funding amount your agency has received for the past five (5) years:

List year, source and total amount awarded. (Do Not Include CDBG)

1

6. Provide the agency Mission Statement:

The City of Pomona improves the quality of life for our diverse community.

7. Select one (1) HUD OBJECTIVE and one (1) HUD OUTCOME that is best suited for your proposed project:

HUD has instituted performance measures to gather information and determine the effectiveness of programs funded with CDBG. Information obtained will be reported by the City to HUD.

- ☒ **OBJECTIVE: SUITABLE LIVING ENVIRONMENT-** This project objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment (such as poor quality infrastructure) to social issues, such as crime prevention, child care, literacy, or elderly health services. It includes improving the safety and livability of neighborhoods, increasing access to quality facilities and services, and revitalizing deteriorating neighborhoods.
- ☐ **OBJECTIVE: DECENT HOUSING-** This project objective focuses on housing programs possible under CDBG where the purpose of the program is to meet individual, family, or community needs and not programs where housing is an element of a larger effort, since such programs would be more appropriately reported under suitable living environment.
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PRIORITIES

8. Select the following GOALS, STRATEGIES, INITIATIVES and/or CORE VALUES your project will address:

Refer to the RESOURCE tab for additional data.

- ☐ Consolidated Plan Goals
- ☐ Strategies to Help Pomona's Homeless
- ☒ Pomona's Promise Initiatives
- ☐ City's Core Values

9. Explain how the proposed project addresses the outcome(s) selected above.

Include any supporting statistics or other factual information related to supporting the importance of addressing the need, including any increase and/or improvement to services provided.

The proposed project addresses Pomona's Promise Initiatives to provide a variety of services and quality programs to youth and their families in a safe environment. The recreation program accomplishes this by providing direct support services and programs to youth and their families in a safe environment in their neighborhoods.

NATIONAL OBJECTIVES

10. To be eligible for CDBG funding from the City, the project must meet only one of the following National Objectives below that benefit low to moderate income persons.

- ☐ **Low-Moderate Clientele (LMC):** Benefit clientele that is generally presumed to be low to moderate-income: abused children, battered spouses, elderly persons (62 yrs. and over), severely disabled adults, homeless persons, illiterate adults, persons with AIDS and migrant farm workers.
- ☒ **Low-Moderate Clientele (LMC):** Require documentation on family size and income in order to show that at least 51 percent of the clientele are LMI.
- ☐ **Low-Moderate Clientele (LMC):** Have income eligibility requirements limiting the activity to LMI persons only.
- ☐ **Low-Moderate Clientele (LMC):** Be of such a nature and in such a location that it can be concluded that clients are

primarily LMI (i.e. – day care center in a public housing complex)

- ☐ Low-Moderate Clientele (LMC): Serve to remove material or architectural barriers to the mobility or accessibility of elderly persons (62 yrs. and over) or severely disabled adults. (ADA accessibility)
- ☐ Low Moderate Area (LMA): To qualify under this subcategory, at least 51% of the residents within the targeted activity area are Low to Moderate income persons. Refer to the CDBG Eligible Area Map located in the
- ☐ Low-Moderate Housing (LMH): To qualify under this subcategory, the activity must result in housing that will be occupied by Low to Moderate income persons upon completion. The housing can be either owner or renter occupied and can be either one family or multi-unit structures. Rental housing must be occupied at affordable rents.
- ☐ Low-Moderate Jobs (LMJ):
- ☐ Addresses Conditions of Slum and Blight
- ☐ Meets an Urgent Community Need

11. Select the activity that is most appropriate for your agency's proposed project:

- ☐ Battered & Abused Spouses Services
- ☐ Centers: includes for child care, disabled, youth, seniors, facilities for AIDS patients, etc
- ☐ Code Enforcement (internal City department applications only)
- ☐ Crime Prevention & Awareness Services
- ☐ Direct Financial Assistance to Homebuyers
- ☐ Education
- ☐ Employment Services / Job Training
- ☐ Fair Housing Services
- ☐ Health Services: includes mental health
- ☐ Homeless Services: includes facilities, shelters, etc
- ☐ Facility Improvements
- ☐ Infrastructure Improvements
- ☐ Housing Rehabilitation & Historic Preservation (currently not accepting applications for these activities)
- ☐ Senior Services
- ☒ Youth Services
- ☐ Adult Services
- ☐ "Other-please explain:"

PROJECT BENEFIT TO LOW AND MODERATE INCOME CLIENTS/HOUSEHOLDS

12. Select all populations to be served by your proposed project:

- ☐ Adults
- ☐ Homeless
- ☐ Persons with Disabilities
- ☐ Persons with Mental Illness
- ☐ Senior Citizens: must be age 62 and over
- ☐ Victims of Child Abuse
- ☐ Victims of Domestic Abuse
- ☒ Youth
- ☐ "Other - please explain:"

PROJECT ACTIVITY

13. Describe the proposed project & provide: 1. Detailed description 2. Number of beneficiaries to be served 3. Timeline for completion 4. Frequency of service 5. How the service is provided (as group, class, one on one mtg, phone referrals, etc)

If you are proposing an infrastructure/facilities project include: 1. Proposed scope of work/Tract # w/ block group 2. Timeline for completion: Bidding process, site prep, final occupancy, etc 3. Address prevailing wage & federal reporting

1. The City of Pomona is committed to combating summer learning loss through a variety of academic and enrichment opportunities provided by the After School Recreation Program. Together, City of Pomona and University of Riverside Inland Area Writing Project will host a two-week summer writing camp to provide youth entering grades 4th through 8th the opportunity to explore the craft of writing. The summer writing program will offer youth of all skill levels the opportunity to learn

the process of writing, explore various writing styles and methods, and build self-confidence as a writer in a fun, supportive environment. Through instruction, youth will be provided with opportunities to express themselves with words, cultivate a passion for writing, connect with others, and utilize their skills to further their academic success.

The writing camp will be led by credentialed teachers and will provide high quality writing instruction in a safe, open and nurturing space. Instructors will incorporate structured writing time, create writing assignments and daily opportunities to share writings with peers within a diverse and supportive environment. A Writers' Showcase will be held to allow participants to display their work to family, fellow students, and leaders to celebrate youth's writing projects. Funds will be used to provide breakfast, lunch, snacks and transportation and field trips.

2. The number of beneficiaries is 20 participants entering grades 4th through 8th and will be recruited from existing City programs such as the library reading club, tutoring program and the After School Recreation Program.

3. The writing camp will take place in July at Pomona City Library. The camp will run for two weeks; Monday through Friday from 8:00 a.m. to 1:00 p.m. each day. Participants will have the opportunity to attend the City's free After School Recreation Program from 1:00 p.m. to 5:00 p.m.

4. The writing camp will run for two weeks, Monday through Friday from 8:00 a.m. to 1:00 p.m. each day.

5. Participants will receive individual attention in small groups by credentialed teachers.

PROJECT INFORMATION

14. Provide a description of the service area and/or target area/neighborhood boundaries to be served.

Twenty (20) youth participants throughout the City living in low-mod income households will be served. If selected, parents and guardians will be asked to sign a form committing their child's involvement and attendance to all program sessions for the duration of the program.

15. Indicate & explain the method that your agency will use to track family size, ethnicity, income levels and verify income.

Example: computer software; Application/Manual Collection or Other

Administrative staff will track information through a registration form that collects the following information: income levels, household size, and verifiable proof of income. Staff will transfer the information to software programs such as Access and Excel. Information will be kept in a secured master filing system.

16. Indicate if this project will result in the provision of a NEW SERVICE for City of Pomona residents?

If it will, describe how the direct service proposed is not a duplication of existing services available to the target population previously identified

Executing a pilot program will serve as a springboard for future partnerships and funding. This will allow us to collect data, details, and activities and evaluate processes and scope to help identify and leverage outside organizations to annually implement and fund a series of academic and enrichment camp activities through the After School Recreation Program.

17. Indicate if this project will result in a quantifiable increase in the level of service of an existing service.

If it will, describe how the direct service proposed demonstrates a quantifiable increase in access and the level of an existing service currently provided.

This project will result in a quantifiable increase in the level of services through the After School Recreation Program by expanding current programming, recruiting new participants and creating new partnerships. Funding will allow collaborating with outside organizations to expose youth to diverse and enriching instruction and activities. Further, staff will be onsite and work alongside credentialed teachers to gain experience, gather knowledge and training to provide supportive and sustainable services.

18. Indicate if this project will charge fees to the CDBG clientele for any of the project activities previously described?

If it will, describe what fees are collected, justification for the fees, what is the fee schedule (amounts charged), and how the fees will be expended.

Project activities will be free of charge.

RECORD KEEPING PROCEDURES

19. Describe the procedures your agency will use to track and monitor the progress of the project:

Administrative staff will track and monitor progress of the project by recording attendance, rosters, registration forms, staff hours, and expenditures for supplies and purchases. Staff will track progress by collecting event flyers, photos and a calendar

of events.

20. Describe your agency's record keeping procedures, with regards to the proposed project:

The agency's record keeping procedures will include registration forms, participant sign-in sheets, a weekly summary of activities with a description frequency. These records will be filed in a secured master filing system and coded by project.

21. Describe the procedures your agency will use to separate and track CDBG activities and expenditures from other funds:

Administrative staff separates and tracks CDBG activities and expenditures by utilizing dedicated attendance and fiscal accounts. Purchases made are categorized and solely used for CDBG – related activities.

ORGANIZATIONAL CAPACITY

22. Has your agency ever done this type of activity before?

☒ YES

☐ NO

23. Describe your agency's experience in completing projects and highlight past accomplishments:

City of Pomona's Neighborhood Services Department-Community Services Division has extensive experience implementing community-based programs and projects. Community Services has implemented the CDBG funded Youth Orchestra and Youth Employment programs for multiple years. During Fiscal Year 2015-2016, Community Services implemented a successful Science, Technology, Engineering Arts & Math (STEAM) CDBG-funded project that served middle school youth from Pomona and brought together a number of collaborative partners, including faculty and students from University of La Verne, Cal Poly Pomona and Mt. SAC college.

Additionally, during Fiscal Year 2016-2017, Community Services focused on adult education and collaborated with Pomona Unified School District Adult & Career Education to offer CDBG-funded Adult Education Classes/ESL instruction to adults through City of Pomona's Renacimiento Community Center. Since this last collaborative project and in collaboration with PUSD Adult & Career Education staff, Mt. SAC college has continued to offer Adult Education Classes/ESL through City of Pomona's Renacimiento Community Center at no cost to participants or the City.

In this current Fiscal Year 2018-2019, Community Services launched its first youth speech programing in partnership with Tri-City Mental Health Services to offer instruction and activities in public speaking, communication and speech writing for the After School Recreation Program.

24. Describe your agency's experience with CDBG or other Federal grant programs:

City of Pomona manages multiple annual CDBG project grants.

25. Describe your agency's current capacity, including staff and volunteer qualifications, in carrying out the proposed activity:

City of Pomona manages multiple annual CDBG project grants annually. The Community Services Manager, Recreation Supervisor and Recreation Coordinator associated with this project have over 50 years of combined experience implementing community-based, youth, sports and recreation programs. Additionally, City of Pomona has an active Volunteer in Pomona (VIP) program that supports projects with volunteer outreach, screening and tracking.

26. Describe your agency's administrative systems by indicating YES or NO for each item that exists within your agency's organizational structure.

- | | |
|------------------------------|--|
| <input type="checkbox"/> YES | Are written procedures in place? (Formal Personnel System) |
| <input type="checkbox"/> YES | Can staff salary be tracked by funding source? |
| <input type="checkbox"/> YES | Are formal written accounting procedures in place? (Audit System) |
| <input type="checkbox"/> YES | Are there Record keeping Systems/Separate tracking system for each funding source? |
| <input type="checkbox"/> YES | Are there formal written Cash Management Practices (includes proper security measures) |
| <input type="checkbox"/> YES | Are hard copy files and or computer records systems with security and back-up in place? |
| <input type="checkbox"/> YES | Are internal monitoring/evaluation systems in place? |
| <input type="checkbox"/> YES | Are internal monitoring/evaluation systems procedures in compliance with Sarbanes-Oxley? |

<input type="checkbox"/>	YES	Is client's eligibility verified?
<input type="checkbox"/>	YES	Is client demographic data collected and a reporting system in place?
<input type="checkbox"/>	YES	Are there written formal procurement policies/procedures in place?
<input type="checkbox"/>	YES	Are Conflict of Interest Policies in place?
<input type="checkbox"/>	YES	Are Client Grievance Policies in place?
<input type="checkbox"/>	NO	Does your agency generate annual fundraising revenue?
<input type="checkbox"/>	YES	Is there Financial Oversight by the Board of Directors?
<input type="checkbox"/>	YES	Is there Program Oversight by the Board of Directors?
<input type="text" value="0.00"/>	TOTAL	

27. If any gap exists in your agency's administrative systems, describe what they are and how they will be addressed, as well as the timing for resolving?

No gaps exist in our agency's administrative system.

28. Indicate your agency's Financial System

- ☒ Cash Basis
- ☐ Accrual Basis

29. Select your agency's Fiscal Year Term:

- ☐ January - December
- ☒ July - June
- ☐ October - September
- ☐ "Other - please explain:"

ACCESSIBILITY FOR PERSONS WITH PHYSICAL DISABILITIES

30. Federal regulations require that all program services, housing, and facilities assisted with CDBG funds be accessible to the disabled, whenever feasible. Does the service site currently, or will it, meet ADA standards for accessibility?

Includes: ramps, parking, bathroom grab bars, top of toilet seats that meet required height from the floor, wheelchair maneuverability, accessible water fountains, access between floors, other improvements including serving the blind & deaf.

- ☒ YES
- ☐ NO
- ☐ N/A

31. If No, describe accessibility problems and method to address problems, including funding and timetable:

N/A

EMPLOYMENT AND CLIENT PARTICIPATION

32. Do you notify the public that your agency does not discriminate based on race, color, religion, gender, sexual orientation, national origin, age or disabilities in hiring practices or provision of services?

- ☒ YES, please explain: ,
- ☐ NO, please explain: ,

33. If you answered 'YES' to question #32, indicate how:

The information is posted on the City of Pomona website and the City's Equal Employment Opportunity (EEO) plan.

34. If you answered 'NO' to question #32, is the agency willing to adopt the practice?

- ☒ YES
- ☐ NO

35. Can this project proceed on July 1, 2019?

- ☒ YES
- ☐ NO

Budget [top](#)

Proposed FY 19-20 Budget	Request	Other Sources	Total CDBG Request
CDBG	\$ 10,048.00		\$ 10,048.00
HOME			\$ 0.00
ESG			\$ 0.00
Other Sources:			\$ 0.00
Total	\$ 10,048.00	\$ 0.00	\$ 10,048.00

Proposed Budget Details	Request	Other Sources	Total CDBG Request
CSS2 Recreation Leader	\$ 1,200.00		\$ 1,200.00
CSS3 Community Program Lead	\$ 1,360.00		\$ 1,360.00
Staff - Position Name			\$ 0.00
Staff - Position Name			\$ 0.00
Contracted Services	\$ 5,200.00		\$ 5,200.00
Capital Improvements/Housing Rehab Demo			\$ 0.00
Capital Improvements/Housing Rehab Construction/Renovation			\$ 0.00
Architectural/Engineering Services			\$ 0.00
Fees and Permits			\$ 0.00
Equipment Maintenance			\$ 0.00
Equipment Purchase			\$ 0.00
Equipment Rental			\$ 0.00
Internet Service			\$ 0.00
Program Supplies	\$ 2,160.00		\$ 2,160.00
Postage			\$ 0.00
Printing			\$ 0.00
Rent/Lease			\$ 0.00
Telephone			\$ 0.00
Transportation			\$ 0.00
Benefits @ 5%:	\$ 128.00		\$ 128.00
Total	\$ 10,048.00	\$ 0.00	\$ 10,048.00

Budget Narrative

CSS II \$15/hr X 80 hours. CSS III \$17 X 80 hours. \$1,800 for food, snacks, culminating event. \$100 transportation (gas or parking). \$260 for field trip admission (\$10/participant X 20 \$15/staff X 4 staff). \$5,200 for IAWP...includes facilitation supplies, etc.

Required Documents [top](#)

Documents Requested *	Required?	Attached Documents *
Certification of Application download template	✓	Certification of Application
Certification Regarding Lobbying download template	✓	Certification Regarding Lobbying
Certification Regarding Debarment and Suspension download template	✓	Certification Regarding Debarment and Suspension
Certification Regarding a Drug Free Workplace download template	✓	Certification Regarding a Drug Free Workplace
Certification Regarding Reservation of Rights download template	✓	Certification Regarding Reservation of Rights
Certification Regarding Section 504 download template	✓	Certification Regarding Section 504
Certification Regarding Section 3 (if applicable) download template		

Certification Regarding Use of Real Property (if applicable)

[download template](#)

Certification of Compliance with Conflict of Interest & Procurement Policies



[Certification of Compliance with Conflict of Interest & Procurement Policies](#)

[download template](#)

Certification- Assurance of Audit Requirements



[Certification- Assurance of Audit Requirements](#)

[download template](#)

Certification of Affiliation



[Certification of Affiliation](#)

[download template](#)

Certification- Project Contact Information



[Certification- Project Contact Information](#)

[download template](#)

Certification- Signature Authorization Form



[Certification- Signature Authorization Form](#)

[download template](#)

Certification Regarding Board of Directors/Governing Boards Economic Interest



[Certification Regarding Board of Directors/Governing Boards Economic Interest](#)

[download template](#)

State and Federal Tax Exemption Determination Letter



[document](#)

[document](#)

Written Financial Management Procedures



[document](#)

Written minute action and/or Board approval documentation signed by the Board President authorizing submittal of the CDBG application and authorizing the Board President or Agency Representative to sign the application.



[document](#)

Written documentation of the construction schedule developed for the proposed infrastructure/facilities projects only

Written documentation of all bidding process undertaken for the infrastructure/facilities proposed projects only

Job descriptions of all staff charged for the proposed project. Job descriptions should be limited to the specific duties/responsibilities associated with the proposed project, rather than a general agency description.(if applicable)

Contractors receiving \$750,000 or more of federal funding, when that funding represents more than 10% of the orgs annual budget, must submit salary and wage ranges for each of their job classifications, inc. executive salaries/benefits(if applicable)

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[document](#)

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[document](#)

Copy of Proof of Registration in SAM.GOV



[document](#)

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[document](#)

Copy of Organization By-Laws



[document](#)

Copy of Organization Articles of Incorporation



[document](#)



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City of Pomona
Neighborhood Services Department - Housing Division
Community Development Block Grant Program (PY) 2019-2020
2/8/2019 deadline

City of Pomona-Neighborhood Services Department-Community Services D1-After School Recreation Athletics and Arts programs

Jump to: [Application Questions](#) [Budget](#) [Required Documents](#)

\$ 17,388.46 Requested

Submitted: 1/10/2019 8:26:51 PM (Pacific)

Project Contact

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Additional Contacts

none entered

City of Pomona-Neighborhood Services Department- Community Services

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Telephone 9096202311

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Web <http://www.ci.pomona.ca.us/>

Application Questions [top](#)

AGENCY DESCRIPTION

1. What is the date of Incorporation?

January 6, 1888

2. Select the type of organization: (check all that apply)

- ☐ Faith Based
☐ Non-Profit
☒ Government/Public Agency

3. How many total years of prior CDBG experience does your agency have?

34+

4. Enter the total amount of CDBG funds received from all sources for the years in question:

2,167,226	FY 2018-2019
2,013,735	FY 2017-2018
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2,011,586	FY 2015-2016
2,025,433	FY 2014-2015
10,200,056.00	TOTAL

5. List the Federal award and funding amount your agency has received for the past five (5) years:

List year, source and total amount awarded. (Do Not Include CDBG)

0

6. Provide the agency Mission Statement:

The City of Pomona improves the quality of life for our diverse community.

7. Select one (1) HUD OBJECTIVE and one (1) HUD OUTCOME that is best suited for your proposed project:

HUD has instituted performance measures to gather information and determine the effectiveness of programs funded with CDBG. Information obtained will be reported by the City to HUD.

- ☒ **OBJECTIVE: SUITABLE LIVING ENVIRONMENT-** This project objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment (such as poor quality infrastructure) to social issues, such as crime prevention, child care, literacy, or elderly health services. It includes improving the safety and livability of neighborhoods, increasing access to quality facilities and services, and revitalizing deteriorating neighborhoods.
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Refer to the RESOURCE tab for additional data.

- ☐ Consolidated Plan Goals
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9. Explain how the proposed project addresses the outcome(s) selected above.

Include any supporting statistics or other factual information related to supporting the importance of addressing the need, including any increase and/or improvement to services provided.

The proposed project addresses Pomona's Promise initiatives to provide a variety of services and quality programs to youth and their families within their neighborhoods in a safe environment.

NATIONAL OBJECTIVES

10. To be eligible for CDBG funding from the City, the project must meet only one of the following National Objectives below that benefit low to moderate income persons.

- ☐ **Low-Moderate Clientele (LMC):** Benefit clientele that is generally presumed to be low to moderate-income: abused children, battered spouses, elderly persons (62 yrs. and over), severely disabled adults, homeless persons, illiterate adults, persons with AIDS and migrant farm workers.
- ☒ **Low-Moderate Clientele (LMC):** Require documentation on family size and income in order to show that at least 51 percent of the clientele are LMI.
- ☐ **Low-Moderate Clientele (LMC):** Have income eligibility requirements limiting the activity to LMI persons only.
- ☐ **Low-Moderate Clientele (LMC):** Be of such a nature and in such a location that it can be concluded that clients are primarily LMI (i.e. – day care center in a public housing complex)

- ☐ Low-Moderate Clientele (LMC): Serve to remove material or architectural barriers to the mobility or accessibility of elderly persons (62 yrs. and over) or severely disabled adults. (ADA accessibility)
- ☐ Low Moderate Area (LMA): To qualify under this subcategory, at least 51% of the residents within the targeted activity area are Low to Moderate income persons. Refer to the CDBG Eligible Area Map located in the
- ☐ Low-Moderate Housing (LMH): To qualify under this subcategory, the activity must result in housing that will be occupied by Low to Moderate income persons upon completion. The housing can be either owner or renter occupied and can be either one family or multi-unit structures. Rental housing must be occupied at affordable rents.
- ☐ Low-Moderate Jobs (LMJ):
- ☐ Addresses Conditions of Slum and Blight
- ☐ Meets an Urgent Community Need

11. Select the activity that is most appropriate for your agency's proposed project:

- ☐ Battered & Abused Spouses Services
- ☐ Centers: includes for child care, disabled, youth, seniors, facilities for AIDS patients, etc
- ☐ Code Enforcement (internal City department applications only)
- ☐ Crime Prevention & Awareness Services
- ☐ Direct Financial Assistance to Homebuyers
- ☐ Education
- ☐ Employment Services / Job Training
- ☐ Fair Housing Services
- ☐ Health Services: includes mental health
- ☐ Homeless Services: includes facilities, shelters, etc
- ☐ Facility Improvements
- ☐ Infrastructure Improvements
- ☐ Housing Rehabilitation & Historic Preservation (currently not accepting applications for these activities)
- ☐ Senior Services
- ☒ Youth Services
- ☐ Adult Services
- ☐ "Other-please explain:"

PROJECT BENEFIT TO LOW AND MODERATE INCOME CLIENTS/HOUSEHOLDS

12. Select all populations to be served by your proposed project:

- ☐ Adults
- ☐ Homeless
- ☐ Persons with Disabilities
- ☐ Persons with Mental Illness
- ☐ Senior Citizens: must be age 62 and over
- ☐ Victims of Child Abuse
- ☐ Victims of Domestic Abuse
- ☒ Youth
- ☐ "Other - please explain:"

PROJECT ACTIVITY

13. Describe the proposed project & provide: 1. Detailed description 2. Number of beneficiaries to be served 3. Timeline for completion 4. Frequency of service 5. How the service is provided (as group, class, one on one mtg, phone referrals, etc)

If you are proposing an infrastructure/facilities project include: 1. Proposed scope of work/Tract # w/ block group 2. Timeline for completion: Bidding process, site prep, final occupancy, etc 3. Address prevailing wage & federal reporting

The current After School Recreation program provides school age youth and teens ages 7 through 17 a safe place to go after school, while providing enrichment activities. Athletics and arts (including music) continue to be growth areas that would support the development of Pomona's youth. This is especially important as these opportunities may be limited within the school day, not accessible or cost prohibitive during After School hours. By offering these programs free of charge, the City would increase accessibility to arts and sports for more of Pomona's low income youth. Participation in positive activities is

also important to the community as it detours high-risk behavior, that is most prevalent in youth during the after school hours.

The funds will be used to pay for staffing and program supplies to support athletic and art activities. The number of beneficiaries is 60 and services are offered Monday-Friday from 2pm to 6pm. Additionally, services correspond with Pomona Unified School District's early release and summer schedule, with hours from 1pm to 5pm.

PROJECT INFORMATION

14. Provide a description of the service area and/or target area/neighborhood boundaries to be served.

Services are offered at the following community centers: Kennedy, Kellogg and Kiwanis within district 1, but are available to Pomona residents outside the service area.

15. Indicate & explain the method that your agency will use to track family size, ethnicity, income levels and verify income.

Example: computer software; Application/Manual Collection or Other

Administrative staff will track information through a registration form that collects the following information: income, household size, and verifiable proof of income. Staff will transfer the information to software programs Access and Excel. Information will be kept in a secured master filing system.

16. Indicate if this project will result in the provision of a NEW SERVICE for City of Pomona residents?

If it will, describe how the direct service proposed is not a duplication of existing services available to the target population previously identified

Services offered are an enhancement to existing sports and arts services. Funding will serve to sustain the sports and arts program and serve additional participants in more locations, thus increasing availability and accessibility. The program will expose participants to diverse and unique arts components offered by City staff and outside organizations

17. Indicate if this project will result in a quantifiable increase in the level of service of an existing service.

If it will, describe how the direct service proposed demonstrates a quantifiable increase in access and the level of an existing service currently provided.

Sports and Arts programs have resulted in an increase of overall attendance and new participants. Sports and Art activities are offered at all afterschool locations, based on number of available clients. Sports clinics are offered seasonally to continue to expose new participants to the upcoming sports season. The program has seen an increase of participants due to offering additional sport clinics and art-related activities that include on-site art lessons offered in collaboration with outside organizations. The City of Pomona is a member of California Parks and Recreation Society (CPRS) that provides staff with sports-related workshops and training.

18. Indicate if this project will charge fees to the CDBG clientele for any of the project activities previously described?

If it will, describe what fees are collected, justification for the fees, what is the fee schedule (amounts charged), and how the fees will be expended.

Project activities will be free of charge.

RECORD KEEPING PROCEDURES

19. Describe the procedures your agency will use to track and monitor the progress of the project:

Administrative staff will track and monitor progress of the project by recording attendance, rosters, registration forms, staff hours, and expenditures for supplies and purchases. Staff will track progress by collecting event flyers, photos and a calendar of events.

20. Describe your agency's record keeping procedures, with regards to the proposed project:

The agency's record keeping procedures will include registration forms, participant sign-in sheets, a weekly summary of activities with a description frequency. These records will be filed in a secured master filing system and coded by project.

21. Describe the procedures your agency will use to separate and track CDBG activities and expenditures from other funds:

Administrative staff separates and tracks CDBG activities and expenditures by utilizing dedicated attendance and fiscal accounts. Purchases made are categorized and solely used for CDBG – related activities.

ORGANIZATIONAL CAPACITY

22. Has your agency ever done this type of activity before?

☒ YES

☐ NO

23. Describe your agency's experience in completing projects and highlight past accomplishments:

City of Pomona's Neighborhood Services Department-Community Services Division has extensive experience implementing community-based programs and projects. Community Services has implemented the CDBG funded Youth Orchestra and Youth Employment programs for multiple years. During Fiscal Year 2015-2016, Community Services implemented a successful Science, Technology, Engineering Arts & Math (STEAM) CDBG-funded project that served middle school youth from Pomona and brought together a number of collaborative partners, including faculty and students from University of La Verne, CalPoly Pomona and MtSAC college.

Additionally, during Fiscal Year 2016-2017, Community Services focused on adult education and collaborated with Pomona Unified School District Adult & Career Education to offer CDBG-funded Adult Education Classes/ESL instruction to adults through City of Pomona's Renacimiento Community Center. Since this last collaborative project and in collaboration with PUSD Adult & Career Education staff, MtSAC college has continued to offer Adult Education Classes/ESL through City of Pomona's Renacimiento Community Center at no cost to participants or the City.

In this current Fiscal Year 2018-2019, Community Services launched its first youth speech programing in partnership with Tri-City Mental Health Services to offer instruction and activities in public speaking, communication and speech writing for the After School Recreation Program.

24. Describe your agency's experience with CDBG or other Federal grant programs:

City of Pomona manages multiple annual CDBG project grants annually.

25. Describe your agency's current capacity, including staff and volunteer qualifications, in carrying out the proposed activity:

City of Pomona manages multiple annual CDBG project grants annually. The Community Services Manager, Recreation Supervisor and Recreation Coordinator associated with this project have over 50 years of combined experience implementing Community-based, youth, sports and recreation programs. Community Services staff continues to build new and strengthen existing partnerships with organizations and academic institutions that support its programs by providing volunteers. Additionally, City of Pomona has an active Volunteer in Pomona (VIP) program that supports projects with volunteer outreach, screening and tracking.

26. Describe your agency's administrative systems by indicating YES or NO for each item that exists within your agency's organizational structure.

<input type="checkbox"/>	y	Are written procedures in place? (Formal Personnel System)
<input type="checkbox"/>	y	Can staff salary be tracked by funding source?
<input type="checkbox"/>	y	Are formal written accounting procedures in place? (Audit System)
<input type="checkbox"/>	y	Are there Record keeping Systems/Separate tracking system for each funding source?
<input type="checkbox"/>	y	Are there formal written Cash Management Practices (includes proper security measures)
<input type="checkbox"/>	y	Are hard copy files and or computer records systems with security and back-up in place?
<input type="checkbox"/>	y	Are internal monitoring/evaluation systems in place?
<input type="checkbox"/>	y	Are internal monitoring/evaluation systems procedures in compliance with Sarbanes-Oxley?
<input type="checkbox"/>	y	Is client's eligibility verified?
<input type="checkbox"/>	y	Is client demographic data collected and a reporting system in place?
<input type="checkbox"/>	y	Are there written formal procurement policies/procedures in place?
<input type="checkbox"/>	y	Are Conflict of Interest Policies in place?
<input type="checkbox"/>	y	Are Client Grievance Policies in place?
<input type="checkbox"/>	n	Does your agency generate annual fundraising revenue?
<input type="checkbox"/>	y	Is there Financial Oversight by the Board of Directors?
<input type="checkbox"/>	y	Is there Program Oversight by the Board of Directors?
<input type="text" value="0.00"/>		TOTAL

27. If any gap exists in your agency's administrative systems, describe what they are and how they will be addressed, as well as the timing for resolving?

No gaps exist in our agency's administrative systems.

28. Indicate your agency's Financial System

- ☒ Cash Basis
- ☐ Accrual Basis

29. Select your agency's Fiscal Year Term:

- ☐ January - December
- ☒ July - June
- ☐ October - September
- ☐ "Other - please explain:"

ACCESSIBILITY FOR PERSONS WITH PHYSICAL DISABILITIES**30. Federal regulations require that all program services, housing, and facilities assisted with CDBG funds be accessible to the disabled, whenever feasible. Does the service site currently, or will it, meet ADA standards for accessibility?**

Includes: ramps, parking, bathroom grab bars, top of toilet seats that meet required height from the floor, wheelchair maneuverability, accessible water fountains, access between floors, other improvements including serving the blind & deaf.

- ☒ YES
- ☐ NO
- ☐ N/A

31. If No, describe accessibility problems and method to address problems, including funding and timetable:

n/a

EMPLOYMENT AND CLIENT PARTICIPATION**32. Do you notify the public that your agency does not discriminate based on race, color, religion, gender, sexual orientation, national origin, age or disabilities in hiring practices or provision of services?**

- ☒ YES, please explain: ,
- ☐ NO, please explain: ,

33. If you answered 'YES' to question #32, indicate how:

The information is posted on the City of Pomona website and the City's Equal Employment Opportunity (EEO) plan.

34. If you answered 'NO' to question #32, is the agency willing to adopt the practice?

- ☒ YES
- ☐ NO

35. Can this project proceed on July 1, 2019?

- ☒ YES
- ☐ NO

Budget [top](#)

Proposed FY 19-20 Budget	Request	Other Sources	Total CDBG Request
CDBG	\$ 17,388.46		\$ 17,388.46
HOME			\$ 0.00
ESG			\$ 0.00
Other Sources:			\$ 0.00
Total	\$ 17,388.46	\$ 0.00	\$ 17,388.46

Proposed Budget Details	Request	Other Sources	Total CDBG Request
CSS3 Project Lead - Sports & Arts (shared)	\$ 3,923.08		\$ 3,923.08
CSS2 - Sports (shared)	\$ 3,461.54		\$ 3,461.54
CSS2 - Arts (shared)	\$ 3,461.54		\$ 3,461.54

Staff - Position Name			\$ 0.00
Contracted Services (\$1,000 p/site)	\$ 3,000.00		\$ 3,000.00
Capital Improvements/Housing Rehab Demo			\$ 0.00
Capital Improvements/Housing Rehab Construction/Renovation			\$ 0.00
Architectural/Engineering Services			\$ 0.00
Fees and Permits			\$ 0.00
Equipment Maintenance			\$ 0.00
Equipment Purchase (\$1,000 p/site)	\$ 3,000.00		\$ 3,000.00
Equipment Rental			\$ 0.00
Internet Service			\$ 0.00
Office Supplies			\$ 0.00
Postage			\$ 0.00
Printing			\$ 0.00
Rent/Lease			\$ 0.00
Telephone			\$ 0.00
Transportation			\$ 0.00
Benefits (@ 5%)	\$ 542.31		\$ 542.31
Total	\$ 17,388.47	\$ 0.00	\$ 17,388.47

Budget Narrative

The above budget supports After School Recreation Athletics and Arts programs at three (3) City of Pomona-Neighborhood Services Department-Community Services centers located within District 1.

STAFF: The budget will support a portion of the CSS3-Community Lead and two (2) CSS2 positions, respectively focusing on Sports and Arts activities. The CSS3-Community Lead will provide direct oversight of Athletics and Arts programs in the City's thirteen (13) Community Centers under direct supervision of the Recreation Coordinator and lead supervision of the Recreation Supervisor. The CSS2 Sports and Art positions will implement After School Recreation Athletics and Arts programs at the Community Center (s) supported under this budget.

CONTRACTED SERVICES: Contracted services are budgeted at a rate of \$1,000 per Community Center and will be expended on Athletics and Arts services offered by outside organizations in order to diversify and enhance the City's programs.

PROGRAM SUPPLIES: Program supplies are budgeted at a rate of \$1,000 per Community Center and will be expended on Athletics equipment and Arts supplies for the Community Center(s) supported under this budget.

BENEFITS: Calculated at 5% of total staff costs.

Required Documents [top](#)

Documents Requested *	Required?	Attached Documents *
Certification of Application download template	✓	Certification of Application
Certification Regarding Lobbying download template	✓	Certification Regarding Lobbying
Certification Regarding Debarment and Suspension download template	✓	Certification Regarding Debarment and Suspension
Certification Regarding a Drug Free Workplace download template	✓	Certification Regarding a Drug Free Workplace
Certification Regarding Reservation of Rights download template	✓	Certification Regarding Reservation of Rights
Certification Regarding Section 504 download template	✓	Certification Regarding Section 504
Certification Regarding Section 3 (if applicable) download template		
Certification Regarding Use of Real Property (if applicable)		

[download template](#)

Certification of Compliance with Conflict of Interest & Procurement Policies



[Certification of Compliance with Conflict of Interest & Procurement Policies](#)

[download template](#)

Certification- Assurance of Audit Requirements



[Certification- Assurance of Audit Requirements](#)

[download template](#)

Certification of Affiliation



[Certification of Affiliation](#)

[download template](#)

Certification- Project Contact Information



[Certification- Project Contact Information](#)

[download template](#)

Certification- Signature Authorization Form



[Certification- Signature Authorization Form](#)

[download template](#)

Certification Regarding Board of Directors/Governing Boards Economic Interest



[Certification Regarding Board of Directors/Governing Boards Economic Interest](#)

[download template](#)

State and Federal Tax Exemption Determination Letter



[State and Federal Tax Exemption Determination Letter](#)

[document](#)

Written Financial Management Procedures



[document](#)

Written minute action and/or Board approval documentation signed by the Board President authorizing submittal of the CDBG application and authorizing the Board President or Agency Representative to sign the application.



[document](#)

Written documentation of the construction schedule developed for the proposed infrastructure/facilities projects only

Written documentation of all bidding process undertaken for the infrastructure/facilities proposed projects only

Job descriptions of all staff charged for the proposed project. Job descriptions should be limited to the specific duties/responsibilities associated with the proposed project, rather than a general agency description.(if applicable)

Contractors receiving \$750,000 or more of federal funding, when that funding represents more than 10% of the orgs annual budget, must submit salary and wage ranges for each of their job classifications, inc. executive salaries/benefits(if applicable)

Fiscal Documents for all NON-PROFIT AGENCIES (No exceptions) A. FY 2017 Financial Statements/Income Statement, AND B. Fully signed copy of the FY 2017 federal tax form 990, AND C. Fully signed copy of the FY 2017 State tax form 199



[document](#)

Copy of City of Pomona Business License



[document](#)

Copy of Proof of Registration in SAM.GOV



[document](#)

Copy of Proof of Insurance Coverage - General Liability (min. \$1,000,000, per occurrence and \$2,000,000 aggregate), Auto Liability (min. \$1,000,000, per occurrence) & Workers' Compensation.



[document](#)

Copy of Organization By-Laws



[document](#)

Copy of Organization Articles of Incorporation



[document](#)

Copy of Limited English Proficiency Plan (L.E.P)



[document](#)

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Application ID: 133032

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City of Pomona
Neighborhood Services Department - Housing Division
Community Development Block Grant Program (PY) 2019-2020
2/8/2019 deadline

City of Pomona-Neighborhood Services Department-Community Services D2-After School Recreation Athletics and Arts programs

Jump to: [Application Questions](#) [Budget](#) [Required Documents](#)

\$ 5,796.15 Requested

Submitted: 1/10/2019 8:36:24 PM (Pacific)

Project Contact

Adrian Valdez

adrian_valdez@ci.pomona.ca.us

Tel: 9096202056

Additional Contacts

none entered

**City of Pomona-Neighborhood
Services Department-
Community Services**

505 S. Garey Ave
Pomona, CA 91766

*
* *

michael_osoff@ci.pomona.ca.us

Telephone 9096202311

Fax

Web <http://www.ci.pomona.ca.us/>

Application Questions [top](#)

AGENCY DESCRIPTION

1. What is the date of Incorporation?

January 6, 1888

2. Select the type of organization: (check all that apply)

- ☐ Faith Based
☐ Non-Profit
☒ Government/Public Agency

3. How many total years of prior CDBG experience does your agency have?

34+

4. Enter the total amount of CDBG funds received from all sources for the years in question:

2,167,226	FY 2018-2019
2,013,735	FY 2017-2018
1,982,076	FY 2016-2017
2,011,586	FY 2015-2016
2,025,433	FY 2014-2015
10,200,056.00	TOTAL

5. List the Federal award and funding amount your agency has received for the past five (5) years:

List year, source and total amount awarded. (Do Not Include CDBG)

0

6. Provide the agency Mission Statement:

The City of Pomona improves the quality of life for our diverse community.

7. Select one (1) HUD OBJECTIVE and one (1) HUD OUTCOME that is best suited for your proposed project:

HUD has instituted performance measures to gather information and determine the effectiveness of programs funded with CDBG. Information obtained will be reported by the City to HUD.

- ☒ **OBJECTIVE: SUITABLE LIVING ENVIRONMENT-** This project objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment (such as poor quality infrastructure) to social issues, such as crime prevention, child care, literacy, or elderly health services. It includes improving the safety and livability of neighborhoods, increasing access to quality facilities and services, and revitalizing deteriorating neighborhoods.
- ☐ **OBJECTIVE: DECENT HOUSING-** This project objective focuses on housing programs possible under CDBG where the purpose of the program is to meet individual, family, or community needs and not programs where housing is an element of a larger effort, since such programs would be more appropriately reported under suitable living environment.
- ☐ **OBJECTIVE: CREATING/EXPANDING ECONOMIC OPPORTUNITY-** This project objective applies to the types of activities related to economic development, commercial revitalization or job creation.
- ☐ **OUTCOME: NEW OR IMPROVED AVAILABILITY/ACCESSIBILITY-** This outcome applies to activities that make services, infrastructure, public facilities, employment opportunities, housing or shelters available or accessible to low/moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income persons where they live.
- ☐ **OUTCOME: AFFORDABILITY-** This outcome applies to activities that provide affordability in a variety of ways in the lives of low/moderate income people. It can include the creation or maintenance of affordable housing or basic infrastructure hook-ups, or services such as transportation or day care.
- ☒ **OUTCOME: SUSTAINABILITY-** This outcome applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to low/moderate income persons.

PRIORITIES

8. Select the following GOALS, STRATEGIES, INITIATIVES and/or CORE VALUES your project will address:

Refer to the RESOURCE tab for additional data.

- ☐ Consolidated Plan Goals
- ☐ Strategies to Help Pomona's Homeless
- ☒ Pomona's Promise Initiatives
- ☐ City's Core Values

9. Explain how the proposed project addresses the outcome(s) selected above.

Include any supporting statistics or other factual information related to supporting the importance of addressing the need, including any increase and/or improvement to services provided.

The proposed project addresses Pomona's Promise initiatives to provide a variety of services and quality programs to youth and their families within their neighborhoods in a safe environment.

NATIONAL OBJECTIVES

10. To be eligible for CDBG funding from the City, the project must meet only one of the following National Objectives below that benefit low to moderate income persons.

- ☐ **Low-Moderate Clientele (LMC):** Benefit clientele that is generally presumed to be low to moderate-income: abused children, battered spouses, elderly persons (62 yrs. and over), severely disabled adults, homeless persons, illiterate adults, persons with AIDS and migrant farm workers.
- ☒ **Low-Moderate Clientele (LMC):** Require documentation on family size and income in order to show that at least 51 percent of the clientele are LMI.
- ☐ **Low-Moderate Clientele (LMC):** Have income eligibility requirements limiting the activity to LMI persons only.
- ☐ **Low-Moderate Clientele (LMC):** Be of such a nature and in such a location that it can be concluded that clients are primarily LMI (i.e. – day care center in a public housing complex)

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- ☐ Low-Moderate Housing (LMH): To qualify under this subcategory, the activity must result in housing that will be occupied by Low to Moderate income persons upon completion. The housing can be either owner or renter occupied and can be either one family or multi-unit structures. Rental housing must be occupied at affordable rents.
- ☐ Low-Moderate Jobs (LMJ):
- ☐ Addresses Conditions of Slum and Blight
- ☐ Meets an Urgent Community Need

11. Select the activity that is most appropriate for your agency's proposed project:

- ☐ Battered & Abused Spouses Services
- ☐ Centers: includes for child care, disabled, youth, seniors, facilities for AIDS patients, etc
- ☐ Code Enforcement (internal City department applications only)
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- ☐ Adult Services
- ☐ "Other-please explain:"

PROJECT BENEFIT TO LOW AND MODERATE INCOME CLIENTS/HOUSEHOLDS

12. Select all populations to be served by your proposed project:

- ☐ Adults
- ☐ Homeless
- ☐ Persons with Disabilities
- ☐ Persons with Mental Illness
- ☐ Senior Citizens: must be age 62 and over
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PROJECT ACTIVITY

13. Describe the proposed project & provide: 1. Detailed description 2. Number of beneficiaries to be served 3. Timeline for completion 4. Frequency of service 5. How the service is provided (as group, class, one on one mtg, phone referrals, etc)

If you are proposing an infrastructure/facilities project include: 1. Proposed scope of work/Tract # w/ block group 2. Timeline for completion: Bidding process, site prep, final occupancy, etc 3. Address prevailing wage & federal reporting

The current After School Recreation program provides school age youth and teens ages 7 through 17 a safe place to go after school, while providing enrichment activities. Athletics and arts (including music) continue to be growth areas that would support the development of Pomona's youth. This is especially important as these opportunities may be limited within the school day, not accessible or cost prohibitive during After School hours. By offering these programs free of charge, the City would increase accessibility to arts and sports for more of Pomona's low income youth. Participation in positive activities is

also important to the community as it detours high-risk behavior, that is most prevalent in youth during the after school hours.

The funds will be used to pay for staffing and program supplies to support athletic and art activities. The number of beneficiaries is 20 and services are offered Monday-Friday from 2pm to 6pm. Additionally, services correspond with Pomona Unified School District's early release and summer schedule, with hours from 1pm to 5pm.

PROJECT INFORMATION

14. Provide a description of the service area and/or target area/neighborhood boundaries to be served.

Services are offered at Ralph Welch Community Center within district 2, but are available to Pomona residents outside the service area.

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ORGANIZATIONAL CAPACITY

22. Has your agency ever done this type of activity before?

☒ YES

☐ NO

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City of Pomona's Neighborhood Services Department-Community Services Division has extensive experience implementing community-based programs and projects. Community Services has implemented the CDBG funded Youth Orchestra and Youth Employment programs for multiple years. During Fiscal Year 2015-2016, Community Services implemented a successful Science, Technology, Engineering Arts & Math (STEAM) CDBG-funded project that served middle school youth from Pomona and brought together a number of collaborative partners, including faculty and students from University of La Verne, CalPoly Pomona and MtSAC college.

Additionally, during Fiscal Year 2016-2017, Community Services focused on adult education and collaborated with Pomona Unified School District Adult & Career Education to offer CDBG-funded Adult Education Classes/ESL instruction to adults through City of Pomona's Renacimiento Community Center. Since this last collaborative project and in collaboration with PUSD Adult & Career Education staff, MtSAC college has continued to offer Adult Education Classes/ESL through City of Pomona's Renacimiento Community Center at no cost to participants or the City.

In this current Fiscal Year 2018-2019, Community Services launched its first youth speech programing in partnership with Tri-City Mental Health Services to offer instruction and activities in public speaking, communication and speech writing for the After School Recreation Program.

24. Describe your agency's experience with CDBG or other Federal grant programs:

City of Pomona manages multiple annual CDBG project grants annually

25. Describe your agency's current capacity, including staff and volunteer qualifications, in carrying out the proposed activity:

City of Pomona manages multiple annual CDBG project grants annually. The Community Services Manager, Recreation Supervisor and Recreation Coordinator associated with this project have over 50 years of combined experience implementing Community-based, youth, sports and recreation programs. Community Services staff continues to build new and strengthen existing partnerships with organizations and academic institutions that support its programs by providing volunteers. Additionally, City of Pomona has an active Volunteer in Pomona (VIP) program that supports projects with volunteer outreach, screening and tracking.

26. Describe your agency's administrative systems by indicating YES or NO for each item that exists within your agency's organizational structure.

<input type="text" value="y"/>	Are written procedures in place? (Formal Personnel System)
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<input type="text" value="y"/>	Is client demographic data collected and a reporting system in place?
<input type="text" value="y"/>	Are there written formal procurement policies/procedures in place?
<input type="text" value="y"/>	Are Conflict of Interest Policies in place?
<input type="text" value="y"/>	Are Client Grievance Policies in place?
<input type="text" value="n"/>	Does your agency generate annual fundraising revenue?
<input type="text" value="y"/>	Is there Financial Oversight by the Board of Directors?
<input type="text" value="y"/>	Is there Program Oversight by the Board of Directors?
<input type="text" value="0.00"/>	TOTAL

27. If any gap exists in your agency's administrative systems, describe what they are and how they will be addressed, as well as the timing for resolving?

No gaps exist in our agency's administrative systems.

28. Indicate your agency's Financial System

- ☒ Cash Basis
- ☐ Accrual Basis

29. Select your agency's Fiscal Year Term:

- ☐ January - December
- ☒ July - June
- ☐ October - September
- ☐ "Other - please explain:"

ACCESSIBILITY FOR PERSONS WITH PHYSICAL DISABILITIES**30. Federal regulations require that all program services, housing, and facilities assisted with CDBG funds be accessible to the disabled, whenever feasible. Does the service site currently, or will it, meet ADA standards for accessibility?**

Includes: ramps, parking, bathroom grab bars, top of toilet seats that meet required height from the floor, wheelchair maneuverability, accessible water fountains, access between floors, other improvements including serving the blind & deaf.

- ☒ YES
- ☐ NO
- ☐ N/A

31. If No, describe accessibility problems and method to address problems, including funding and timetable:

n/a

EMPLOYMENT AND CLIENT PARTICIPATION**32. Do you notify the public that your agency does not discriminate based on race, color, religion, gender, sexual orientation, national origin, age or disabilities in hiring practices or provision of services?**

- ☒ YES, please explain: ,
- ☐ NO, please explain: ,

33. If you answered 'YES' to question #32, indicate how:

The information is posted on the City of Pomona website and the City's Equal Employment Opportunity (EEO) plan.

34. If you answered 'NO' to question #32, is the agency willing to adopt the practice?

- ☒ YES
- ☐ NO

35. Can this project proceed on July 1, 2019?

- ☒ YES
- ☐ NO

Budget [top](#)

Proposed FY 19-20 Budget	Request	Other Sources	Total CDBG Request
CDBG	\$ 5,796.15		\$ 5,796.15
HOME			\$ 0.00
ESG			\$ 0.00
Other Sources:			\$ 0.00
Total	\$ 5,796.15	\$ 0.00	\$ 5,796.15

Proposed Budget Details	Request	Other Sources	Total CDBG Request
CSS3 Project Lead - Sports & Arts (shared)	\$ 1,307.69		\$ 1,307.69
CSS2 - Sports (shared)	\$ 1,153.85		\$ 1,153.85
CSS2 - Arts (shared)	\$ 1,153.85		\$ 1,153.85

Staff - Position Name			\$ 0.00
Contracted Services (\$1,000 p/site)	\$ 1,000.00		\$ 1,000.00
Capital Improvements/Housing Rehab Demo			\$ 0.00
Capital Improvements/Housing Rehab Construction/Renovation			\$ 0.00
Architectural/Engineering Services			\$ 0.00
Fees and Permits			\$ 0.00
Equipment Maintenance			\$ 0.00
Equipment Purchase (\$1,000 p/site)	\$ 1,000.00		\$ 1,000.00
Equipment Rental			\$ 0.00
Internet Service			\$ 0.00
Office Supplies			\$ 0.00
Postage			\$ 0.00
Printing			\$ 0.00
Rent/Lease			\$ 0.00
Telephone			\$ 0.00
Transportation			\$ 0.00
Benefits (@ 5%)	\$ 180.77		\$ 180.77
Total	\$ 5,796.16	\$ 0.00	\$ 5,796.16

Budget Narrative

The above budget supports After School Recreation Athletics and Arts programs at three (3) City of Pomona-Neighborhood Services Department-Community Services centers located within District 1.

STAFF: The budget will support a portion of the CSS3-Community Lead and two (2) CSS2 positions, respectively focusing on Sports and Arts activities. The CSS3-Community Lead will provide direct oversight of Athletics and Arts programs in the City's thirteen (13) Community Centers under direct supervision of the Recreation Coordinator and lead supervision of the Recreation Supervisor. The CSS2 Sports and Art positions will implement After School Recreation Athletics and Arts programs at the Community Center (s) supported under this budget.

CONTRACTED SERVICES: Contracted services are budgeted at a rate of \$1,000 per Community Center and will be expended on Athletics and Arts services offered by outside organizations in order to diversify and enhance the City's programs.

PROGRAM SUPPLIES: Program supplies are budgeted at a rate of \$1,000 per Community Center and will be expended on Athletics equipment and Arts supplies for the Community Center(s) supported under this budget.

BENEFITS: Calculated at 5% of total staff costs.

Required Documents [top](#)

Documents Requested *	Required?	Attached Documents *
Certification of Application download template	✓	Certification of Application
Certification Regarding Lobbying download template	✓	Certification Regarding Lobbying
Certification Regarding Debarment and Suspension download template	✓	Certification Regarding Debarment and Suspension
Certification Regarding a Drug Free Workplace download template	✓	Certification Regarding a Drug Free Workplace
Certification Regarding Reservation of Rights download template	✓	Certification Regarding Reservation of Rights
Certification Regarding Section 504 download template	✓	Certification Regarding Section 504
Certification Regarding Section 3 (if applicable) download template		
Certification Regarding Use of Real Property (if applicable) download template		

Certification of Compliance with Conflict of Interest & Procurement Policies download template	✓	Certification of Compliance with Conflict of Interest & Procurement Policies
Certification- Assurance of Audit Requirements download template	✓	Certification- Assurance of Audit Requirements
Certification of Affiliation download template	✓	Certification of Affiliation
Certification- Project Contact Information download template	✓	Certification- Project Contact Information
Certification- Signature Authorization Form download template	✓	Certification- Signature Authorization Form
Certification Regarding Board of Directors/Governing Boards Economic Interest download template	✓	Certification Regarding Board of Directors/Governing Boards Economic Interest
State and Federal Tax Exemption Determination Letter	✓	document
		document
		document
		document
Written Financial Management Procedures	✓	document
Written minute action and/or Board approval documentation signed by the Board President authorizing submittal of the CDBG application and authorizing the Board President or Agency Representative to sign the application.	✓	document
Written documentation of the construction schedule developed for the proposed infrastructure/facilities projects only		
Written documentation of all bidding process undertaken for the infrastructure/facilities proposed projects only		
Job descriptions of all staff charged for the proposed project. Job descriptions should be limited to the specific duties/responsibilities associated with the proposed project, rather than a general agency description.(if applicable)		
Contractors receiving \$750,000 or more of federal funding, when that funding represents more than 10% of the orgs annual budget, must submit salary and wage ranges for each of their job classifications, inc. executive salaries/benefits(if applicable)		
Fiscal Documents for all NON-PROFIT AGENCIES (No exceptions) A. FY 2017 Financial Statements/Income Statement, AND B. Fully signed copy of the FY 2017 federal tax form 990, AND C. Fully signed copy of the FY 2017 State tax form 199	✓	document
Copy of City of Pomona Business License	✓	document
Copy of Proof of Registration in SAM.GOV	✓	document
Copy of Proof of Insurance Coverage - General Liability (min. \$1,000,000, per occurrence and \$2,000,000 aggregate), Auto Liability (min. \$1,000,000, per occurrence) & Workers' Compensation.	✓	document
Copy of Organization By-Laws	✓	document
Copy of Organization Articles of Incorporation	✓	document
Copy of Limited English Proficiency Plan (L.E.P)	✓	document

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

Application ID: 133249

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City of Pomona
Neighborhood Services Department - Housing Division
Community Development Block Grant Program (PY) 2019-2020
2/8/2019 deadline

City of Pomona-Neighborhood Services Department-Community Services D3-After School Recreation Athletics and Arts programs

Jump to: [Application Questions](#) [Budget](#) [Required Documents](#)

\$ 17,388.46 Requested

Submitted: 1/10/2019 8:45:06 PM (Pacific)

Project Contact

Adrian Valdez

adrian_valdez@ci.pomona.ca.us

Tel: 9096202056

Additional Contacts

none entered

City of Pomona-Neighborhood Services Department- Community Services

505 S. Garey Ave
Pomona, CA 91766

*
* *

michael_osoff@ci.pomona.ca.us

Telephone 9096202311

Fax

Web <http://www.ci.pomona.ca.us/>

Application Questions [top](#)

AGENCY DESCRIPTION

1. What is the date of Incorporation?

January 6, 1888

2. Select the type of organization: (check all that apply)

- ☐ Faith Based
☐ Non-Profit
☒ Government/Public Agency

3. How many total years of prior CDBG experience does your agency have?

34+

4. Enter the total amount of CDBG funds received from all sources for the years in question:

2,167,226	FY 2018-2019
2,013,735	FY 2017-2018
1,982,076	FY 2016-2017
2,011,586	FY 2015-2016
2,025,433	FY 2014-2015
10,200,056.00	TOTAL

5. List the Federal award and funding amount your agency has received for the past five (5) years:

List year, source and total amount awarded. (Do Not Include CDBG)

0

6. Provide the agency Mission Statement:

The City of Pomona improves the quality of life for our diverse community.

7. Select one (1) HUD OBJECTIVE and one (1) HUD OUTCOME that is best suited for your proposed project:

HUD has instituted performance measures to gather information and determine the effectiveness of programs funded with CDBG. Information obtained will be reported by the City to HUD.

- ☒ **OBJECTIVE: SUITABLE LIVING ENVIRONMENT-** This project objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment (such as poor quality infrastructure) to social issues, such as crime prevention, child care, literacy, or elderly health services. It includes improving the safety and livability of neighborhoods, increasing access to quality facilities and services, and revitalizing deteriorating neighborhoods.
- ☐ **OBJECTIVE: DECENT HOUSING-** This project objective focuses on housing programs possible under CDBG where the purpose of the program is to meet individual, family, or community needs and not programs where housing is an element of a larger effort, since such programs would be more appropriately reported under suitable living environment.
- ☐ **OBJECTIVE: CREATING/EXPANDING ECONOMIC OPPORTUNITY-** This project objective applies to the types of activities related to economic development, commercial revitalization or job creation.
- ☐ **OUTCOME: NEW OR IMPROVED AVAILABILITY/ACCESSIBILITY-** This outcome applies to activities that make services, infrastructure, public facilities, employment opportunities, housing or shelters available or accessible to low/moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income persons where they live.
- ☐ **OUTCOME: AFFORDABILITY-** This outcome applies to activities that provide affordability in a variety of ways in the lives of low/moderate income people. It can include the creation or maintenance of affordable housing or basic infrastructure hook-ups, or services such as transportation or day care.
- ☒ **OUTCOME: SUSTAINABILITY-** This outcome applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to low/moderate income persons.

PRIORITIES

8. Select the following GOALS, STRATEGIES, INITIATIVES and/or CORE VALUES your project will address:

Refer to the RESOURCE tab for additional data.

- ☐ Consolidated Plan Goals
- ☐ Strategies to Help Pomona's Homeless
- ☒ Pomona's Promise Initiatives
- ☐ City's Core Values

9. Explain how the proposed project addresses the outcome(s) selected above.

Include any supporting statistics or other factual information related to supporting the importance of addressing the need, including any increase and/or improvement to services provided.

The proposed project addresses Pomona's Promise initiatives to provide a variety of services and quality programs to youth and their families within their neighborhoods in a safe environment.

NATIONAL OBJECTIVES

10. To be eligible for CDBG funding from the City, the project must meet only one of the following National Objectives below that benefit low to moderate income persons.

- ☐ **Low-Moderate Clientele (LMC):** Benefit clientele that is generally presumed to be low to moderate-income: abused children, battered spouses, elderly persons (62 yrs. and over), severely disabled adults, homeless persons, illiterate adults, persons with AIDS and migrant farm workers.
- ☒ **Low-Moderate Clientele (LMC):** Require documentation on family size and income in order to show that at least 51 percent of the clientele are LMI.
- ☐ **Low-Moderate Clientele (LMC):** Have income eligibility requirements limiting the activity to LMI persons only.
- ☐ **Low-Moderate Clientele (LMC):** Be of such a nature and in such a location that it can be concluded that clients are primarily LMI (i.e. – day care center in a public housing complex)

- ☐ Low-Moderate Clientele (LMC): Serve to remove material or architectural barriers to the mobility or accessibility of elderly persons (62 yrs. and over) or severely disabled adults. (ADA accessibility)
- ☐ Low Moderate Area (LMA): To qualify under this subcategory, at least 51% of the residents within the targeted activity area are Low to Moderate income persons. Refer to the CDBG Eligible Area Map located in the
- ☐ Low-Moderate Housing (LMH): To qualify under this subcategory, the activity must result in housing that will be occupied by Low to Moderate income persons upon completion. The housing can be either owner or renter occupied and can be either one family or multi-unit structures. Rental housing must be occupied at affordable rents.
- ☐ Low-Moderate Jobs (LMJ):
- ☐ Addresses Conditions of Slum and Blight
- ☐ Meets an Urgent Community Need

11. Select the activity that is most appropriate for your agency's proposed project:

- ☐ Battered & Abused Spouses Services
- ☐ Centers: includes for child care, disabled, youth, seniors, facilities for AIDS patients, etc
- ☐ Code Enforcement (internal City department applications only)
- ☐ Crime Prevention & Awareness Services
- ☐ Direct Financial Assistance to Homebuyers
- ☐ Education
- ☐ Employment Services / Job Training
- ☐ Fair Housing Services
- ☐ Health Services: includes mental health
- ☐ Homeless Services: includes facilities, shelters, etc
- ☐ Facility Improvements
- ☐ Infrastructure Improvements
- ☐ Housing Rehabilitation & Historic Preservation (currently not accepting applications for these activities)
- ☐ Senior Services
- ☒ Youth Services
- ☐ Adult Services
- ☐ "Other-please explain:"

PROJECT BENEFIT TO LOW AND MODERATE INCOME CLIENTS/HOUSEHOLDS

12. Select all populations to be served by your proposed project:

- ☐ Adults
- ☐ Homeless
- ☐ Persons with Disabilities
- ☐ Persons with Mental Illness
- ☐ Senior Citizens: must be age 62 and over
- ☐ Victims of Child Abuse
- ☐ Victims of Domestic Abuse
- ☒ Youth
- ☐ "Other - please explain:"

PROJECT ACTIVITY

13. Describe the proposed project & provide: 1. Detailed description 2. Number of beneficiaries to be served 3. Timeline for completion 4. Frequency of service 5. How the service is provided (as group, class, one on one mtg, phone referrals, etc)

If you are proposing an infrastructure/facilities project include: 1. Proposed scope of work/Tract # w/ block group 2. Timeline for completion: Bidding process, site prep, final occupancy, etc 3. Address prevailing wage & federal reporting

The current After School Recreation program provides school age youth and teens ages 7 through 17 a safe place to go after school, while providing enrichment activities. Athletics and arts (including music) continue to be growth areas that would support the development of Pomona's youth. This is especially important as these opportunities may be limited within the school day, not accessible or cost prohibitive during After School hours. By offering these programs free of charge, the City would increase accessibility to arts and sports for more of Pomona's low income youth. Participation in positive activities is

also important to the community as it detours high-risk behavior, that is most prevalent in youth during the after school hours.

The funds will be used to pay for staffing and program supplies to support athletic and art activities.

The number of beneficiaries is 60 and services are offered Monday-Friday from 2pm to 6pm. Additionally, services correspond with Pomona Unified School District's early release and summer schedule, with hours from 1pm to 5pm.

PROJECT INFORMATION

14. Provide a description of the service area and/or target area/neighborhood boundaries to be served.

Services are offered at the following community centers, Washington, Philadelphia and Renacimiento within district 3, but are available to Pomona residents outside the service area.

15. Indicate & explain the method that your agency will use to track family size, ethnicity, income levels and verify income.

Example: computer software; Application/Manual Collection or Other

Administrative staff will track information through a registration form that collects the following information: income, household size, and verifiable proof of income. Staff will transfer the information to software programs Access and Excel. Information will be kept in a secured master filing system.

16. Indicate if this project will result in the provision of a NEW SERVICE for City of Pomona residents?

If it will, describe how the direct service proposed is not a duplication of existing services available to the target population previously identified

Services offered are an enhancement to existing sports and arts services. Funding will serve to sustain the sports and arts program and serve additional participants in more locations, thus increasing availability and accessibility. The program will expose participants to diverse and unique arts components offered by City staff and outside organizations.

17. Indicate if this project will result in a quantifiable increase in the level of service of an existing service.

If it will, describe how the direct service proposed demonstrates a quantifiable increase in access and the level of an existing service currently provided.

Sports and Arts programs have resulted in an increase of overall attendance and new participants. Sports and Art activities are offered at all afterschool locations, based on number of available clients. Sports clinics are offered seasonally to continue to expose new participants to the upcoming sports season. The program has seen an increase of participants due to offering additional sport clinics and art-related activities that include on-site art lessons offered in collaboration with outside organizations. The City of Pomona is a member of California Parks and Recreation Society (CPRS) that provides staff with sports-related workshops and training.

18. Indicate if this project will charge fees to the CDBG clientele for any of the project activities previously described?

If it will, describe what fees are collected, justification for the fees, what is the fee schedule (amounts charged), and how the fees will be expended.

Project activities will be free of charge.

RECORD KEEPING PROCEDURES

19. Describe the procedures your agency will use to track and monitor the progress of the project:

Administrative staff will track and monitor progress of the project by recording attendance, rosters, registration forms, staff hours, and expenditures for supplies and purchases. Staff will track progress by collecting event flyers, photos and a calendar of events.

20. Describe your agency's record keeping procedures, with regards to the proposed project:

The agency's record keeping procedures will include registration forms, participant sign-in sheets, a weekly summary of activities with a description frequency. These records will be filed in a secured master filing system and coded by project.

21. Describe the procedures your agency will use to separate and track CDBG activities and expenditures from other funds:

Administrative staff separates and tracks CDBG activities and expenditures by utilizing dedicated attendance and fiscal accounts. Purchases made are categorized and solely used for CDBG – related activities.

ORGANIZATIONAL CAPACITY

22. Has your agency ever done this type of activity before?

☒ YES

☐ NO

23. Describe your agency's experience in completing projects and highlight past accomplishments:

City of Pomona's Neighborhood Services Department-Community Services Division has extensive experience implementing community-based programs and projects. Community Services has implemented the CDBG funded Youth Orchestra and Youth Employment programs for multiple years. During Fiscal Year 2015-2016, Community Services implemented a successful Science, Technology, Engineering Arts & Math (STEAM) CDBG-funded project that served middle school youth from Pomona and brought together a number of collaborative partners, including faculty and students from University of La Verne, CalPoly Pomona and MtSAC college.

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City of Pomona manages multiple annual CDBG project grants annually.

25. Describe your agency's current capacity, including staff and volunteer qualifications, in carrying out the proposed activity:

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<input type="checkbox"/>	y	Are hard copy files and or computer records systems with security and back-up in place?
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27. If any gap exists in your agency's administrative systems, describe what they are and how they will be addressed, as well as the timing for resolving?

No gaps exist in our agency's administrative systems.

28. Indicate your agency's Financial System

- ☒ Cash Basis
- ☐ Accrual Basis

29. Select your agency's Fiscal Year Term:

- ☐ January - December
- ☒ July - June
- ☐ October - September
- ☐ "Other - please explain:"

ACCESSIBILITY FOR PERSONS WITH PHYSICAL DISABILITIES**30. Federal regulations require that all program services, housing, and facilities assisted with CDBG funds be accessible to the disabled, whenever feasible. Does the service site currently, or will it, meet ADA standards for accessibility?**

Includes: ramps, parking, bathroom grab bars, top of toilet seats that meet required height from the floor, wheelchair maneuverability, accessible water fountains, access between floors, other improvements including serving the blind & deaf.

- ☒ YES
- ☐ NO
- ☐ N/A

31. If No, describe accessibility problems and method to address problems, including funding and timetable:

n/a

EMPLOYMENT AND CLIENT PARTICIPATION**32. Do you notify the public that your agency does not discriminate based on race, color, religion, gender, sexual orientation, national origin, age or disabilities in hiring practices or provision of services?**

- ☒ YES, please explain: ,
- ☐ NO, please explain: ,

33. If you answered 'YES' to question #32, indicate how:

The information is posted on the City of Pomona website and the City's Equal Employment Opportunity (EEO) plan.

34. If you answered 'NO' to question #32, is the agency willing to adopt the practice?

- ☒ YES
- ☐ NO

35. Can this project proceed on July 1, 2019?

- ☒ YES
- ☐ NO

Budget [top](#)

Proposed FY 19-20 Budget	Request	Other Sources	Total CDBG Request
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ESG			\$ 0.00
Other Sources:			\$ 0.00
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CSS2 - Arts (shared)	\$ 3,461.54		\$ 3,461.54

Staff - Position Name			\$ 0.00
Contracted Services (\$1,000 p/site)	\$ 3,000.00		\$ 3,000.00
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Capital Improvements/Housing Rehab Construction/Renovation			\$ 0.00
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Equipment Rental			\$ 0.00
Internet Service			\$ 0.00
Office Supplies			\$ 0.00
Postage			\$ 0.00
Printing			\$ 0.00
Rent/Lease			\$ 0.00
Telephone			\$ 0.00
Transportation			\$ 0.00
Benefits (@ 5%)	\$ 542.31		\$ 542.31
Total	\$ 17,388.47	\$ 0.00	\$ 17,388.47

Budget Narrative

The above budget supports After School Recreation Athletics and Arts programs at three (3) City of Pomona-Neighborhood Services Department-Community Services centers located within District 1.

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BENEFITS: Calculated at 5% of total staff costs.

Required Documents [top](#)

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Certification Regarding Use of Real Property (if applicable)		

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Application ID: 133252

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City of Pomona
Neighborhood Services Department - Housing Division
Community Development Block Grant Program (PY) 2019-2020
2/8/2019 deadline

City of Pomona-Neighborhood Services Department-Community Services D4-After School Recreation Athletics and Arts programs

Jump to: [Application Questions](#) [Budget](#) [Required Documents](#)

\$ 11,592.31 Requested

Submitted: 1/10/2019 8:56:10 PM (Pacific)

Project Contact

Adrian Valdez

adrian_valdez@ci.pomona.ca.us

Tel: 9096202056

Additional Contacts

none entered

City of Pomona-Neighborhood Services Department- Community Services

505 S. Garey Ave
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Fax

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Application Questions [top](#)

AGENCY DESCRIPTION

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2. Select the type of organization: (check all that apply)

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- ☐ **OUTCOME: AFFORDABILITY-** This outcome applies to activities that provide affordability in a variety of ways in the lives of low/moderate income people. It can include the creation or maintenance of affordable housing or basic infrastructure hook-ups, or services such as transportation or day care.
- ☒ **OUTCOME: SUSTAINABILITY-** This outcome applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to low/moderate income persons.

PRIORITIES

8. Select the following GOALS, STRATEGIES, INITIATIVES and/or CORE VALUES your project will address:

Refer to the RESOURCE tab for additional data.

- ☐ Consolidated Plan Goals
- ☐ Strategies to Help Pomona's Homeless
- ☒ Pomona's Promise Initiatives
- ☐ City's Core Values

9. Explain how the proposed project addresses the outcome(s) selected above.

Include any supporting statistics or other factual information related to supporting the importance of addressing the need, including any increase and/or improvement to services provided.

The proposed project addresses Pomona's Promise initiatives to provide a variety of services and quality programs to youth and their families within their neighborhoods in a safe environment.

NATIONAL OBJECTIVES

10. To be eligible for CDBG funding from the City, the project must meet only one of the following National Objectives below that benefit low to moderate income persons.

- ☐ **Low-Moderate Clientele (LMC):** Benefit clientele that is generally presumed to be low to moderate-income: abused children, battered spouses, elderly persons (62 yrs. and over), severely disabled adults, homeless persons, illiterate adults, persons with AIDS and migrant farm workers.
- ☒ **Low-Moderate Clientele (LMC):** Require documentation on family size and income in order to show that at least 51 percent of the clientele are LMI.
- ☐ **Low-Moderate Clientele (LMC):** Have income eligibility requirements limiting the activity to LMI persons only.
- ☐ **Low-Moderate Clientele (LMC):** Be of such a nature and in such a location that it can be concluded that clients are primarily LMI (i.e. – day care center in a public housing complex)

- ☐ Low-Moderate Clientele (LMC): Serve to remove material or architectural barriers to the mobility or accessibility of elderly persons (62 yrs. and over) or severely disabled adults. (ADA accessibility)
- ☐ Low Moderate Area (LMA): To qualify under this subcategory, at least 51% of the residents within the targeted activity area are Low to Moderate income persons. Refer to the CDBG Eligible Area Map located in the
- ☐ Low-Moderate Housing (LMH): To qualify under this subcategory, the activity must result in housing that will be occupied by Low to Moderate income persons upon completion. The housing can be either owner or renter occupied and can be either one family or multi-unit structures. Rental housing must be occupied at affordable rents.
- ☐ Low-Moderate Jobs (LMJ):
- ☐ Addresses Conditions of Slum and Blight
- ☐ Meets an Urgent Community Need

11. Select the activity that is most appropriate for your agency's proposed project:

- ☐ Battered & Abused Spouses Services
- ☐ Centers: includes for child care, disabled, youth, seniors, facilities for AIDS patients, etc
- ☐ Code Enforcement (internal City department applications only)
- ☐ Crime Prevention & Awareness Services
- ☐ Direct Financial Assistance to Homebuyers
- ☐ Education
- ☐ Employment Services / Job Training
- ☐ Fair Housing Services
- ☐ Health Services: includes mental health
- ☐ Homeless Services: includes facilities, shelters, etc
- ☐ Facility Improvements
- ☐ Infrastructure Improvements
- ☐ Housing Rehabilitation & Historic Preservation (currently not accepting applications for these activities)
- ☐ Senior Services
- ☒ Youth Services
- ☐ Adult Services
- ☐ "Other-please explain:"

PROJECT BENEFIT TO LOW AND MODERATE INCOME CLIENTS/HOUSEHOLDS

12. Select all populations to be served by your proposed project:

- ☐ Adults
- ☐ Homeless
- ☐ Persons with Disabilities
- ☐ Persons with Mental Illness
- ☐ Senior Citizens: must be age 62 and over
- ☐ Victims of Child Abuse
- ☐ Victims of Domestic Abuse
- ☒ Youth
- ☐ "Other - please explain:"

PROJECT ACTIVITY

13. Describe the proposed project & provide: 1. Detailed description 2. Number of beneficiaries to be served 3. Timeline for completion 4. Frequency of service 5. How the service is provided (as group, class, one on one mtg, phone referrals, etc)

If you are proposing an infrastructure/facilities project include: 1. Proposed scope of work/Tract # w/ block group 2. Timeline for completion: Bidding process, site prep, final occupancy, etc 3. Address prevailing wage & federal reporting

The current After School Recreation program provides school age youth and teens ages 7 through 17 a safe place to go after school, while providing enrichment activities. Athletics and arts (including music) continue to be growth areas that would support the development of Pomona's youth. This is especially important as these opportunities may be limited within the school day, not accessible or cost prohibitive during After School hours. By offering these programs free of charge, the City would increase accessibility to arts and sports for more of Pomona's low income youth. Participation in positive activities is

also important to the community as it detours high-risk behavior, that is most prevalent in youth during the after school hours.

The funds will be used to pay for staffing and program supplies to support athletic and art activities. The number of beneficiaries is 40 and services are offered Monday-Friday from 2pm to 6pm. Additionally, services correspond with Pomona Unified School District's early release and summer schedule, with hours from 1pm to 5pm.

PROJECT INFORMATION

14. Provide a description of the service area and/or target area/neighborhood boundaries to be served.

Services are offered at the following community centers, Garfield and Jaycee within district 4, but are available to Pomona residents outside the service area.

15. Indicate & explain the method that your agency will use to track family size, ethnicity, income levels and verify income.

Example: computer software; Application/Manual Collection or Other

Administrative staff will track information through a registration form that collects the following information: income, household size, and verifiable proof of income. Staff will transfer the information to software programs Access and Excel. Information will be kept in a secured master filing system.

16. Indicate if this project will result in the provision of a NEW SERVICE for City of Pomona residents?

If it will, describe how the direct service proposed is not a duplication of existing services available to the target population previously identified

Services offered are an enhancement to existing sports and arts services. Funding will serve to sustain the sports and arts program and serve additional participants in more locations, thus increasing availability and accessibility. The program will expose participants to diverse and unique arts components offered by City staff and outside organizations.

17. Indicate if this project will result in a quantifiable increase in the level of service of an existing service.

If it will, describe how the direct service proposed demonstrates a quantifiable increase in access and the level of an existing service currently provided.

Sports and Arts programs have resulted in an increase of overall attendance and new participants. Sports and Art activities are offered at all afterschool locations, based on number of available clients. Sports clinics are offered seasonally to continue to expose new participants to the upcoming sports season. The program has seen an increase of participants due to offering additional sport clinics and art-related activities that include on-site art lessons offered in collaboration with outside organizations. The City of Pomona is a member of California Parks and Recreation Society (CPRS) that provides staff with sports-related workshops and training.

18. Indicate if this project will charge fees to the CDBG clientele for any of the project activities previously described?

If it will, describe what fees are collected, justification for the fees, what is the fee schedule (amounts charged), and how the fees will be expended.

Project activities will be free of charge.

RECORD KEEPING PROCEDURES

19. Describe the procedures your agency will use to track and monitor the progress of the project:

Administrative staff will track and monitor progress of the project by recording attendance, rosters, registration forms, staff hours, and expenditures for supplies and purchases. Staff will track progress by collecting event flyers, photos and a calendar of events.

20. Describe your agency's record keeping procedures, with regards to the proposed project:

The agency's record keeping procedures will include registration forms, participant sign-in sheets, a weekly summary of activities with a description frequency. These records will be filed in a secured master filing system and coded by project.

21. Describe the procedures your agency will use to separate and track CDBG activities and expenditures from other funds:

Administrative staff separates and tracks CDBG activities and expenditures by utilizing dedicated attendance and fiscal accounts. Purchases made are categorized and solely used for CDBG – related activities.

ORGANIZATIONAL CAPACITY

22. Has your agency ever done this type of activity before?

☒ YES

☐ NO

23. Describe your agency's experience in completing projects and highlight past accomplishments:

City of Pomona's Neighborhood Services Department-Community Services Division has extensive experience implementing community-based programs and projects. Community Services has implemented the CDBG funded Youth Orchestra and Youth Employment programs for multiple years. During Fiscal Year 2015-2016, Community Services implemented a successful Science, Technology, Engineering Arts & Math (STEAM) CDBG-funded project that served middle school youth from Pomona and brought together a number of collaborative partners, including faculty and students from University of La Verne, CalPoly Pomona and MtSAC college.

Additionally, during Fiscal Year 2016-2017, Community Services focused on adult education and collaborated with Pomona Unified School District Adult & Career Education to offer CDBG-funded Adult Education Classes/ESL instruction to adults through City of Pomona's Renacimiento Community Center. Since this last collaborative project and in collaboration with PUSD Adult & Career Education staff, MtSAC college has continued to offer Adult Education Classes/ESL through City of Pomona's Renacimiento Community Center at no cost to participants or the City.

In this current Fiscal Year 2018-2019, Community Services launched its first youth speech programing in partnership with Tri-City Mental Health Services to offer instruction and activities in public speaking, communication and speech writing for the After School Recreation Program.

24. Describe your agency's experience with CDBG or other Federal grant programs:

City of Pomona manages multiple annual CDBG project grants annually.

25. Describe your agency's current capacity, including staff and volunteer qualifications, in carrying out the proposed activity:

City of Pomona manages multiple annual CDBG project grants annually. The Community Services Manager, Recreation Supervisor and Recreation Coordinator associated with this project have over 50 years of combined experience implementing Community-based, youth, sports and recreation programs. Community Services staff continues to build new and strengthen existing partnerships with organizations and academic institutions that support its programs by providing volunteers. Additionally, City of Pomona has an active Volunteer in Pomona (VIP) program that supports projects with volunteer outreach, screening and tracking.

26. Describe your agency's administrative systems by indicating YES or NO for each item that exists within your agency's organizational structure.

<input type="checkbox"/>	y	Are written procedures in place? (Formal Personnel System)
<input type="checkbox"/>	y	Can staff salary be tracked by funding source?
<input type="checkbox"/>	y	Are formal written accounting procedures in place? (Audit System)
<input type="checkbox"/>	y	Are there Record keeping Systems/Separate tracking system for each funding source?
<input type="checkbox"/>	y	Are there formal written Cash Management Practices (includes proper security measures)
<input type="checkbox"/>	y	Are hard copy files and or computer records systems with security and back-up in place?
<input type="checkbox"/>	y	Are internal monitoring/evaluation systems in place?
<input type="checkbox"/>	y	Are internal monitoring/evaluation systems procedures in compliance with Sarbanes-Oxley?
<input type="checkbox"/>	y	Is client's eligibility verified?
<input type="checkbox"/>	y	Is client demographic data collected and a reporting system in place?
<input type="checkbox"/>	y	Are there written formal procurement policies/procedures in place?
<input type="checkbox"/>	y	Are Conflict of Interest Policies in place?
<input type="checkbox"/>	y	Are Client Grievance Policies in place?
<input type="checkbox"/>	n	Does your agency generate annual fundraising revenue?
<input type="checkbox"/>	y	Is there Financial Oversight by the Board of Directors?
<input type="checkbox"/>	y	Is there Program Oversight by the Board of Directors?
<input type="text" value="0.00"/>		TOTAL

27. If any gap exists in your agency's administrative systems, describe what they are and how they will be addressed, as well as the timing for resolving?

No gaps exist in our agency's administrative systems.

28. Indicate your agency's Financial System

- ☒ Cash Basis
- ☐ Accrual Basis

29. Select your agency's Fiscal Year Term:

- ☐ January - December
- ☒ July - June
- ☐ October - September
- ☐ "Other - please explain:"

ACCESSIBILITY FOR PERSONS WITH PHYSICAL DISABILITIES**30. Federal regulations require that all program services, housing, and facilities assisted with CDBG funds be accessible to the disabled, whenever feasible. Does the service site currently, or will it, meet ADA standards for accessibility?**

Includes: ramps, parking, bathroom grab bars, top of toilet seats that meet required height from the floor, wheelchair maneuverability, accessible water fountains, access between floors, other improvements including serving the blind & deaf.

- ☒ YES
- ☐ NO
- ☐ N/A

31. If No, describe accessibility problems and method to address problems, including funding and timetable:

n/a

EMPLOYMENT AND CLIENT PARTICIPATION**32. Do you notify the public that your agency does not discriminate based on race, color, religion, gender, sexual orientation, national origin, age or disabilities in hiring practices or provision of services?**

- ☒ YES, please explain: ,
- ☐ NO, please explain: ,

33. If you answered 'YES' to question #32, indicate how:

The information is posted on the City of Pomona website and the City's Equal Employment Opportunity (EEO) plan.

34. If you answered 'NO' to question #32, is the agency willing to adopt the practice?

- ☒ YES
- ☐ NO

35. Can this project proceed on July 1, 2019?

- ☒ YES
- ☐ NO

Budget [top](#)

Proposed FY 19-20 Budget	Request	Other Sources	Total CDBG Request
CDBG	\$ 11,592.31		\$ 11,592.31
HOME			\$ 0.00
ESG			\$ 0.00
Other Sources:			\$ 0.00
Total	\$ 11,592.31	\$ 0.00	\$ 11,592.31

Proposed Budget Details	Request	Other Sources	Total CDBG Request
CSS3 Project Lead - Sports & Arts (shared)	\$ 2,615.38		\$ 2,615.38
CSS2 - Sports (shared)	\$ 2,307.69		\$ 2,307.69
CSS2 - Arts (shared)	\$ 2,307.69		\$ 2,307.69

Staff - Position Name			\$ 0.00
Contracted Services (\$1,000 p/site)	\$ 2,000.00		\$ 2,000.00
Capital Improvements/Housing Rehab Demo			\$ 0.00
Capital Improvements/Housing Rehab Construction/Renovation			\$ 0.00
Architectural/Engineering Services			\$ 0.00
Fees and Permits			\$ 0.00
Equipment Purchase (\$1,000 p/site)	\$ 2,000.00		\$ 2,000.00
Equipment Purchase			\$ 0.00
Equipment Rental			\$ 0.00
Internet Service			\$ 0.00
Office Supplies			\$ 0.00
Postage			\$ 0.00
Printing			\$ 0.00
Rent/Lease			\$ 0.00
Telephone			\$ 0.00
Transportation			\$ 0.00
Benefits (@ 5%)	\$ 361.54		\$ 361.54
Total	\$ 11,592.30	\$ 0.00	\$ 11,592.30

Budget Narrative

The above budget supports After School Recreation Athletics and Arts programs at three (3) City of Pomona-Neighborhood Services Department-Community Services centers located within District 1.

STAFF: The budget will support a portion of the CSS3-Community Lead and two (2) CSS2 positions, respectively focusing on Sports and Arts activities. The CSS3-Community Lead will provide direct oversight of Athletics and Arts programs in the City's thirteen (13) Community Centers under direct supervision of the Recreation Coordinator and lead supervision of the Recreation Supervisor. The CSS2 Sports and Art positions will implement After School Recreation Athletics and Arts programs at the Community Center (s) supported under this budget.

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Application ID: 133254

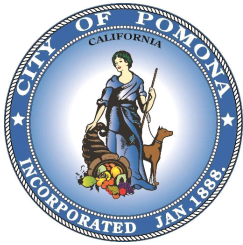
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City of Pomona
Neighborhood Services Department - Housing Division
Community Development Block Grant Program (PY) 2019-2020
2/8/2019 deadline

City of Pomona-Neighborhood Services Department-Community Services D5-After School Recreation Athletics and Arts programs

Jump to: [Application Questions](#) [Budget](#) [Required Documents](#)

\$ 11,592.31 Requested

Submitted: 1/10/2019 9:03:01 PM (Pacific)

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Additional Contacts

none entered

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- ☐ **OUTCOME: AFFORDABILITY-** This outcome applies to activities that provide affordability in a variety of ways in the lives of low/moderate income people. It can include the creation or maintenance of affordable housing or basic infrastructure hook-ups, or services such as transportation or day care.
- ☐ **OUTCOME: SUSTAINABILITY-** This outcome applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to low/moderate income persons.

PRIORITIES

8. Select the following GOALS, STRATEGIES, INITIATIVES and/or CORE VALUES your project will address:

Refer to the RESOURCE tab for additional data.

- ☐ Consolidated Plan Goals
- ☐ Strategies to Help Pomona's Homeless
- ☒ Pomona's Promise Initiatives
- ☐ City's Core Values

9. Explain how the proposed project addresses the outcome(s) selected above.

Include any supporting statistics or other factual information related to supporting the importance of addressing the need, including any increase and/or improvement to services provided.

The proposed project addresses Pomona's Promise initiatives to provide a variety of services and quality programs to youth and their families within their neighborhoods in a safe environment.

NATIONAL OBJECTIVES

10. To be eligible for CDBG funding from the City, the project must meet only one of the following National Objectives below that benefit low to moderate income persons.

- ☐ **Low-Moderate Clientele (LMC):** Benefit clientele that is generally presumed to be low to moderate-income: abused children, battered spouses, elderly persons (62 yrs. and over), severely disabled adults, homeless persons, illiterate adults, persons with AIDS and migrant farm workers.
- ☒ **Low-Moderate Clientele (LMC):** Require documentation on family size and income in order to show that at least 51 percent of the clientele are LMI.
- ☐ **Low-Moderate Clientele (LMC):** Have income eligibility requirements limiting the activity to LMI persons only.
- ☐ **Low-Moderate Clientele (LMC):** Be of such a nature and in such a location that it can be concluded that clients are primarily LMI (i.e. – day care center in a public housing complex)

- ☐ Low-Moderate Clientele (LMC): Serve to remove material or architectural barriers to the mobility or accessibility of elderly persons (62 yrs. and over) or severely disabled adults. (ADA accessibility)
- ☐ Low Moderate Area (LMA): To qualify under this subcategory, at least 51% of the residents within the targeted activity area are Low to Moderate income persons. Refer to the CDBG Eligible Area Map located in the
- ☐ Low-Moderate Housing (LMH): To qualify under this subcategory, the activity must result in housing that will be occupied by Low to Moderate income persons upon completion. The housing can be either owner or renter occupied and can be either one family or multi-unit structures. Rental housing must be occupied at affordable rents.
- ☐ Low-Moderate Jobs (LMJ):
- ☐ Addresses Conditions of Slum and Blight
- ☐ Meets an Urgent Community Need

11. Select the activity that is most appropriate for your agency's proposed project:

- ☐ Battered & Abused Spouses Services
- ☐ Centers: includes for child care, disabled, youth, seniors, facilities for AIDS patients, etc
- ☐ Code Enforcement (internal City department applications only)
- ☐ Crime Prevention & Awareness Services
- ☐ Direct Financial Assistance to Homebuyers
- ☐ Education
- ☐ Employment Services / Job Training
- ☐ Fair Housing Services
- ☐ Health Services: includes mental health
- ☐ Homeless Services: includes facilities, shelters, etc
- ☐ Facility Improvements
- ☐ Infrastructure Improvements
- ☐ Housing Rehabilitation & Historic Preservation (currently not accepting applications for these activities)
- ☐ Senior Services
- ☒ Youth Services
- ☐ Adult Services
- ☐ "Other-please explain:"

PROJECT BENEFIT TO LOW AND MODERATE INCOME CLIENTS/HOUSEHOLDS

12. Select all populations to be served by your proposed project:

- ☐ Adults
- ☐ Homeless
- ☐ Persons with Disabilities
- ☐ Persons with Mental Illness
- ☐ Senior Citizens: must be age 62 and over
- ☐ Victims of Child Abuse
- ☐ Victims of Domestic Abuse
- ☒ Youth
- ☐ "Other - please explain:"

PROJECT ACTIVITY

13. Describe the proposed project & provide: 1. Detailed description 2. Number of beneficiaries to be served 3. Timeline for completion 4. Frequency of service 5. How the service is provided (as group, class, one on one mtg, phone referrals, etc)

If you are proposing an infrastructure/facilities project include: 1. Proposed scope of work/Tract # w/ block group 2. Timeline for completion: Bidding process, site prep, final occupancy, etc 3. Address prevailing wage & federal reporting

The current After School Recreation program provides school age youth and teens ages 7 through 17 a safe place to go after school, while providing enrichment activities. Athletics and arts (including music) continue to be growth areas that would support the development of Pomona's youth. This is especially important as these opportunities may be limited within the school day, not accessible or cost prohibitive during After School hours. By offering these programs free of charge, the City would increase accessibility to arts and sports for more of Pomona's low income youth. Participation in positive activities is

also important to the community as it detours high-risk behavior, that is most prevalent in youth during the after school hours.

The funds will be used to pay for staffing and program supplies to support athletic and art activities. The number of beneficiaries is 40 and services are offered Monday-Friday from 2pm to 6pm. Additionally, services correspond with Pomona Unified School District's early release and summer schedule, with hours from 1pm to 5pm.

PROJECT INFORMATION

14. Provide a description of the service area and/or target area/neighborhood boundaries to be served.

Services are offered at the following community centers, Westmont and Phillips Ranch within district 5, but are available to Pomona residents outside the service area.

15. Indicate & explain the method that your agency will use to track family size, ethnicity, income levels and verify income.

Example: computer software; Application/Manual Collection or Other

Administrative staff will track information through a registration form that collects the following information: income, household size, and verifiable proof of income. Staff will transfer the information to software programs Access and Excel. Information will be kept in a secured master filing system.

16. Indicate if this project will result in the provision of a NEW SERVICE for City of Pomona residents?

If it will, describe how the direct service proposed is not a duplication of existing services available to the target population previously identified

Services offered are an enhancement to existing sports and arts services. Funding will serve to sustain the sports and arts program and serve additional participants in more locations, thus increasing availability and accessibility. The program will expose participants to diverse and unique arts components offered by City staff and outside organizations

17. Indicate if this project will result in a quantifiable increase in the level of service of an existing service.

If it will, describe how the direct service proposed demonstrates a quantifiable increase in access and the level of an existing service currently provided.

Sports and Arts programs have resulted in an increase of overall attendance and new participants. Sports and Art activities are offered at all afterschool locations, based on number of available clients. Sports clinics are offered seasonally to continue to expose new participants to the upcoming sports season. The program has seen an increase of participants due to offering additional sport clinics and art-related activities that include on-site art lessons offered in collaboration with outside organizations. The City of Pomona is a member of California Parks and Recreation Society (CPRS) that provides staff with sports-related workshops and training.

18. Indicate if this project will charge fees to the CDBG clientele for any of the project activities previously described?

If it will, describe what fees are collected, justification for the fees, what is the fee schedule (amounts charged), and how the fees will be expended.

Project activities will be free of charge.

RECORD KEEPING PROCEDURES

19. Describe the procedures your agency will use to track and monitor the progress of the project:

Administrative staff will track and monitor progress of the project by recording attendance, rosters, registration forms, staff hours, and expenditures for supplies and purchases. Staff will track progress by collecting event flyers, photos and a calendar of events.

20. Describe your agency's record keeping procedures, with regards to the proposed project:

The agency's record keeping procedures will include registration forms, participant sign-in sheets, a weekly summary of activities with a description frequency. These records will be filed in a secured master filing system and coded by project.

21. Describe the procedures your agency will use to separate and track CDBG activities and expenditures from other funds:

Administrative staff separates and tracks CDBG activities and expenditures by utilizing dedicated attendance and fiscal accounts. Purchases made are categorized and solely used for CDBG – related activities.

ORGANIZATIONAL CAPACITY

22. Has your agency ever done this type of activity before?

☒ YES

☐ NO

23. Describe your agency's experience in completing projects and highlight past accomplishments:

City of Pomona's Neighborhood Services Department-Community Services Division has extensive experience implementing community-based programs and projects. Community Services has implemented the CDBG funded Youth Orchestra and Youth Employment programs for multiple years. During Fiscal Year 2015-2016, Community Services implemented a successful Science, Technology, Engineering Arts & Math (STEAM) CDBG-funded project that served middle school youth from Pomona and brought together a number of collaborative partners, including faculty and students from University of La Verne, CalPoly Pomona and MtSAC college.

Additionally, during Fiscal Year 2016-2017, Community Services focused on adult education and collaborated with Pomona Unified School District Adult & Career Education to offer CDBG-funded Adult Education Classes/ESL instruction to adults through City of Pomona's Renacimiento Community Center. Since this last collaborative project and in collaboration with PUSD Adult & Career Education staff, MtSAC college has continued to offer Adult Education Classes/ESL through City of Pomona's Renacimiento Community Center at no cost to participants or the City.

In this current Fiscal Year 2018-2019, Community Services launched its first youth speech programing in partnership with Tri-City Mental Health Services to offer instruction and activities in public speaking, communication and speech writing for the After School Recreation Program.

24. Describe your agency's experience with CDBG or other Federal grant programs:

City of Pomona manages multiple annual CDBG project grants annually.

25. Describe your agency's current capacity, including staff and volunteer qualifications, in carrying out the proposed activity:

City of Pomona manages multiple annual CDBG project grants annually. The Community Services Manager, Recreation Supervisor and Recreation Coordinator associated with this project have over 50 years of combined experience implementing Community-based, youth, sports and recreation programs. Community Services staff continues to build new and strengthen existing partnerships with organizations and academic institutions that support its programs by providing volunteers. Additionally, City of Pomona has an active Volunteer in Pomona (VIP) program that supports projects with volunteer outreach, screening and tracking.

26. Describe your agency's administrative systems by indicating YES or NO for each item that exists within your agency's organizational structure.

<input type="checkbox"/>	y	Are written procedures in place? (Formal Personnel System)
<input type="checkbox"/>	y	Can staff salary be tracked by funding source?
<input type="checkbox"/>	y	Are formal written accounting procedures in place? (Audit System)
<input type="checkbox"/>	y	Are there Record keeping Systems/Separate tracking system for each funding source?
<input type="checkbox"/>	y	Are there formal written Cash Management Practices (includes proper security measures)
<input type="checkbox"/>	y	Are hard copy files and or computer records systems with security and back-up in place?
<input type="checkbox"/>	y	Are internal monitoring/evaluation systems in place?
<input type="checkbox"/>	y	Are internal monitoring/evaluation systems procedures in compliance with Sarbanes-Oxley?
<input type="checkbox"/>	y	Is client's eligibility verified?
<input type="checkbox"/>	y	Is client demographic data collected and a reporting system in place?
<input type="checkbox"/>	y	Are there written formal procurement policies/procedures in place?
<input type="checkbox"/>	y	Are Conflict of Interest Policies in place?
<input type="checkbox"/>	y	Are Client Grievance Policies in place?
<input type="checkbox"/>	n	Does your agency generate annual fundraising revenue?
<input type="checkbox"/>	y	Is there Financial Oversight by the Board of Directors?
<input type="checkbox"/>	y	Is there Program Oversight by the Board of Directors?
<input type="text" value="0.00"/>		TOTAL

27. If any gap exists in your agency's administrative systems, describe what they are and how they will be addressed, as well as the timing for resolving?

No gaps exist in our agency's administrative systems.

28. Indicate your agency's Financial System

- ☒ Cash Basis
- ☐ Accrual Basis

29. Select your agency's Fiscal Year Term:

- ☐ January - December
- ☒ July - June
- ☐ October - September
- ☐ "Other - please explain:"

ACCESSIBILITY FOR PERSONS WITH PHYSICAL DISABILITIES**30. Federal regulations require that all program services, housing, and facilities assisted with CDBG funds be accessible to the disabled, whenever feasible. Does the service site currently, or will it, meet ADA standards for accessibility?**

Includes: ramps, parking, bathroom grab bars, top of toilet seats that meet required height from the floor, wheelchair maneuverability, accessible water fountains, access between floors, other improvements including serving the blind & deaf.

- ☒ YES
- ☐ NO
- ☐ N/A

31. If No, describe accessibility problems and method to address problems, including funding and timetable:

n/a

EMPLOYMENT AND CLIENT PARTICIPATION**32. Do you notify the public that your agency does not discriminate based on race, color, religion, gender, sexual orientation, national origin, age or disabilities in hiring practices or provision of services?**

- ☒ YES, please explain: ,
- ☐ NO, please explain: ,

33. If you answered 'YES' to question #32, indicate how:

The information is posted on the City of Pomona website and the City's Equal Employment Opportunity (EEO) plan.

34. If you answered 'NO' to question #32, is the agency willing to adopt the practice?

- ☒ YES
- ☐ NO

35. Can this project proceed on July 1, 2019?

- ☒ YES
- ☐ NO

Budget [top](#)

Proposed FY 19-20 Budget	Request	Other Sources	Total CDBG Request
CDBG	\$ 11,592.31		\$ 11,592.31
HOME			\$ 0.00
ESG			\$ 0.00
Other Sources:			\$ 0.00
Total	\$ 11,592.31	\$ 0.00	\$ 11,592.31

Proposed Budget Details	Request	Other Sources	Total CDBG Request
CSS3 Project Lead - Sports & Arts (shared)Name	\$ 2,615.38		\$ 2,615.38
CSS2 - Sports (shared)	\$ 2,307.69		\$ 2,307.69
CSS2 - Arts (shared)	\$ 2,307.69		\$ 2,307.69

Staff - Position Name			\$ 0.00
Contracted Services (\$1,000 p/site)	\$ 2,000.00		\$ 2,000.00
Capital Improvements/Housing Rehab Demo			\$ 0.00
Capital Improvements/Housing Rehab Construction/Renovation			\$ 0.00
Architectural/Engineering Services			\$ 0.00
Fees and Permits			\$ 0.00
Equipment Maintenance			\$ 0.00
Equipment Purchase (\$1,000 p/site)	\$ 2,000.00		\$ 2,000.00
Equipment Rental			\$ 0.00
Internet Service			\$ 0.00
Office Supplies			\$ 0.00
Postage			\$ 0.00
Printing			\$ 0.00
Rent/Lease			\$ 0.00
Telephone			\$ 0.00
Transportation			\$ 0.00
Benefits (@ 5%)	\$ 361.54		\$ 361.54
Total	\$ 11,592.30	\$ 0.00	\$ 11,592.30

Budget Narrative

The above budget supports After School Recreation Athletics and Arts programs at three (3) City of Pomona-Neighborhood Services Department-Community Services centers located within District 1.

STAFF: The budget will support a portion of the CSS3-Community Lead and two (2) CSS2 positions, respectively focusing on Sports and Arts activities. The CSS3-Community Lead will provide direct oversight of Athletics and Arts programs in the City's thirteen (13) Community Centers under direct supervision of the Recreation Coordinator and lead supervision of the Recreation Supervisor. The CSS2 Sports and Art positions will implement After School Recreation Athletics and Arts programs at the Community Center (s) supported under this budget.

CONTRACTED SERVICES: Contracted services are budgeted at a rate of \$1,000 per Community Center and will be expended on Athletics and Arts services offered by outside organizations in order to diversify and enhance the City's programs.

PROGRAM SUPPLIES: Program supplies are budgeted at a rate of \$1,000 per Community Center and will be expended on Athletics equipment and Arts supplies for the Community Center(s) supported under this budget.

BENEFITS: Calculated at 5% of total staff costs.

Required Documents [top](#)

Documents Requested *	Required?	Attached Documents *
Certification of Application download template	✓	Certification of Application
Certification Regarding Lobbying download template	✓	Certification Regarding Lobbying
Certification Regarding Debarment and Suspension download template	✓	Certification Regarding Debarment and Suspension
Certification Regarding a Drug Free Workplace download template	✓	Certification Regarding a Drug Free Workplace
Certification Regarding Reservation of Rights download template	✓	Certification Regarding Reservation of Rights
Certification Regarding Section 504 download template	✓	Certification Regarding Section 504
Certification Regarding Section 3 (if applicable) download template		
Certification Regarding Use of Real Property (if applicable)		

[download template](#)

Certification of Compliance with Conflict of Interest & Procurement Policies



[Certification of Compliance with Conflict of Interest & Procurement Policies](#)

[download template](#)

Certification- Assurance of Audit Requirements



[Certification- Assurance of Audit Requirements](#)

[download template](#)

Certification of Affiliation



[Certification of Affiliation](#)

[download template](#)

Certification- Project Contact Information



[Certification- Project Contact Information](#)

[download template](#)

Certification- Signature Authorization Form



[Certification- Signature Authorization Form](#)

[download template](#)

Certification Regarding Board of Directors/Governing Boards Economic Interest



[Certification Regarding Board of Directors/Governing Boards Economic Interest](#)

[download template](#)

State and Federal Tax Exemption Determination Letter



[document](#)

[document](#)

Written Financial Management Procedures



[document](#)

Written minute action and/or Board approval documentation signed by the Board President authorizing submittal of the CDBG application and authorizing the Board President or Agency Representative to sign the application.



[document](#)

Written documentation of the construction schedule developed for the proposed infrastructure/facilities projects only

Written documentation of all bidding process undertaken for the infrastructure/facilities proposed projects only

Job descriptions of all staff charged for the proposed project. Job descriptions should be limited to the specific duties/responsibilities associated with the proposed project, rather than a general agency description.(if applicable)

Contractors receiving \$750,000 or more of federal funding, when that funding represents more than 10% of the orgs annual budget, must submit salary and wage ranges for each of their job classifications, inc. executive salaries/benefits(if applicable)

Fiscal Documents for all NON-PROFIT AGENCIES (No exceptions) A. FY 2017 Financial Statements/Income Statement, AND B. Fully signed copy of the FY 2017 federal tax form 990, AND C. Fully signed copy of the FY 2017 State tax form 199



[document](#)

Copy of City of Pomona Business License



[document](#)

Copy of Proof of Registration in SAM.GOV



[document](#)

Copy of Proof of Insurance Coverage - General Liability (min. \$1,000,000, per occurrence and \$2,000,000 aggregate), Auto Liability (min. \$1,000,000, per occurrence) & Workers' Compensation.



[document](#)

Copy of Organization By-Laws



[document](#)

Copy of Organization Articles of Incorporation



[document](#)

Copy of Limited English Proficiency Plan (L.E.P)



[document](#)

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Application ID: 133258

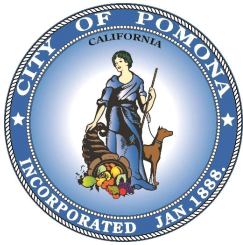
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City of Pomona
Neighborhood Services Department - Housing Division
Community Development Block Grant Program (PY) 2019-2020
2/8/2019 deadline

City of Pomona-Neighborhood Services Department-Community Services D6-After School Recreation Athletics and Arts programs

Jump to: [Application Questions](#) [Budget](#) [Required Documents](#)

\$ 11,592.31 Requested

Submitted: 1/10/2019 9:10:06 PM (Pacific)

Project Contact

Adrian Valdez
adrian_valdez@ci.pomona.ca.us
Tel: 9096202056

Additional Contacts

none entered

City of Pomona-Neighborhood Services Department- Community Services

505 S. Garey Ave
Pomona, CA 91766

*
* *

michael_osoff@ci.pomona.ca.us

Telephone 9096202311

Fax

Web <http://www.ci.pomona.ca.us/>

Application Questions [top](#)

AGENCY DESCRIPTION

1. What is the date of Incorporation?

January 6, 1888

2. Select the type of organization: (check all that apply)

- ☐ Faith Based
☐ Non-Profit
☒ Government/Public Agency

3. How many total years of prior CDBG experience does your agency have?

34+

4. Enter the total amount of CDBG funds received from all sources for the years in question:

2,167,226	FY 2018-2019
2,013,735	FY 2017-2018
1,982,076	FY 2016-2017
2,011,586	FY 2015-2016
2,025,433	FY 2014-2015
10,200,056.00	TOTAL

5. List the Federal award and funding amount your agency has received for the past five (5) years:

List year, source and total amount awarded. (Do Not Include CDBG)

0

6. Provide the agency Mission Statement:

The City of Pomona improves the quality of life for our diverse community.

7. Select one (1) HUD OBJECTIVE and one (1) HUD OUTCOME that is best suited for your proposed project:

HUD has instituted performance measures to gather information and determine the effectiveness of programs funded with CDBG. Information obtained will be reported by the City to HUD.

- ☒ **OBJECTIVE: SUITABLE LIVING ENVIRONMENT-** This project objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment (such as poor quality infrastructure) to social issues, such as crime prevention, child care, literacy, or elderly health services. It includes improving the safety and livability of neighborhoods, increasing access to quality facilities and services, and revitalizing deteriorating neighborhoods.
- ☐ **OBJECTIVE: DECENT HOUSING-** This project objective focuses on housing programs possible under CDBG where the purpose of the program is to meet individual, family, or community needs and not programs where housing is an element of a larger effort, since such programs would be more appropriately reported under suitable living environment.
- ☐ **OBJECTIVE: CREATING/EXPANDING ECONOMIC OPPORTUNITY-** This project objective applies to the types of activities related to economic development, commercial revitalization or job creation.
- ☐ **OUTCOME: NEW OR IMPROVED AVAILABILITY/ACCESSIBILITY-** This outcome applies to activities that make services, infrastructure, public facilities, employment opportunities, housing or shelters available or accessible to low/moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income persons where they live.
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PRIORITIES

8. Select the following GOALS, STRATEGIES, INITIATIVES and/or CORE VALUES your project will address:

Refer to the RESOURCE tab for additional data.

- ☐ Consolidated Plan Goals
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- ☒ Pomona's Promise Initiatives
- ☐ City's Core Values

9. Explain how the proposed project addresses the outcome(s) selected above.

Include any supporting statistics or other factual information related to supporting the importance of addressing the need, including any increase and/or improvement to services provided.

The proposed project addresses Pomona's Promise initiatives to provide a variety of services and quality programs to youth and their families within their neighborhoods in a safe environment.

NATIONAL OBJECTIVES

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- ☐ Meets an Urgent Community Need

11. Select the activity that is most appropriate for your agency's proposed project:

- ☐ Battered & Abused Spouses Services
- ☐ Centers: includes for child care, disabled, youth, seniors, facilities for AIDS patients, etc
- ☐ Code Enforcement (internal City department applications only)
- ☐ Crime Prevention & Awareness Services
- ☐ Direct Financial Assistance to Homebuyers
- ☐ Education
- ☐ Employment Services / Job Training
- ☐ Fair Housing Services
- ☐ Health Services: includes mental health
- ☐ Homeless Services: includes facilities, shelters, etc
- ☐ Facility Improvements
- ☐ Infrastructure Improvements
- ☐ Housing Rehabilitation & Historic Preservation (currently not accepting applications for these activities)
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- ☒ Youth Services
- ☐ Adult Services
- ☐ "Other-please explain:"

PROJECT BENEFIT TO LOW AND MODERATE INCOME CLIENTS/HOUSEHOLDS

12. Select all populations to be served by your proposed project:

- ☐ Adults
- ☐ Homeless
- ☐ Persons with Disabilities
- ☐ Persons with Mental Illness
- ☐ Senior Citizens: must be age 62 and over
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- ☐ Victims of Domestic Abuse
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PROJECT ACTIVITY

13. Describe the proposed project & provide: 1. Detailed description 2. Number of beneficiaries to be served 3. Timeline for completion 4. Frequency of service 5. How the service is provided (as group, class, one on one mtg, phone referrals, etc)

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The current After School Recreation program provides school age youth and teens ages 7 through 17 a safe place to go after school, while providing enrichment activities. Athletics and arts (including music) continue to be growth areas that would support the development of Pomona's youth. This is especially important as these opportunities may be limited within the school day, not accessible or cost prohibitive during After School hours. By offering these programs free of charge, the City would increase accessibility to arts and sports for more of Pomona's low income youth. Participation in positive activities is

also important to the community as it detours high-risk behavior, that is most prevalent in youth during the after school hours.

The funds will be used to pay for staffing and program supplies to support athletic and art activities. The number of beneficiaries is 40 and services are offered Monday-Friday from 2pm to 6pm. Additionally, services correspond with Pomona Unified School District's early release and summer schedule, with hours from 1pm to 5pm.

PROJECT INFORMATION

14. Provide a description of the service area and/or target area/neighborhood boundaries to be served.

Services are offered at the following community centers, Willie White and La Casita within district 6, but are available to Pomona residents outside the service area.

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Example: computer software; Application/Manual Collection or Other

Administrative staff will track information through a registration form that collects the following information: income, household size, and verifiable proof of income. Staff will transfer the information to software programs Access and Excel. Information will be kept in a secured master filing system.

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If it will, describe how the direct service proposed is not a duplication of existing services available to the target population previously identified

Services offered are an enhancement to existing sports and arts services. Funding will serve to sustain the sports and arts program and serve additional participants in more locations, thus increasing availability and accessibility. The program will expose participants to diverse and unique arts components offered by City staff and outside organizations.

17. Indicate if this project will result in a quantifiable increase in the level of service of an existing service.

If it will, describe how the direct service proposed demonstrates a quantifiable increase in access and the level of an existing service currently provided.

Sports and Arts programs have resulted in an increase of overall attendance and new participants. Sports and Art activities are offered at all afterschool locations, based on number of available clients. Sports clinics are offered seasonally to continue to expose new participants to the upcoming sports season. The program has seen an increase of participants due to offering additional sport clinics and art-related activities that include on-site art lessons offered in collaboration with outside organizations. The City of Pomona is a member of California Parks and Recreation Society (CPRS) that provides staff with sports-related workshops and training.

18. Indicate if this project will charge fees to the CDBG clientele for any of the project activities previously described?

If it will, describe what fees are collected, justification for the fees, what is the fee schedule (amounts charged), and how the fees will be expended.

Project activities will be free of charge.

RECORD KEEPING PROCEDURES

19. Describe the procedures your agency will use to track and monitor the progress of the project:

Administrative staff will track and monitor progress of the project by recording attendance, rosters, registration forms, staff hours, and expenditures for supplies and purchases. Staff will track progress by collecting event flyers, photos and a calendar of events.

20. Describe your agency's record keeping procedures, with regards to the proposed project:

The agency's record keeping procedures will include registration forms, participant sign-in sheets, a weekly summary of activities with a description frequency. These records will be filed in a secured master filing system and coded by project.

21. Describe the procedures your agency will use to separate and track CDBG activities and expenditures from other funds:

Administrative staff separates and tracks CDBG activities and expenditures by utilizing dedicated attendance and fiscal accounts. Purchases made are categorized and solely used for CDBG – related activities.

ORGANIZATIONAL CAPACITY

22. Has your agency ever done this type of activity before?

☒ YES

☐ NO

23. Describe your agency's experience in completing projects and highlight past accomplishments:

City of Pomona's Neighborhood Services Department-Community Services Division has extensive experience implementing community-based programs and projects. Community Services has implemented the CDBG funded Youth Orchestra and Youth Employment programs for multiple years. During Fiscal Year 2015-2016, Community Services implemented a successful Science, Technology, Engineering Arts & Math (STEAM) CDBG-funded project that served middle school youth from Pomona and brought together a number of collaborative partners, including faculty and students from University of La Verne, CalPoly Pomona and MtSAC college.

Additionally, during Fiscal Year 2016-2017, Community Services focused on adult education and collaborated with Pomona Unified School District Adult & Career Education to offer CDBG-funded Adult Education Classes/ESL instruction to adults through City of Pomona's Renacimiento Community Center. Since this last collaborative project and in collaboration with PUSD Adult & Career Education staff, MtSAC college has continued to offer Adult Education Classes/ESL through City of Pomona's Renacimiento Community Center at no cost to participants or the City.

In this current Fiscal Year 2018-2019, Community Services launched its first youth speech programing in partnership with Tri-City Mental Health Services to offer instruction and activities in public speaking, communication and speech writing for the After School Recreation Program.

24. Describe your agency's experience with CDBG or other Federal grant programs:

City of Pomona manages multiple annual CDBG project grants annually.

25. Describe your agency's current capacity, including staff and volunteer qualifications, in carrying out the proposed activity:

City of Pomona manages multiple annual CDBG project grants annually. The Community Services Manager, Recreation Supervisor and Recreation Coordinator associated with this project have over 50 years of combined experience implementing Community-based, youth, sports and recreation programs. Community Services staff continues to build new and strengthen existing partnerships with organizations and academic institutions that support its programs by providing volunteers. Additionally, City of Pomona has an active Volunteer in Pomona (VIP) program that supports projects with volunteer outreach, screening and tracking.

26. Describe your agency's administrative systems by indicating YES or NO for each item that exists within your agency's organizational structure.

<input type="checkbox"/>	y	Are written procedures in place? (Formal Personnel System)
<input type="checkbox"/>	y	Can staff salary be tracked by funding source?
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<input type="checkbox"/>	y	Are there written formal procurement policies/procedures in place?
<input type="checkbox"/>	y	Are Conflict of Interest Policies in place?
<input type="checkbox"/>	y	Are Client Grievance Policies in place?
<input type="checkbox"/>	n	Does your agency generate annual fundraising revenue?
<input type="checkbox"/>	y	Is there Financial Oversight by the Board of Directors?
<input type="checkbox"/>	y	Is there Program Oversight by the Board of Directors?
<input type="text" value="0.00"/>		TOTAL

27. If any gap exists in your agency's administrative systems, describe what they are and how they will be addressed, as well as the timing for resolving?

No gaps exist in our agency's administrative systems.

28. Indicate your agency's Financial System

- ☒ Cash Basis
- ☐ Accrual Basis

29. Select your agency's Fiscal Year Term:

- ☐ January - December
- ☒ July - June
- ☐ October - September
- ☐ "Other - please explain:"

ACCESSIBILITY FOR PERSONS WITH PHYSICAL DISABILITIES**30. Federal regulations require that all program services, housing, and facilities assisted with CDBG funds be accessible to the disabled, whenever feasible. Does the service site currently, or will it, meet ADA standards for accessibility?**

Includes: ramps, parking, bathroom grab bars, top of toilet seats that meet required height from the floor, wheelchair maneuverability, accessible water fountains, access between floors, other improvements including serving the blind & deaf.

- ☒ YES
- ☐ NO
- ☐ N/A

31. If No, describe accessibility problems and method to address problems, including funding and timetable:

n/a

EMPLOYMENT AND CLIENT PARTICIPATION**32. Do you notify the public that your agency does not discriminate based on race, color, religion, gender, sexual orientation, national origin, age or disabilities in hiring practices or provision of services?**

- ☒ YES, please explain: ,
- ☐ NO, please explain: ,

33. If you answered 'YES' to question #32, indicate how:

The information is posted on the City of Pomona website and the City's Equal Employment Opportunity (EEO) plan.

34. If you answered 'NO' to question #32, is the agency willing to adopt the practice?

- ☒ YES
- ☐ NO

35. Can this project proceed on July 1, 2019?

- ☒ YES
- ☐ NO

Budget [top](#)

Proposed FY 19-20 Budget	Request	Other Sources	Total CDBG Request
CDBG	\$ 11,592.31		\$ 11,592.31
HOME			\$ 0.00
ESG			\$ 0.00
Other Sources:			\$ 0.00
Total	\$ 11,592.31	\$ 0.00	\$ 11,592.31

Proposed Budget Details	Request	Other Sources	Total CDBG Request
CSS3 Project Lead - Sports & Arts (shared)	\$ 2,615.38		\$ 2,615.38
CSS2 - Sports (shared)	\$ 2,307.69		\$ 2,307.69
CSS2 - Arts (shared)	\$ 2,307.69		\$ 2,307.69

Staff - Position Name			\$ 0.00
Contracted Services (\$1,000 p/site)	\$ 2,000.00		\$ 2,000.00
Capital Improvements/Housing Rehab Demo			\$ 0.00
Capital Improvements/Housing Rehab Construction/Renovation			\$ 0.00
Architectural/Engineering Services			\$ 0.00
Fees and Permits			\$ 0.00
Equipment Maintenance			\$ 0.00
Equipment Purchase (\$1,000 p/site)	\$ 2,000.00		\$ 2,000.00
Equipment Rental			\$ 0.00
Internet Service			\$ 0.00
Office Supplies			\$ 0.00
Postage			\$ 0.00
Printing			\$ 0.00
Rent/Lease			\$ 0.00
Telephone			\$ 0.00
Transportation			\$ 0.00
Benefits (@ 5%)	\$ 361.54		\$ 361.54
Total	\$ 11,592.30	\$ 0.00	\$ 11,592.30

Budget Narrative

The above budget supports After School Recreation Athletics and Arts programs at three (3) City of Pomona-Neighborhood Services Department-Community Services centers located within District 1.

STAFF: The budget will support a portion of the CSS3-Community Lead and two (2) CSS2 positions, respectively focusing on Sports and Arts activities. The CSS3-Community Lead will provide direct oversight of Athletics and Arts programs in the City's thirteen (13) Community Centers under direct supervision of the Recreation Coordinator and lead supervision of the Recreation Supervisor. The CSS2 Sports and Art positions will implement After School Recreation Athletics and Arts programs at the Community Center (s) supported under this budget.

CONTRACTED SERVICES: Contracted services are budgeted at a rate of \$1,000 per Community Center and will be expended on Athletics and Arts services offered by outside organizations in order to diversify and enhance the City's programs.

PROGRAM SUPPLIES: Program supplies are budgeted at a rate of \$1,000 per Community Center and will be expended on Athletics equipment and Arts supplies for the Community Center(s) supported under this budget.

BENEFITS: Calculated at 5% of total staff costs.

Required Documents [top](#)

Documents Requested *	Required?	Attached Documents *
Certification of Application download template	✓	Certification of Application
Certification Regarding Lobbying download template	✓	Certification Regarding Lobbying
Certification Regarding Debarment and Suspension download template	✓	Certification Regarding Debarment and Suspension
Certification Regarding a Drug Free Workplace download template	✓	Certification Regarding a Drug Free Workplace
Certification Regarding Reservation of Rights download template	✓	Certification Regarding Reservation of Rights
Certification Regarding Section 504 download template	✓	Certification Regarding Section 504
Certification Regarding Section 3 (if applicable) download template		
Certification Regarding Use of Real Property (if applicable)		

[download template](#)

Certification of Compliance with Conflict of Interest & Procurement Policies



[Certification of Compliance with Conflict of Interest & Procurement Policies](#)

[download template](#)

Certification- Assurance of Audit Requirements



[Certification- Assurance of Audit Requirements](#)

[download template](#)

Certification of Affiliation



[Certification of Affiliation](#)

[download template](#)

Certification- Project Contact Information



[Certification- Project Contact Information](#)

[download template](#)

Certification- Signature Authorization Form



[Certification- Signature Authorization Form](#)

[download template](#)

Certification Regarding Board of Directors/Governing Boards Economic Interest



[Certification Regarding Board of Directors/Governing Boards Economic Interest](#)

[download template](#)

State and Federal Tax Exemption Determination Letter



[document](#)

Written Financial Management Procedures



[document](#)

Written minute action and/or Board approval documentation signed by the Board President authorizing submittal of the CDBG application and authorizing the Board President or Agency Representative to sign the application.



[document](#)

Written documentation of the construction schedule developed for the proposed infrastructure/facilities projects only

Written documentation of all bidding process undertaken for the infrastructure/facilities proposed projects only

Job descriptions of all staff charged for the proposed project. Job descriptions should be limited to the specific duties/responsibilities associated with the proposed project, rather than a general agency description.(if applicable)

Contractors receiving \$750,000 or more of federal funding, when that funding represents more than 10% of the orgs annual budget, must submit salary and wage ranges for each of their job classifications, inc. executive salaries/benefits(if applicable)

Fiscal Documents for all NON-PROFIT AGENCIES (No exceptions) A. FY 2017 Financial Statements/Income Statement, AND B. Fully signed copy of the FY 2017 federal tax form 990, AND C. Fully signed copy of the FY 2017 State tax form 199



[document](#)

Copy of City of Pomona Business License



[document](#)

Copy of Proof of Registration in SAM.GOV



[document](#)

Copy of Proof of Insurance Coverage - General Liability (min. \$1,000,000, per occurrence and \$2,000,000 aggregate), Auto Liability (min. \$1,000,000, per occurrence) & Workers' Compensation.



[document](#)

Copy of Organization By-Laws



[document](#)

Copy of Organization Articles of Incorporation



[document](#)

Copy of Limited English Proficiency Plan (L.E.P)



[document](#)

Application ID: 133261

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City of Pomona
Neighborhood Services Department - Housing Division
Community Development Block Grant Program (PY) 2019-2020
2/8/2019 deadline

City of Pomona-Neighborhood Services Department-Community Services Citywide-Enrichment Activities for the Elderly

Jump to: [Application Questions](#) [Budget](#) [Required Documents](#)

\$ 6,890.00 Requested

Submitted: 1/10/2019 9:23:35 PM (Pacific)

Project Contact

Adrian Valdez

adrian_valdez@ci.pomona.ca.us

Tel: 9096202056

Additional Contacts

none entered

City of Pomona-Neighborhood Services Department- Community Services

505 S. Garey Ave
Pomona, CA 91766

*
* *

michael_osoff@ci.pomona.ca.us

Telephone 9096202311

Fax

Web <http://www.ci.pomona.ca.us/>

Application Questions [top](#)

AGENCY DESCRIPTION

1. What is the date of Incorporation?

January 6, 1888

2. Select the type of organization: (check all that apply)

- ☐ Faith Based
☐ Non-Profit
☒ Government/Public Agency

3. How many total years of prior CDBG experience does your agency have?

34+

4. Enter the total amount of CDBG funds received from all sources for the years in question:

2,167,226	FY 2018-2019
2,013,735	FY 2017-2018
1,982,076	FY 2016-2017
2,011,586	FY 2015-2016
2,025,433	FY 2014-2015
10,200,056.00	TOTAL

5. List the Federal award and funding amount your agency has received for the past five (5) years:

List year, source and total amount awarded. (Do Not Include CDBG)

0

6. Provide the agency Mission Statement:

The City of Pomona improves the quality of life for our diverse community.

7. Select one (1) HUD OBJECTIVE and one (1) HUD OUTCOME that is best suited for your proposed project:

HUD has instituted performance measures to gather information and determine the effectiveness of programs funded with CDBG. Information obtained will be reported by the City to HUD.

- ☒ **OBJECTIVE: SUITABLE LIVING ENVIRONMENT-** This project objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment (such as poor quality infrastructure) to social issues, such as crime prevention, child care, literacy, or elderly health services. It includes improving the safety and livability of neighborhoods, increasing access to quality facilities and services, and revitalizing deteriorating neighborhoods.
- ☐ **OBJECTIVE: DECENT HOUSING-** This project objective focuses on housing programs possible under CDBG where the purpose of the program is to meet individual, family, or community needs and not programs where housing is an element of a larger effort, since such programs would be more appropriately reported under suitable living environment.
- ☐ **OBJECTIVE: CREATING/EXPANDING ECONOMIC OPPORTUNITY-** This project objective applies to the types of activities related to economic development, commercial revitalization or job creation.
- ☐ **OUTCOME: NEW OR IMPROVED AVAILABILITY/ACCESSIBILITY-** This outcome applies to activities that make services, infrastructure, public facilities, employment opportunities, housing or shelters available or accessible to low/moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income persons where they live.
- ☐ **OUTCOME: AFFORDABILITY-** This outcome applies to activities that provide affordability in a variety of ways in the lives of low/moderate income people. It can include the creation or maintenance of affordable housing or basic infrastructure hook-ups, or services such as transportation or day care.
- ☒ **OUTCOME: SUSTAINABILITY-** This outcome applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to low/moderate income persons.

PRIORITIES

8. Select the following GOALS, STRATEGIES, INITIATIVES and/or CORE VALUES your project will address:

Refer to the RESOURCE tab for additional data.

- ☐ Consolidated Plan Goals
- ☐ Strategies to Help Pomona's Homeless
- ☒ Pomona's Promise Initiatives
- ☐ City's Core Values

9. Explain how the proposed project addresses the outcome(s) selected above.

Include any supporting statistics or other factual information related to supporting the importance of addressing the need, including any increase and/or improvement to services provided.

The proposed project addresses Pomona's Promise initiatives to provide enrichment activities and quality programs to seniors and their families in a safe environment.

NATIONAL OBJECTIVES

10. To be eligible for CDBG funding from the City, the project must meet only one of the following National Objectives below that benefit low to moderate income persons.

- ☒ **Low-Moderate Clientele (LMC):** Benefit clientele that is generally presumed to be low to moderate-income: abused children, battered spouses, elderly persons (62 yrs. and over), severely disabled adults, homeless persons, illiterate adults, persons with AIDS and migrant farm workers.
- ☐ **Low-Moderate Clientele (LMC):** Require documentation on family size and income in order to show that at least 51 percent of the clientele are LMI.
- ☐ **Low-Moderate Clientele (LMC):** Have income eligibility requirements limiting the activity to LMI persons only.
- ☐ **Low-Moderate Clientele (LMC):** Be of such a nature and in such a location that it can be concluded that clients are primarily LMI (i.e. – day care center in a public housing complex)

- ☐ Low-Moderate Clientele (LMC): Serve to remove material or architectural barriers to the mobility or accessibility of elderly persons (62 yrs. and over) or severely disabled adults. (ADA accessibility)
- ☐ Low Moderate Area (LMA): To qualify under this subcategory, at least 51% of the residents within the targeted activity area are Low to Moderate income persons. Refer to the CDBG Eligible Area Map located in the
- ☐ Low-Moderate Housing (LMH): To qualify under this subcategory, the activity must result in housing that will be occupied by Low to Moderate income persons upon completion. The housing can be either owner or renter occupied and can be either one family or multi-unit structures. Rental housing must be occupied at affordable rents.
- ☐ Low-Moderate Jobs (LMJ):
- ☐ Addresses Conditions of Slum and Blight
- ☐ Meets an Urgent Community Need

11. Select the activity that is most appropriate for your agency's proposed project:

- ☐ Battered & Abused Spouses Services
- ☐ Centers: includes for child care, disabled, youth, seniors, facilities for AIDS patients, etc
- ☐ Code Enforcement (internal City department applications only)
- ☐ Crime Prevention & Awareness Services
- ☐ Direct Financial Assistance to Homebuyers
- ☐ Education
- ☐ Employment Services / Job Training
- ☐ Fair Housing Services
- ☐ Health Services: includes mental health
- ☐ Homeless Services: includes facilities, shelters, etc
- ☐ Facility Improvements
- ☐ Infrastructure Improvements
- ☐ Housing Rehabilitation & Historic Preservation (currently not accepting applications for these activities)
- ✓ Senior Services
- ☐ Youth Services
- ☐ Adult Services
- ☐ "Other-please explain:"

PROJECT BENEFIT TO LOW AND MODERATE INCOME CLIENTS/HOUSEHOLDS

12. Select all populations to be served by your proposed project:

- ☐ Adults
- ☐ Homeless
- ✓ Persons with Disabilities
- ✓ Persons with Mental Illness
- ✓ Senior Citizens: must be age 62 and over
- ☐ Victims of Child Abuse
- ☐ Victims of Domestic Abuse
- ☐ Youth
- ☐ "Other - please explain:"

PROJECT ACTIVITY

13. Describe the proposed project & provide: 1. Detailed description 2. Number of beneficiaries to be served 3. Timeline for completion 4. Frequency of service 5. How the service is provided (as group, class, one on one mtg, phone referrals, etc)

If you are proposing an infrastructure/facilities project include: 1. Proposed scope of work/Tract # w/ block group 2. Timeline for completion: Bidding process, site prep, final occupancy, etc 3. Address prevailing wage & federal reporting

City of Pomona's has two (2) County-funded Elderly Nutrition Programs (ENP) located within City facilities that provide seniors essential meal services along with a positive social outlet, fitness and technology instruction, and nutrition education through existing collaborations. Seniors receive a nutritious meal regardless of their ability to supply the suggested donation. Culturally relevant enrichment activities including the arts continue to be growth areas that would provide positive outlets for senior participants and continue to provide intergenerational opportunities that bring youth, college students and seniors

together. This is especially important as current grant funds can only be utilized to support activities directly related to the nutrition component of the program. By offering these activities free of charge, the City would increase accessibility to arts and enrichment activities for more of Pomona's seniors citywide.

The funds will be used to pay for supplies that support diversified enrichment activities including the arts at the City's two (2) existing ENP locations. A portion of funds will be used to pay Recreation to facilitate enrichment activities as guest instructors in the ENP program. The number of beneficiaries is 60 and the project will be led by City of Pomona Community Services staff. Activities will be offered in groups and may be facilitated by City staff, volunteers and senior participants on a weekly basis during ENP program hours.

PROJECT INFORMATION

14. Provide a description of the service area and/or target area/neighborhood boundaries to be served.

The program will be conducted at Palomares and Washington Community Centers, but is available to Pomona residents outside the service area.

15. Indicate & explain the method that your agency will use to track family size, ethnicity, income levels and verify income.

Example: computer software; Application/Manual Collection or Other

Administrative staff will track information through a registration form that collects the following information: income, household size, and verifiable proof of income. Staff will transfer the information to software programs Access and Excel. Information will be kept in a secured master filing system.

16. Indicate if this project will result in the provision of a NEW SERVICE for City of Pomona residents?

If it will, describe how the direct service proposed is not a duplication of existing services available to the target population previously identified

This project will enhance the City's Elderly Nutrition Program (ENP) by funding supplies and activities not covered by the current ENP County grant. Lack of funding will result in the inability to provide supplies and dedicate additional staff hours to the project.

17. Indicate if this project will result in a quantifiable increase in the level of service of an existing service.

If it will, describe how the direct service proposed demonstrates a quantifiable increase in access and the level of an existing service currently provided.

City of Pomona's two (2) County-funded Elderly Nutrition Programs (ENP) have maintained consistent participation and serve thousands of meals annually to Pomona's senior population. This project will make quality enrichment activities, including art available and accessible to senior participants citywide.

18. Indicate if this project will charge fees to the CDBG clientele for any of the project activities previously described?

If it will, describe what fees are collected, justification for the fees, what is the fee schedule (amounts charged), and how the fees will be expended.

Project activities are free of charge.

RECORD KEEPING PROCEDURES

19. Describe the procedures your agency will use to track and monitor the progress of the project:

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ORGANIZATIONAL CAPACITY

22. Has your agency ever done this type of activity before?☒ YES☐ NO**23. Describe your agency's experience in completing projects and highlight past accomplishments:**

City of Pomona's Neighborhood Services Department-Community Services Division has extensive experience implementing community-based programs and projects. Community Services has implemented the CDBG funded Youth Orchestra and Youth Employment programs for multiple years. During Fiscal Year 2015-2016, Community Services implemented a successful Science, Technology, Engineering Arts & Math (STEAM) CDBG-funded project that served middle school youth from Pomona and brought together a number of collaborative partners, including faculty and students from University of La Verne, CalPoly Pomona and MtSAC college.

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25. Describe your agency's current capacity, including staff and volunteer qualifications, in carrying out the proposed activity:

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<input type="text" value="y"/>	Are internal monitoring/evaluation systems in place?
<input type="text" value="y"/>	Are internal monitoring/evaluation systems procedures in compliance with Sarbanes-Oxley?
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<input type="text" value="y"/>	Are Client Grievance Policies in place?
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<input type="text" value="0.00"/>	TOTAL

27. If any gap exists in your agency's administrative systems, describe what they are and how they will be addressed, as well as the timing for resolving?

No gaps exist in our agency's administrative systems.

28. Indicate your agency's Financial System

- ☒ Cash Basis
- ☐ Accrual Basis

29. Select your agency's Fiscal Year Term:

- ☐ January - December
- ☒ July - June
- ☐ October - September
- ☐ "Other - please explain:"

ACCESSIBILITY FOR PERSONS WITH PHYSICAL DISABILITIES**30. Federal regulations require that all program services, housing, and facilities assisted with CDBG funds be accessible to the disabled, whenever feasible. Does the service site currently, or will it, meet ADA standards for accessibility?**

Includes: ramps, parking, bathroom grab bars, top of toilet seats that meet required height from the floor, wheelchair maneuverability, accessible water fountains, access between floors, other improvements including serving the blind & deaf.

- ☒ YES
- ☐ NO
- ☐ N/A

31. If No, describe accessibility problems and method to address problems, including funding and timetable:

n/a

EMPLOYMENT AND CLIENT PARTICIPATION**32. Do you notify the public that your agency does not discriminate based on race, color, religion, gender, sexual orientation, national origin, age or disabilities in hiring practices or provision of services?**

- ☒ YES, please explain: ,
- ☐ NO, please explain: ,

33. If you answered 'YES' to question #32, indicate how:

The information is posted on the City of Pomona website and the City's Equal Employment Opportunity (EEO) plan.

34. If you answered 'NO' to question #32, is the agency willing to adopt the practice?

- ☒ YES
- ☐ NO

35. Can this project proceed on July 1, 2019?

- ☒ YES
- ☐ NO

Budget [top](#)

Proposed FY 19-20 Budget	Request	Other Sources	Total CDBG Request
CDBG	\$ 6,890.00		\$ 6,890.00
HOME			\$ 0.00
ESG			\$ 0.00
Other Sources:			\$ 0.00
Total	\$ 6,890.00	\$ 0.00	\$ 6,890.00

Proposed Budget Details	Request	Other Sources	Total CDBG Request
CSS II (Activity Lead)		\$ 15,000.00	\$ 15,000.00
CSS II (guest instructor)	\$ 1,800.00		\$ 1,800.00
Staff - Position Name			\$ 0.00

Staff - Position Name			\$ 0.00
Consultant/Professional Services			\$ 0.00
Capital Improvements/Housing Rehab Demo			\$ 0.00
Capital Improvements/Housing Rehab Construction/Renovation			\$ 0.00
Architectural/Engineering Services			\$ 0.00
Fees and Permits			\$ 0.00
Equipment Maintenance			\$ 0.00
Equipment and Supplies	\$ 5,000.00		\$ 5,000.00
Equipment Rental			\$ 0.00
Internet Service			\$ 0.00
Office Supplies			\$ 0.00
Postage			\$ 0.00
Printing			\$ 0.00
Rent/Lease			\$ 0.00
Telephone			\$ 0.00
Transportation			\$ 0.00
Benefits (@ 5%)	\$ 90.00		\$ 90.00
Total	\$ 6,890.00	\$ 15,000.00	\$ 21,890.00

Budget Narrative

The above budget supports Enrichment Activities for the Elderly offered at a City of Pomona's two (2) Elderly Nutrition Programs (ENP) at Palomares and Washington Community Centers that serve seniors citywide.

STAFF: The budget will support additional hours for guest instructors (CSS II) from Community Services Recreation Programs to focus on enrichment and art activities for seniors.

PROGRAM SUPPLIES: Program supplies are budgeted at a rate of \$5,000 for the Enrichment Activities for the Elderly project and will be expended on related equipment and supplies.

BENEFITS: Calculated at 5% of total staff costs.

Required Documents [top](#)

Documents Requested *	Required?	Attached Documents *
Certification of Application download template	✓	Certification of Application
Certification Regarding Lobbying download template	✓	Certification Regarding Lobbying
Certification Regarding Debarment and Suspension download template	✓	Certification Regarding Debarment and Suspension
Certification Regarding a Drug Free Workplace download template	✓	Certification Regarding a Drug Free Workplace
Certification Regarding Reservation of Rights download template	✓	Certification Regarding Reservation of Rights
Certification Regarding Section 504 download template	✓	Certification Regarding Section 504
Certification Regarding Section 3 (if applicable) download template		
Certification Regarding Use of Real Property (if applicable) download template		
Certification of Compliance with Conflict of Interest & Procurement Policies download template	✓	Certification of Compliance with Conflict of Interest & Procurement Policies
Certification- Assurance of Audit Requirements download template	✓	Certification- Assurance of Audit Requirements
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Certification- Project Contact Information



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State and Federal Tax Exemption Determination Letter



[document](#)

Written Financial Management Procedures



[document](#)

Written minute action and/or Board approval documentation signed by the Board President authorizing submittal of the CDBG application and authorizing the Board President or Agency Representative to sign the application.



[document](#)

Written documentation of the construction schedule developed for the proposed infrastructure/facilities projects only

Written documentation of all bidding process undertaken for the infrastructure/facilities proposed projects only

Job descriptions of all staff charged for the proposed project. Job descriptions should be limited to the specific duties/responsibilities associated with the proposed project, rather than a general agency description.(if applicable)

Contractors receiving \$750,000 or more of federal funding, when that funding represents more than 10% of the orgs annual budget, must submit salary and wage ranges for each of their job classifications, inc. executive salaries/benefits(if applicable)

Fiscal Documents for all NON-PROFIT AGENCIES (No exceptions) A. FY 2017 Financial Statements/Income Statement, AND B. Fully signed copy of the FY 2017 federal tax form 990, AND C. Fully signed copy of the FY 2017 State tax form 199



[document](#)

Copy of City of Pomona Business License



[document](#)

Copy of Proof of Registration in SAM.GOV



[document](#)

Copy of Proof of Insurance Coverage - General Liability (min. \$1,000,000, per occurrence and \$2,000,000 aggregate), Auto Liability (min. \$1,000,000, per occurrence) & Workers' Compensation.



[document](#)

Copy of Organization By-Laws



[document](#)

Copy of Organization Articles of Incorporation



[document](#)

Copy of Limited English Proficiency Plan (L.E.P)



[document](#)

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Application ID: 133268

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City of Pomona
Neighborhood Services Department - Housing Division
Community Development Block Grant Program (PY) 2019-2020
2/8/2019 deadline

City of Pomona-Neighborhood Services Department-Community Services Citywide-Youth Employment

Jump to: [Application Questions](#) [Budget](#) [Required Documents](#)

\$ 24,975.00 Requested

Submitted: 1/10/2019 9:34:21 PM (Pacific)

Project Contact

Adrian Valdez

adrian_valdez@ci.pomona.ca.us

Tel: 9096202056

Additional Contacts

none entered

City of Pomona-Neighborhood Services Department- Community Services

505 S. Garey Ave
Pomona, CA 91766

*
* *

michael_osoff@ci.pomona.ca.us

Telephone 9096202311

Fax

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Application Questions [top](#)

AGENCY DESCRIPTION

1. What is the date of Incorporation?

January 6, 1888

2. Select the type of organization: (check all that apply)

- ☐ Faith Based
☐ Non-Profit
☒ Government/Public Agency

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0

6. Provide the agency Mission Statement:

The City of Pomona improves the quality of life for our diverse community.

7. Select one (1) HUD OBJECTIVE and one (1) HUD OUTCOME that is best suited for your proposed project:

HUD has instituted performance measures to gather information and determine the effectiveness of programs funded with CDBG. Information obtained will be reported by the City to HUD.

- ☒ **OBJECTIVE: SUITABLE LIVING ENVIRONMENT-** This project objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment (such as poor quality infrastructure) to social issues, such as crime prevention, child care, literacy, or elderly health services. It includes improving the safety and livability of neighborhoods, increasing access to quality facilities and services, and revitalizing deteriorating neighborhoods.
- ☐ **OBJECTIVE: DECENT HOUSING-** This project objective focuses on housing programs possible under CDBG where the purpose of the program is to meet individual, family, or community needs and not programs where housing is an element of a larger effort, since such programs would be more appropriately reported under suitable living environment.
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- ☒ **OUTCOME: SUSTAINABILITY-** This outcome applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to low/moderate income persons.

PRIORITIES

8. Select the following GOALS, STRATEGIES, INITIATIVES and/or CORE VALUES your project will address:

Refer to the RESOURCE tab for additional data.

- ☐ Consolidated Plan Goals
- ☐ Strategies to Help Pomona's Homeless
- ☒ Pomona's Promise Initiatives
- ☐ City's Core Values

9. Explain how the proposed project addresses the outcome(s) selected above.

Include any supporting statistics or other factual information related to supporting the importance of addressing the need, including any increase and/or improvement to services provided.

The proposed project addresses Pomona's Promise initiatives to provide a variety of services and quality programs to youth and their families within their neighborhoods in a safe environment.

NATIONAL OBJECTIVES

10. To be eligible for CDBG funding from the City, the project must meet only one of the following National Objectives below that benefit low to moderate income persons.

- ☐ **Low-Moderate Clientele (LMC):** Benefit clientele that is generally presumed to be low to moderate-income: abused children, battered spouses, elderly persons (62 yrs. and over), severely disabled adults, homeless persons, illiterate adults, persons with AIDS and migrant farm workers.
- ☒ **Low-Moderate Clientele (LMC):** Require documentation on family size and income in order to show that at least 51 percent of the clientele are LMI.
- ☐ **Low-Moderate Clientele (LMC):** Have income eligibility requirements limiting the activity to LMI persons only.
- ☐ **Low-Moderate Clientele (LMC):** Be of such a nature and in such a location that it can be concluded that clients are primarily LMI (i.e. – day care center in a public housing complex)

- ☐ Low-Moderate Clientele (LMC): Serve to remove material or architectural barriers to the mobility or accessibility of elderly persons (62 yrs. and over) or severely disabled adults. (ADA accessibility)
- ☐ Low Moderate Area (LMA): To qualify under this subcategory, at least 51% of the residents within the targeted activity area are Low to Moderate income persons. Refer to the CDBG Eligible Area Map located in the
- ☐ Low-Moderate Housing (LMH): To qualify under this subcategory, the activity must result in housing that will be occupied by Low to Moderate income persons upon completion. The housing can be either owner or renter occupied and can be either one family or multi-unit structures. Rental housing must be occupied at affordable rents.
- ☐ Low-Moderate Jobs (LMJ):
- ☐ Addresses Conditions of Slum and Blight
- ☐ Meets an Urgent Community Need

11. Select the activity that is most appropriate for your agency's proposed project:

- ☐ Battered & Abused Spouses Services
- ☐ Centers: includes for child care, disabled, youth, seniors, facilities for AIDS patients, etc
- ☐ Code Enforcement (internal City department applications only)
- ☐ Crime Prevention & Awareness Services
- ☐ Direct Financial Assistance to Homebuyers
- ☐ Education
- ☐ Employment Services / Job Training
- ☐ Fair Housing Services
- ☐ Health Services: includes mental health
- ☐ Homeless Services: includes facilities, shelters, etc
- ☐ Facility Improvements
- ☐ Infrastructure Improvements
- ☐ Housing Rehabilitation & Historic Preservation (currently not accepting applications for these activities)
- ☐ Senior Services
- ☒ Youth Services
- ☐ Adult Services
- ☐ "Other-please explain:"

PROJECT BENEFIT TO LOW AND MODERATE INCOME CLIENTS/HOUSEHOLDS

12. Select all populations to be served by your proposed project:

- ☐ Adults
- ☐ Homeless
- ☐ Persons with Disabilities
- ☐ Persons with Mental Illness
- ☐ Senior Citizens: must be age 62 and over
- ☐ Victims of Child Abuse
- ☐ Victims of Domestic Abuse
- ☒ Youth
- ☐ "Other - please explain:"

PROJECT ACTIVITY

13. Describe the proposed project & provide: 1. Detailed description 2. Number of beneficiaries to be served 3. Timeline for completion 4. Frequency of service 5. How the service is provided (as group, class, one on one mtg, phone referrals, etc)

If you are proposing an infrastructure/facilities project include: 1. Proposed scope of work/Tract # w/ block group 2. Timeline for completion: Bidding process, site prep, final occupancy, etc 3. Address prevailing wage & federal reporting

The Youth Employment Program provides employment opportunities to low to moderate income youth between the ages of 14-19. Youth are provided with training and mentoring in preparation to entering the labor market. The Program gives youth an opportunity to gain valuable on the job experience that will help prepare them for future employment in the community.

Multiple opportunities will be identified through the Youth Employment Program that will provide Pomona youth with

meaningful work experience. Examples of assignments include assisting with after school programs, summer programming, sports, the library, special events (i.e. movie nights), and homework. These assignments will support a variety of services and quality programs available to youth and their families in a safe environment in their neighborhoods.

The Youth Employment Program will provide job opportunities to six (6) low to moderate income at risk youth. Community Development Block Grant funding allows for the implementation of this program. Lack of funding would result in the elimination of the program.

PROJECT INFORMATION

14. Provide a description of the service area and/or target area/neighborhood boundaries to be served.

The program will be conducted citywide.

15. Indicate & explain the method that your agency will use to track family size, ethnicity, income levels and verify income.

Example: computer software; Application/Manual Collection or Other

Administrative staff will track information through a registration form that collects the following information: income, household size, and verifiable proof of income. Staff will transfer the information to software programs Access and Excel. Information will be kept in a secured master filing system.

16. Indicate if this project will result in the provision of a NEW SERVICE for City of Pomona residents?

If it will, describe how the direct service proposed is not a duplication of existing services available to the target population previously identified

This project will fund the Youth Employment program. Lack of funding will result in the elimination of the program.

17. Indicate if this project will result in a quantifiable increase in the level of service of an existing service.

If it will, describe how the direct service proposed demonstrates a quantifiable increase in access and the level of an existing service currently provided.

The Youth Employment program seeks to develop good work habits and to stress the importance of education, work experience, and excellent work performance as a requirement of a city employee. Youth perform public service while earning income and acquiring valuable work experience.

18. Indicate if this project will charge fees to the CDBG clientele for any of the project activities previously described?

If it will, describe what fees are collected, justification for the fees, what is the fee schedule (amounts charged), and how the fees will be expended.

Project activities are free of charge.

RECORD KEEPING PROCEDURES

19. Describe the procedures your agency will use to track and monitor the progress of the project:

Administrative staff will track and monitor progress of the project by tracking hours through timesheets completed by program participants, registration forms, and expenditures for supplies and purchases. Supervisory staff will work with participants to address any work performance deficiencies.

20. Describe your agency's record keeping procedures, with regards to the proposed project:

The agency's record keeping procedures will include registration forms, participant sign-in sheets, a weekly summary of activities with a description frequency. These records will be filed in a secured master filing system and coded by project.

21. Describe the procedures your agency will use to separate and track CDBG activities and expenditures from other funds:

Administrative staff separates and tracks CDBG activities and expenditures by utilizing dedicated attendance and fiscal accounts. Purchases made are categorized and solely used for CDBG – related activities.

ORGANIZATIONAL CAPACITY

22. Has your agency ever done this type of activity before?

☒ YES

☐ NO

23. Describe your agency's experience in completing projects and highlight past accomplishments:

City of Pomona's Neighborhood Services Department-Community Services Division has extensive experience implementing community-based programs and projects. Community Services has implemented the CDBG funded Youth Orchestra and Youth Employment programs for multiple years. During Fiscal Year 2015-2016, Community Services implemented a successful Science, Technology, Engineering Arts & Math (STEAM) CDBG-funded project that served middle school youth from Pomona and brought together a number of collaborative partners, including faculty and students from University of La Verne, CalPoly Pomona and MtSAC college.

Additionally, during Fiscal Year 2016-2017, Community Services focused on adult education and collaborated with Pomona Unified School District Adult & Career Education to offer CDBG-funded Adult Education Classes/ESL instruction to adults through City of Pomona's Renacimiento Community Center. Since this last collaborative project and in collaboration with PUSD Adult & Career Education staff, MtSAC college has continued to offer Adult Education Classes/ESL through City of Pomona's Renacimiento Community Center at no cost to participants or the City.

In this current Fiscal Year 2018-2019, Community Services launched its first youth speech programing in partnership with Tri-City Mental Health Services to offer instruction and activities in public speaking, communication and speech writing for the After School Recreation Program.

24. Describe your agency's experience with CDBG or other Federal grant programs:

City of Pomona manages multiple annual CDBG project grants annually.

25. Describe your agency's current capacity, including staff and volunteer qualifications, in carrying out the proposed activity:

City of Pomona manages multiple annual CDBG project grants annually. The Community Services Manager, Recreation Supervisor and Recreation Coordinator associated with this project have over 50 years of combined experience implementing Community-based, youth, sports and recreation programs. Community Services staff continues to build new and strengthen existing partnerships with organizations and academic institutions that support its programs by providing volunteers. Additionally, City of Pomona has an active Volunteer in Pomona (VIP) program that supports projects with volunteer outreach, screening and tracking.

26. Describe your agency's administrative systems by indicating YES or NO for each item that exists within your agency's organizational structure.

<input type="text" value="y"/>	Are written procedures in place? (Formal Personnel System)
<input type="text" value="y"/>	Can staff salary be tracked by funding source?
<input type="text" value="y"/>	Are formal written accounting procedures in place? (Audit System)
<input type="text" value="y"/>	Are there Record keeping Systems/Separate tracking system for each funding source?
<input type="text" value="y"/>	Are there formal written Cash Management Practices (includes proper security measures)
<input type="text" value="y"/>	Are hard copy files and or computer records systems with security and back-up in place?
<input type="text" value="y"/>	Are internal monitoring/evaluation systems in place?
<input type="text" value="y"/>	Are internal monitoring/evaluation systems procedures in compliance with Sarbanes-Oxley?
<input type="text" value="y"/>	Is client's eligibility verified?
<input type="text" value="y"/>	Is client demographic data collected and a reporting system in place?
<input type="text" value="y"/>	Are there written formal procurement policies/procedures in place?
<input type="text" value="y"/>	Are Conflict of Interest Policies in place?
<input type="text" value="y"/>	Are Client Grievance Policies in place?
<input type="text" value="n"/>	Does your agency generate annual fundraising revenue?
<input type="text" value="y"/>	Is there Financial Oversight by the Board of Directors?
<input type="text" value="y"/>	Is there Program Oversight by the Board of Directors?
<input type="text" value="0.00"/>	TOTAL

27. If any gap exists in your agency's administrative systems, describe what they are and how they will be addressed, as well as the timing for resolving?

No gaps exist in our agency's administrative systems.

28. Indicate your agency's Financial System

- ☒ Cash Basis
☐ Accrual Basis

29. Select your agency's Fiscal Year Term:

- ☐ January - December
- ☒ July - June
- ☐ October - September
- ☐ "Other - please explain:"

ACCESSIBILITY FOR PERSONS WITH PHYSICAL DISABILITIES

30. Federal regulations require that all program services, housing, and facilities assisted with CDBG funds be accessible to the disabled, whenever feasible. Does the service site currently, or will it, meet ADA standards for accessibility?

Includes: ramps, parking, bathroom grab bars, top of toilet seats that meet required height from the floor, wheelchair maneuverability, accessible water fountains, access between floors, other improvements including serving the blind & deaf.

- ☒ YES
- ☐ NO
- ☐ N/A

31. If No, describe accessibility problems and method to address problems, including funding and timetable:

n/a

EMPLOYMENT AND CLIENT PARTICIPATION

32. Do you notify the public that your agency does not discriminate based on race, color, religion, gender, sexual orientation, national origin, age or disabilities in hiring practices or provision of services?

- ☒ YES, please explain: ,
- ☐ NO, please explain: ,

33. If you answered 'YES' to question #32, indicate how:

The information is posted on the City of Pomona website and the City's Equal Employment Opportunity (EEO) plan.

34. If you answered 'NO' to question #32, is the agency willing to adopt the practice?

- ☒ YES
- ☐ NO

35. Can this project proceed on July 1, 2019?

- ☒ YES
- ☐ NO

Budget [top](#)

Proposed FY 19-20 Budget	Request	Other Sources	Total CDBG Request
CDBG	\$ 24,975.00		\$ 24,975.00
HOME			\$ 0.00
ESG			\$ 0.00
Other Sources:			\$ 0.00
Total	\$ 24,975.00	\$ 0.00	\$ 24,975.00

Proposed Budget Details	Request	Other Sources	Total CDBG Request
CSS III	\$ 4,000.00		\$ 4,000.00
CSS I (6 youth employment positions)	\$ 19,500.00		\$ 19,500.00
Staff - Position Name			\$ 0.00
Staff - Position Name			\$ 0.00
Consultant/Professional Services			\$ 0.00
Capital Improvements/Housing Rehab Demo			\$ 0.00
Capital Improvements/Housing Rehab Construction/Renovation			\$ 0.00

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Printing			\$ 0.00
Rent/Lease			\$ 0.00
Telephone			\$ 0.00
Transportation			\$ 0.00
Benefits (@ 5%)	\$ 1,175.00		\$ 1,175.00
Total	\$ 24,975.00	\$ 0.00	\$ 24,975.00

Budget Narrative

The above budget supports the Youth Employment program offered citywide.

STAFF: The budget will support one (1) CSS III to oversee the project and six (6) CSS1-Recreation Leaders (Youth Employees).

PROGRAM SUPPLIES: Program supplies are budgeted at a rate of \$3,00 for the Youth Employment project and will be expended on related supplies.

BENEFITS: Calculated at 5% of total staff costs.

Required Documents [top](#)

Documents Requested *

Certification of Application

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Certification Regarding Lobbying

[download template](#)

Certification Regarding Debarment and Suspension

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Certification Regarding a Drug Free Workplace

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Certification Regarding Section 3 (if applicable)

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Certification Regarding Use of Real Property (if applicable)

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Certification of Compliance with Conflict of Interest & Procurement Policies

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Application ID: 133270

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City of Pomona
Neighborhood Services Department - Housing Division
Community Development Block Grant Program (PY) 2019-2020
2/8/2019 deadline

City of Pomona-Neighborhood Services Department-Community Services Citywide-Youth Orchestra

Jump to: [Application Questions](#) [Budget](#) [Required Documents](#)

\$ 19,750.90 Requested

Submitted: 1/10/2019 9:17:01 PM (Pacific)

Project Contact

Adrian Valdez

adrian_valdez@ci.pomona.ca.us

Tel: 9096202056

Additional Contacts

none entered

City of Pomona-Neighborhood Services Department- Community Services

505 S. Garey Ave
Pomona, CA 91766

*
* *

michael_osoff@ci.pomona.ca.us

Telephone 9096202311

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Application Questions [top](#)

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- ☐ City's Core Values

9. Explain how the proposed project addresses the outcome(s) selected above.

Include any supporting statistics or other factual information related to supporting the importance of addressing the need, including any increase and/or improvement to services provided.

The proposed project addresses Pomona's Promise initiatives to provide a variety of services and quality programs to youth and their families within their neighborhoods in a safe environment.

NATIONAL OBJECTIVES

10. To be eligible for CDBG funding from the City, the project must meet only one of the following National Objectives below that benefit low to moderate income persons.

- ☐ **Low-Moderate Clientele (LMC):** Benefit clientele that is generally presumed to be low to moderate-income: abused children, battered spouses, elderly persons (62 yrs. and over), severely disabled adults, homeless persons, illiterate adults, persons with AIDS and migrant farm workers.
- ☒ **Low-Moderate Clientele (LMC):** Require documentation on family size and income in order to show that at least 51 percent of the clientele are LMI.
- ☐ **Low-Moderate Clientele (LMC):** Have income eligibility requirements limiting the activity to LMI persons only.
- ☐ **Low-Moderate Clientele (LMC):** Be of such a nature and in such a location that it can be concluded that clients are primarily LMI (i.e. – day care center in a public housing complex)

- ☐ Low-Moderate Clientele (LMC): Serve to remove material or architectural barriers to the mobility or accessibility of elderly persons (62 yrs. and over) or severely disabled adults. (ADA accessibility)
- ☐ Low Moderate Area (LMA): To qualify under this subcategory, at least 51% of the residents within the targeted activity area are Low to Moderate income persons. Refer to the CDBG Eligible Area Map located in the
- ☐ Low-Moderate Housing (LMH): To qualify under this subcategory, the activity must result in housing that will be occupied by Low to Moderate income persons upon completion. The housing can be either owner or renter occupied and can be either one family or multi-unit structures. Rental housing must be occupied at affordable rents.
- ☐ Low-Moderate Jobs (LMJ):
- ☐ Addresses Conditions of Slum and Blight
- ☐ Meets an Urgent Community Need

11. Select the activity that is most appropriate for your agency's proposed project:

- ☐ Battered & Abused Spouses Services
- ☐ Centers: includes for child care, disabled, youth, seniors, facilities for AIDS patients, etc
- ☐ Code Enforcement (internal City department applications only)
- ☐ Crime Prevention & Awareness Services
- ☐ Direct Financial Assistance to Homebuyers
- ☐ Education
- ☐ Employment Services / Job Training
- ☐ Fair Housing Services
- ☐ Health Services: includes mental health
- ☐ Homeless Services: includes facilities, shelters, etc
- ☐ Facility Improvements
- ☐ Infrastructure Improvements
- ☐ Housing Rehabilitation & Historic Preservation (currently not accepting applications for these activities)
- ☐ Senior Services
- ☒ Youth Services
- ☐ Adult Services
- ☐ "Other-please explain:"

PROJECT BENEFIT TO LOW AND MODERATE INCOME CLIENTS/HOUSEHOLDS

12. Select all populations to be served by your proposed project:

- ☐ Adults
- ☐ Homeless
- ☐ Persons with Disabilities
- ☐ Persons with Mental Illness
- ☐ Senior Citizens: must be age 62 and over
- ☐ Victims of Child Abuse
- ☐ Victims of Domestic Abuse
- ☒ Youth
- ☐ "Other - please explain:"

PROJECT ACTIVITY

13. Describe the proposed project & provide: 1. Detailed description 2. Number of beneficiaries to be served 3. Timeline for completion 4. Frequency of service 5. How the service is provided (as group, class, one on one mtg, phone referrals, etc)

If you are proposing an infrastructure/facilities project include: 1. Proposed scope of work/Tract # w/ block group 2. Timeline for completion: Bidding process, site prep, final occupancy, etc 3. Address prevailing wage & federal reporting

The Pomona Youth Orchestra provides intermediate and advanced music lessons to youth and teens. Youth Orchestra participants prepare for culturally rich performances at venues throughout the City through regular practices and rehearsal. This program will be provided at an After School Recreation Program once a week for a minimum of three hours of instruction. The targeted group will include 12-17 year old youth and teens. Youth participants will reach a skill level that will allow for the formation of a performing Youth Orchestra that includes a vocal and instrumental ensemble. With an emphasis in folk and

popular music from Latin America, the Youth Orchestra provides its members the opportunity to learn and perform new and original orchestral arrangements of popular Latin American songs. Arrangements are performed at various community and cultural events throughout the year. Youth Orchestra is supported by local musicians who volunteer their time and share their talents with Pomona youth.

The program will benefit participants, family members, and the community by providing a public service that fosters education, music appreciation, discipline, coordination, and reading music skills. This is especially important as these opportunities may be limited within the school day, not accessible or cost prohibitive. The program will be conducted at the Philadelphia Community Center during After School hours. By offering these programs free of charge, the City would increase accessibility to quality music instruction and instruments for a minimum of 15 of Pomona's low income youth citywide.

PROJECT INFORMATION

14. Provide a description of the service area and/or target area/neighborhood boundaries to be served.

The program will be conducted at the Philadelphia Community Center, but services are available to Pomona residents Citywide.

15. Indicate & explain the method that your agency will use to track family size, ethnicity, income levels and verify income.

Example: computer software; Application/Manual Collection or Other

Administrative staff will track information through a registration form that collects the following information: income, household size, and verifiable proof of income. Staff will transfer the information to software programs Access and Excel. Information will be kept in a secured master filing system.

16. Indicate if this project will result in the provision of a NEW SERVICE for City of Pomona residents?

If it will, describe how the direct service proposed is not a duplication of existing services available to the target population previously identified

This project will sustain the Pomona Youth Orchestra. Lack of funding will result in the elimination of the program.

17. Indicate if this project will result in a quantifiable increase in the level of service of an existing service.

If it will, describe how the direct service proposed demonstrates a quantifiable increase in access and the level of an existing service currently provided.

The Youth Orchestra has maintained consistent participation and has made quality music lessons and education available and accessible to low-income participants Citywide to Pomona youth. Additionally, most Youth Orchestra performances take place during local educational and cultural events, such as Holiday at the Plaza, Beautification Day, Christmas in Mexico, City of Pomona Tree lighting event, The Learning Expo, and many other venues.

18. Indicate if this project will charge fees to the CDBG clientele for any of the project activities previously described?

If it will, describe what fees are collected, justification for the fees, what is the fee schedule (amounts charged), and how the fees will be expended.

Project activities will be free of charge.

RECORD KEEPING PROCEDURES

19. Describe the procedures your agency will use to track and monitor the progress of the project:

Administrative staff will track and monitor progress of the project by recording attendance, rosters, registration forms, staff hours, and expenditures for supplies and purchases. Staff will track progress by collecting event flyers, photos and a calendar of events.

20. Describe your agency's record keeping procedures, with regards to the proposed project:

The agency's record keeping procedures will include registration forms, participant sign-in sheets, a weekly summary of activities with a description frequency. These records will be filed in a secured master filing system and coded by project.

21. Describe the procedures your agency will use to separate and track CDBG activities and expenditures from other funds:

Administrative staff separates and tracks CDBG activities and expenditures by utilizing dedicated attendance and fiscal accounts. Purchases made are categorized and solely used for CDBG – related activities.

ORGANIZATIONAL CAPACITY

22. Has your agency ever done this type of activity before?

☒ YES

☐ NO

23. Describe your agency's experience in completing projects and highlight past accomplishments:

City of Pomona's Neighborhood Services Department-Community Services Division has extensive experience implementing community-based programs and projects. Community Services has implemented the CDBG funded Youth Orchestra and Youth Employment programs for multiple years. During Fiscal Year 2015-2016, Community Services implemented a successful Science, Technology, Engineering Arts & Math (STEAM) CDBG-funded project that served middle school youth from Pomona and brought together a number of collaborative partners, including faculty and students from University of La Verne, CalPoly Pomona and MtSAC college.

Additionally, during Fiscal Year 2016-2017, Community Services focused on adult education and collaborated with Pomona Unified School District Adult & Career Education to offer CDBG-funded Adult Education Classes/ESL instruction to adults through City of Pomona's Renacimiento Community Center. Since this last collaborative project and in collaboration with PUSD Adult & Career Education staff, MtSAC college has continued to offer Adult Education Classes/ESL through City of Pomona's Renacimiento Community Center at no cost to participants or the City.

In this current Fiscal Year 2018-2019, Community Services launched its first youth speech programing in partnership with Tri-City Mental Health Services to offer instruction and activities in public speaking, communication and speech writing for the After School Recreation Program.

24. Describe your agency's experience with CDBG or other Federal grant programs:

City of Pomona manages multiple annual CDBG project grants annually.

25. Describe your agency's current capacity, including staff and volunteer qualifications, in carrying out the proposed activity:

City of Pomona manages multiple annual CDBG project grants annually. The Community Services Manager, Recreation Supervisor and Recreation Coordinator associated with this project have over 50 years of combined experience implementing Community-based, youth, sports and recreation programs. Community Services staff continues to build new and strengthen existing partnerships with organizations and academic institutions that support its programs by providing volunteers. Additionally, City of Pomona has an active Volunteer in Pomona (VIP) program that supports projects with volunteer outreach, screening and tracking.

26. Describe your agency's administrative systems by indicating YES or NO for each item that exists within your agency's organizational structure.

<input type="checkbox"/>	y	Are written procedures in place? (Formal Personnel System)
<input type="checkbox"/>	y	Can staff salary be tracked by funding source?
<input type="checkbox"/>	y	Are formal written accounting procedures in place? (Audit System)
<input type="checkbox"/>	y	Are there Record keeping Systems/Separate tracking system for each funding source?
<input type="checkbox"/>	y	Are there formal written Cash Management Practices (includes proper security measures)
<input type="checkbox"/>	y	Are hard copy files and or computer records systems with security and back-up in place?
<input type="checkbox"/>	y	Are internal monitoring/evaluation systems in place?
<input type="checkbox"/>	y	Are internal monitoring/evaluation systems procedures in compliance with Sarbanes-Oxley?
<input type="checkbox"/>	y	Is client's eligibility verified?
<input type="checkbox"/>	y	Is client demographic data collected and a reporting system in place?
<input type="checkbox"/>	y	Are there written formal procurement policies/procedures in place?
<input type="checkbox"/>	y	Are Conflict of Interest Policies in place?
<input type="checkbox"/>	y	Are Client Grievance Policies in place?
<input type="checkbox"/>	n	Does your agency generate annual fundraising revenue?
<input type="checkbox"/>	y	Is there Financial Oversight by the Board of Directors?
<input type="checkbox"/>	y	Is there Program Oversight by the Board of Directors?
<input type="text" value="0.00"/>		TOTAL

27. If any gap exists in your agency's administrative systems, describe what they are and how they will be addressed, as well as the timing for resolving?

No gaps exist in our agency's administrative systems.

28. Indicate your agency's Financial System

- ☒ Cash Basis
- ☐ Accrual Basis

29. Select your agency's Fiscal Year Term:

- ☐ January - December
- ☒ July - June
- ☐ October - September
- ☐ "Other - please explain:"

ACCESSIBILITY FOR PERSONS WITH PHYSICAL DISABILITIES**30. Federal regulations require that all program services, housing, and facilities assisted with CDBG funds be accessible to the disabled, whenever feasible. Does the service site currently, or will it, meet ADA standards for accessibility?**

Includes: ramps, parking, bathroom grab bars, top of toilet seats that meet required height from the floor, wheelchair maneuverability, accessible water fountains, access between floors, other improvements including serving the blind & deaf.

- ☒ YES
- ☐ NO
- ☐ N/A

31. If No, describe accessibility problems and method to address problems, including funding and timetable:

n/a

EMPLOYMENT AND CLIENT PARTICIPATION**32. Do you notify the public that your agency does not discriminate based on race, color, religion, gender, sexual orientation, national origin, age or disabilities in hiring practices or provision of services?**

- ☒ YES, please explain: ,
- ☐ NO, please explain: ,

33. If you answered 'YES' to question #32, indicate how:

The information is posted on the City of Pomona website and the City's Equal Employment Opportunity (EEO) plan.

34. If you answered 'NO' to question #32, is the agency willing to adopt the practice?

- ☒ YES
- ☐ NO

35. Can this project proceed on July 1, 2019?

- ☒ YES
- ☐ NO

Budget [top](#)

Proposed FY 19-20 Budget	Request	Other Sources	Total CDBG Request
CDBG	\$ 19,750.90		\$ 19,750.90
HOME			\$ 0.00
ESG			\$ 0.00
Other Sources:			\$ 0.00
Total	\$ 19,750.90	\$ 0.00	\$ 19,750.90

Proposed Budget Details	Request	Other Sources	Total CDBG Request
Technical Specialist II (Music Director)	\$ 11,453.24		\$ 11,453.24
Technical Specialist I (Music)	\$ 4,500.00		\$ 4,500.00
Staff - Position Name			\$ 0.00

Staff - Position Name			\$ 0.00
Consultant/Professional Services			\$ 0.00
Capital Improvements/Housing Rehab Demo			\$ 0.00
Capital Improvements/Housing Rehab			\$ 0.00
Construction/Renovation			\$ 0.00
Architectural/Engineering Services			\$ 0.00
Fees and Permits			\$ 0.00
Equipment Maintenance			\$ 0.00
Equipment Purchase	\$ 3,000.00		\$ 3,000.00
Equipment Rental			\$ 0.00
Internet Service			\$ 0.00
Office Supplies			\$ 0.00
Postage			\$ 0.00
Printing			\$ 0.00
Rent/Lease			\$ 0.00
Telephone			\$ 0.00
Transportation			\$ 0.00
Benefits (@ 5%):	\$ 797.66		\$ 797.66
Total	\$ 19,750.90	\$ 0.00	\$ 19,750.90

Budget Narrative

The above budget supports Youth Orchestra programs offered at a City of Pomona- Neighborhood Services Department-Community Services center located within District 3 with that serves youth citywide..

STAFF: The budget will support one (1) Technical Specialist II (Music Director) and one (1) Technical Specialist I (Music) position, focusing on Youth Orchestra activities. The Technical Specialist II (Music Director) will provide direct oversight of Youth Orchestra programs under direct supervision of the Recreation Coordinator and lead supervision of the Recreation Supervisor. The Technical Specialist I (Music) will directly support Youth Orchestra programs under the guidance of the Technical Specialist II (Music Director).

PROGRAM SUPPLIES: Program supplies are budgeted at a rate of \$3,000 per for the Youth Orchestra project and will be expended on music related equipment and supplies.

BENEFITS: Calculated at 5% of total staff costs.

Required Documents [top](#)

Documents Requested *	Required?	Attached Documents *
Certification of Application download template	✓	Certification of Application
Certification Regarding Lobbying download template	✓	Certification Regarding Lobbying
Certification Regarding Debarment and Suspension download template	✓	Certification Regarding Debarment and Suspension
Certification Regarding a Drug Free Workplace download template	✓	Certification Regarding a Drug Free Workplace
Certification Regarding Reservation of Rights download template	✓	Certification Regarding Reservation of Rights
Certification Regarding Section 504 download template	✓	Certification Regarding Section 504
Certification Regarding Section 3 (if applicable) download template		
Certification Regarding Use of Real Property (if applicable) download template		
Certification of Compliance with Conflict of Interest & Procurement Policies	✓	Certification of Compliance with Conflict of Interest & Procurement Policies

[download template](#)

Certification- Assurance of Audit Requirements



[Certification- Assurance of Audit Requirements](#)

[download template](#)

Certification of Affiliation



[Certification of Affiliation](#)

[download template](#)

Certification- Project Contact Information



[Certification- Project Contact Information](#)

[download template](#)

Certification- Signature Authorization Form



[Certification- Signature Authorization Form](#)

[download template](#)

Certification Regarding Board of Directors/Governing Boards Economic Interest



[Certification Regarding Board of Directors/Governing Boards Economic Interest](#)

[download template](#)

State and Federal Tax Exemption Determination Letter



[document](#)

Written Financial Management Procedures



[document](#)

Written minute action and/or Board approval documentation signed by the Board President authorizing submittal of the CDBG application and authorizing the Board President or Agency Representative to sign the application.



[document](#)

Written documentation of the construction schedule developed for the proposed infrastructure/facilities projects only

Written documentation of all bidding process undertaken for the infrastructure/facilities proposed projects only

Job descriptions of all staff charged for the proposed project. Job descriptions should be limited to the specific duties/responsibilities associated with the proposed project, rather than a general agency description.(if applicable)

Contractors receiving \$750,000 or more of federal funding, when that funding represents more than 10% of the orgs annual budget, must submit salary and wage ranges for each of their job classifications, inc. executive salaries/benefits(if applicable)

Fiscal Documents for all NON-PROFIT AGENCIES (No exceptions) A. FY 2017 Financial Statements/Income Statement, AND B. Fully signed copy of the FY 2017 federal tax form 990, AND C. Fully signed copy of the FY 2017 State tax form 199



[document](#)

Copy of City of Pomona Business License



[document](#)

Copy of Proof of Registration in SAM.GOV



[document](#)

Copy of Proof of Insurance Coverage - General Liability (min. \$1,000,000, per occurrence and \$2,000,000 aggregate), Auto Liability (min. \$1,000,000, per occurrence) & Workers' Compensation.



[document](#)

Copy of Organization By-Laws



[document](#)

Copy of Organization Articles of Incorporation



[document](#)

Copy of Limited English Proficiency Plan (L.E.P)



[document](#)

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City of Pomona
Neighborhood Services Department - Housing Division
Community Development Block Grant Program (PY) 2019-2020
2/8/2019 deadline

City of Pomona-Development Services Division Code Compliance Program

Jump to: [Application Questions](#) [Budget](#) [Required Documents](#)

\$ 400,000.00 Requested

Submitted: 2/6/2019 4:17:25 PM (Pacific)

Project Contact

Nancy Garcia

nancy_garcia@ci.pomona.ca.us

Tel: 909)620-2090

Additional Contacts

none entered

**City of Pomona-Development
Services Division**

505 S. Garey Ave
Pomona, CA 91769, CA 91769

**Acting Development Services
Director**

Anita Gutierrez

Anita_Gutierrez@ci.pomona.ca.us

Telephone 909-620-2090

Fax 909)620-3702

City of Pomona-
Development Services
Division

Application Questions [top](#)

AGENCY DESCRIPTION

1. What is the date of Incorporation?

January 1888

2. Select the type of organization: (check all that apply)

- ☐ Faith Based
☐ Non-Profit
☒ Government/Public Agency

3. How many total years of prior CDBG experience does your agency have?

A minimum of 15 years

4. Enter the total amount of CDBG funds received from all sources for the years in question:

400,000	FY 2018-2019
415,939	FY 2017-2018
461,788	FY 2016-2017
441,788	FY 2015-2016
441,780	FY 2014-2015
2,161,295.00	TOTAL

5. List the Federal award and funding amount your agency has received for the past five (5) years:

List year, source and total amount awarded. (Do Not Include CDBG)

List year, source and total amount awarded. (Do Not Include CDBG)

6. Provide the agency Mission Statement:

The City of Pomona improves the quality of life for our diverse community. Code Compliance mission is to address minimum housing issues and prevent blight providing safe and adequate living conditions. See attached Core Values Statement

7. Select one (1) HUD OBJECTIVE and one (1) HUD OUTCOME that is best suited for your proposed project:

HUD has instituted performance measures to gather information and determine the effectiveness of programs funded with CDBG. Information obtained will be reported by the City to HUD.

- ☐ OBJECTIVE: SUITABLE LIVING ENVIRONMENT- This project objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment (such as poor quality infrastructure) to social issues, such as crime prevention, child care, literacy, or elderly health services. It includes improving the safety and livability of neighborhoods, increasing access to quality facilities and services, and revitalizing deteriorating neighborhoods.
- ☒ OBJECTIVE: DECENT HOUSING- This project objective focuses on housing programs possible under CDBG where the purpose of the program is to meet individual, family, or community needs and not programs where housing is an element of a larger effort, since such programs would be more appropriately reported under suitable living environment.
- ☐ OBJECTIVE: CREATING/EXPANDING ECONOMIC OPPORTUNITY- This project objective applies to the types of activities related to economic development, commercial revitalization or job creation.
- ☐ OUTCOME: NEW OR IMPROVED AVAILABILITY/ACCESSIBILITY- This outcome applies to activities that make services, infrastructure, public facilities, employment opportunities, housing or shelters available or accessible to low/moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income persons where they live.
- ☐ OUTCOME: AFFORDABILITY- This outcome applies to activities that provide affordability in a variety of ways in the lives of low/moderate income people. It can include the creation or maintenance of affordable housing or basic infrastructure hook-ups, or services such as transportation or day care.
- ☒ OUTCOME: SUSTAINABILITY- This outcome applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to low/moderate income persons.

PRIORITIES

8. Select the following GOALS, STRATEGIES, INITIATIVES and/or CORE VALUES your project will address:

Refer to the RESOURCE tab for additional data.

- ☐ Consolidated Plan Goals
- ☐ Strategies to Help Pomona's Homeless
- ☐ Pomona's Promise Initiatives
- ☒ City's Core Values

9. Explain how the proposed project addresses the outcome(s) selected above.

Include any supporting statistics or other factual information related to supporting the importance of addressing the need, including any increase and/or improvement to services provided.

Include any supporting statistics or other factual information related to supporting the importance of addressing the need, including any increase and/or improvement to services provided. This project consist of providing City-wide Code Compliance Services to eradicate slum and blight, provide public safety and enforce ordinances for other related City Codes violations in CDBG eligible neighborhood area.

NATIONAL OBJECTIVES

10. To be eligible for CDBG funding from the City, the project must meet only one of the following National Objectives below that benefit low to moderate income persons.

- ☐ Low-Moderate Clientele (LMC): Benefit clientele that is generally presumed to be low to moderate-income: abused children, battered spouses, elderly persons (62 yrs. and over), severely disabled adults, homeless persons, illiterate adults, persons with AIDS and migrant farm workers.
- ☐ Low-Moderate Clientele (LMC): Require documentation on family size and income in order to show that at least 51

percent of the clientele are LMI.

- ☐ Low-Moderate Clientele (LMC): Have income eligibility requirements limiting the activity to LMI persons only.
- ☐ Low-Moderate Clientele (LMC): Be of such a nature and in such a location that it can be concluded that clients are primarily LMI (i.e. – day care center in a public housing complex)
- ☐ Low-Moderate Clientele (LMC): Serve to remove material or architectural barriers to the mobility or accessibility of elderly persons (62 yrs. and over) or severely disabled adults. (ADA accessibility)
- ☒ Low Moderate Area (LMA): To qualify under this subcategory, at least 51% of the residents within the targeted activity area are Low to Moderate income persons. Refer to the CDBG Eligible Area Map located in the
- ☐ Low-Moderate Housing (LMH): To qualify under this subcategory, the activity must result in housing that will be occupied by Low to Moderate income persons upon completion. The housing can be either owner or renter occupied and can be either one family or multi-unit structures. Rental housing must be occupied at affordable rents.
- ☐ Low-Moderate Jobs (LMJ):
- ☐ Addresses Conditions of Slum and Blight
- ☐ Meets an Urgent Community Need

11. Select the activity that is most appropriate for your agency's proposed project:

- ☐ Battered & Abused Spouses Services
- ☐ Centers: includes for child care, disabled, youth, seniors, facilities for AIDS patients, etc
- ☒ Code Enforcement (internal City department applications only)
- ☐ Crime Prevention & Awareness Services
- ☐ Direct Financial Assistance to Homebuyers
- ☐ Education
- ☐ Employment Services / Job Training
- ☐ Fair Housing Services
- ☐ Health Services: includes mental health
- ☐ Homeless Services: includes facilities, shelters, etc
- ☐ Facility Improvements
- ☐ Infrastructure Improvements
- ☐ Housing Rehabilitation & Historic Preservation (currently not accepting applications for these activities)
- ☐ Senior Services
- ☐ Youth Services
- ☐ Adult Services
- ☐ "Other-please explain:"

PROJECT BENEFIT TO LOW AND MODERATE INCOME CLIENTS/HOUSEHOLDS

12. Select all populations to be served by your proposed project:

- ☐ Adults
- ☒ Homeless
- ☐ Persons with Disabilities
- ☐ Persons with Mental Illness
- ☐ Senior Citizens: must be age 62 and over
- ☐ Victims of Child Abuse
- ☐ Victims of Domestic Abuse
- ☐ Youth
- ☐ "Other - please explain:"

PROJECT ACTIVITY

13. Describe the proposed project & provide: 1. Detailed description 2. Number of beneficiaries to be served 3. Timeline for completion 4. Frequency of service 5. How the service is provided (as group, class, one on one mtg, phone referrals, etc)

If you are proposing an infrastructure/facilities project include: 1. Proposed scope of work/Tract # w/ block group 2. Timeline for completion: Bidding process, site prep, final occupancy, etc 3. Address prevailing wage & federal reporting

If you are proposing a CIP of Rehabilitation project include: 1. Type of work being done/ Tract # 2. Timeline for completion:

Bidding process, site prep, status inspections, final occupancy, etc 3. Address prevailing wage & federal reporting
This project consist of providing City-wide Code Compliance Services to eradicate slum and blight, provide public safety and enforce ordinances for other related City Codes violations in CDBG eligible neighborhood area.

PROJECT INFORMATION

14. Provide a description of the service area and/or target area/neighborhood boundaries to be served.

Code Compliance services to be focused on CDBG eligible area City-wide (Census tract showing project and service area attached)

15. Indicate & explain the method that your agency will use to track family size, ethnicity, income levels and verify income.

Example: computer software; Application/Manual Collection or Other

Example: computer software; Application/Manual Collection or Other

Tracking will be completed by use of the City's internal software program, EnerGov

16. Indicate if this project will result in the provision of a NEW SERVICE for City of Pomona residents?

If it will, describe how the direct service proposed is not a duplication of existing services available to the target population previously identified

Data collected will be used to create new department procedures to address blighted areas along with minimum housing issues.

17. Indicate if this project will result in a quantifiable increase in the level of service of an existing service.

If it will, describe how the direct service proposed demonstrates a quantifiable increase in access and the level of an existing service currently provided.

If it will, describe how the direct service proposed demonstrates a quantifiable increase in access and the level of an existing service currently provided.

This project will be a continuation of the City's existing services along with an increase of services to affected areas.

18. Indicate if this project will charge fees to the CDBG clientele for any of the project activities previously described?

If it will, describe what fees are collected, justification for the fees, what is the fee schedule (amounts charged), and how the fees will be expended.

If it will, describe what fees are collected, justification for the fees, what is the fee schedule (amounts charged), and how the fees will be expended. Not applicable

RECORD KEEPING PROCEDURES

19. Describe the procedures your agency will use to track and monitor the progress of the project:

Statistics and data will be tracked through the City's internal software program, EnerGov.

20. Describe your agency's record keeping procedures, with regards to the proposed project:

Project record keeping will be done by the City's internal software application EnerGov.

21. Describe the procedures your agency will use to separate and track CDBG activities and expenditures from other funds:

City's internal software application EnerGov will be used to identify and track all CDBG activities separate from non-CDBG activities.

ORGANIZATIONAL CAPACITY

22. Has your agency ever done this type of activity before?

☒ YES

☐ NO

23. Describe your agency's experience in completing projects and highlight past accomplishments:

Code Compliance has extensive experience with projects that address blight, low income housing and economic issues within designated CDBG areas. Past accomplishments include providing suitable living environments and affordable decent housing in these area.

24. Describe your agency's experience with CDBG or other Federal grant programs:

This agency has experience with Federal grant programs designed to address specific housing issues in CDBG designated area.

25. Describe your agency's current capacity, including staff and volunteer qualifications, in carrying out the proposed activity:

Currently, there is one Code Compliance Manager, eight Inspectors and one Administrative Clerk assigned to Code Compliance.

26. Describe your agency's administrative systems by indicating YES or NO for each item that exists within your agency's organizational structure.

<input type="checkbox"/>	Yes	Are written procedures in place? (Formal Personnel System)
<input type="checkbox"/>	Yes	Can staff salary be tracked by funding source?
<input type="checkbox"/>	Yes	Are formal written accounting procedures in place? (Audit System)
<input type="checkbox"/>	Yes	Are there Record keeping Systems/Separate tracking system for each funding source?
<input type="checkbox"/>	Yes	Are there formal written Cash Management Practices (includes proper security measures)
<input type="checkbox"/>	Yes	Are hard copy files and or computer records systems with security and back-up in place?
<input type="checkbox"/>	Yes	Are internal monitoring/evaluation systems in place?
<input type="checkbox"/>	Yes	Are internal monitoring/evaluation systems procedures in compliance with Sarbanes-Oxley?
<input type="checkbox"/>	Yes	Is client's eligibility verified?
<input type="checkbox"/>	Yes	Is client demographic data collected and a reporting system in place?
<input type="checkbox"/>	Yes	Are there written formal procurement policies/procedures in place?
<input type="checkbox"/>	Yes	Are Conflict of Interest Policies in place?
<input type="checkbox"/>	Yes	Are Client Grievance Policies in place?
<input type="checkbox"/>	Yes	Does your agency generate annual fundraising revenue?
<input type="checkbox"/>	Yes	Is there Financial Oversight by the Board of Directors?
<input type="checkbox"/>	Yes	Is there Program Oversight by the Board of Directors?
<input type="text" value="0.00"/>	TOTAL	

27. If any gap exists in your agency's administrative systems, describe what they are and how they will be addressed, as well as the timing for resolving?

Not Applicable

28. Indicate your agency's Financial System

- ☐ Cash Basis
- ☒ Accrual Basis

29. Select your agency's Fiscal Year Term:

- ☐ January - December
- ☒ July - June
- ☐ October - September
- ☐ "Other - please explain:"

ACCESSIBILITY FOR PERSONS WITH PHYSICAL DISABILITIES

30. Federal regulations require that all program services, housing, and facilities assisted with CDBG funds be accessible to the disabled, whenever feasible. Does the service site currently, or will it, meet ADA standards for accessibility?

Includes: ramps, parking, bathroom grab bars, top of toilet seats that meet required height from the floor, wheelchair maneuverability, accessible water fountains, access between floors, other improvements including serving the blind & deaf.

- ☒ YES
- ☐ NO
- ☐ N/A

31. If No, describe accessibility problems and method to address problems, including funding and timetable:
Not Applicable

EMPLOYMENT AND CLIENT PARTICIPATION

32. Do you notify the public that your agency does not discriminate based on race, color, religion, gender, sexual orientation, national origin, age or disabilities in hiring practices or provision of services?

- ☒ YES, please explain: Policies are provided by the City's Human Resources Department and are available to the public via the City's website or may be requested.,
- ☐ NO, please explain: Policies are provided by the City's Human Resources Department and are available to the public via the City's website or may be requested.,

33. If you answered 'YES' to question #32, indicate how:

Policies are provided by the City's Human Resources Department and are available to the public via the City's website or may be requested.

34. If you answered 'NO' to question #32, is the agency willing to adopt the practice?

- ☒ YES
- ☐ NO

35. Can this project proceed on July 1, 2019?

- ☒ YES
- ☐ NO

Budget [top](#)

Proposed FY 19-20 Budget	Request	Other Sources	Total CDBG Request
CDBG	\$ 400,000.00		\$ 400,000.00
HOME			\$ 0.00
ESG			\$ 0.00
Other Sources:			\$ 0.00
Total	\$ 400,000.00	\$ 0.00	\$ 400,000.00

Proposed Budget Details	Request	Other Sources	Total CDBG Request
Code Compliance Manager	\$ 390,000.00		\$ 390,000.00
Staff - Senior Inspector			\$ 0.00
Staff - Inspector			\$ 0.00
Staff - Inspector			\$ 0.00
Staff - Inspector			\$ 0.00
Staff - Inspector			\$ 0.00
Staff - Inspector			\$ 0.00
Staff - Inspector			\$ 0.00
Staff - Inspector			\$ 0.00
Administrative Clerk			\$ 0.00
Legal Services	\$ 10,000.00		\$ 10,000.00
Total	\$ 400,000.00	\$ 0.00	\$ 400,000.00

Budget Narrative

The budget relates to the total amount for salaries and benefits for the department staff for implementing this project.

Required Documents [top](#)

Documents Requested *

Certification of Application
[download template](#)

Required? Attached Documents *

☒ [Certification of Application](#)

Certification Regarding Lobbying download template	✓	Certification Regarding Lobbying
Certification Regarding Debarment and Suspension download template	✓	Certification Regarding Debarment, Suspension
Certification Regarding a Drug Free Workplace download template	✓	Certification Regarding A Drug Free Workplace
Certification Regarding Reservation of Rights download template	✓	Reservation of Rights
Certification Regarding Section 504 download template	✓	Certification Regarding Section 504
Certification Regarding Section 3 (if applicable) download template		Certification Regarding Section 3
Certification Regarding Use of Real Property (if applicable) download template		Certification Regarding Use of Real Property
Certification of Compliance with Conflict of Interest & Procurement Policies download template	✓	Certification of Compliance with Conflict of Interest
Certification- Assurance of Audit Requirements download template	✓	Assurance of Audit Requirements
Certification of Affiliation download template	✓	Certification of Affiliation
Certification- Project Contact Information download template	✓	Project Contact Information Form
Certification- Signature Authorization Form download template	✓	Signature Authorization Form
Certification Regarding Board of Directors/Governing Boards Economic Interest download template	✓	Certification Regarding Board of Directors
State and Federal Tax Exemption Determination Letter	✓	State and Federal Tax Exemption Letter
Written Financial Management Procedures	✓	Written Financial Management Procedures
Written minute action and/or Board approval documentation signed by the Board President authorizing submittal of the CDBG application and authorizing the Board President or Agency Representative to sign the application.	✓	City Council Approval
Written documentation of the construction schedule developed for the proposed infrastructure/facilities projects only		
Written documentation of all bidding process undertaken for the infrastructure/facilities proposed projects only		
Job descriptions of all staff charged for the proposed project. Job descriptions should be limited to the specific duties/responsibilities associated with the proposed project, rather than a general agency description.(if applicable)		
Contractors receiving \$750,000 or more of federal funding, when that funding represents more than 10% of the orgs annual budget, must submit salary and wage ranges for each of their job classifications, inc. executive salaries/benefits(if applicable)		
Fiscal Documents for all NON-PROFIT AGENCIES (No exceptions) A. FY 2017 Financial Statements/Income Statement, AND B. Fully signed copy of the FY 2017 federal tax form 990, AND C. Fully signed copy of the FY 2017 State tax form 199	✓	State and Federal Tax Exemption Letter

Copy of City of Pomona Business License	✓	Business License
Copy of Proof of Registration in SAM.GOV	✓	Sam.Gov
Copy of Proof of Insurance Coverage - General Liability (min. \$1,000,000, per occurrence and \$2,000,000 aggregate), Auto Liability (min. \$1,000,000, per occurrence) & Workers' Compensation.	✓	Proof of Insurance
Copy of Organization By-Laws	✓	By-Laws
Copy of Organization Articles of Incorporation	✓	Articles of Incorporation
Copy of Limited English Proficiency Plan (L.E.P)	✓	Limited English Proficiency Plan (LEP)

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

Application ID: 133262

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City of Pomona
Neighborhood Services Department - Housing Division
Community Development Block Grant Program (PY) 2019-2020
2/8/2019 deadline

Housing Rights Center Fair Housing

Jump to: [Application Questions](#) [Budget](#) [Required Documents](#)

\$ 30,000.00 Requested

Submitted: 1/10/2019 10:18:57 AM (Pacific)

Project Contact

Chancela Al-Mansour

calmansour@housingrightscenter.org

Tel: 213387-8400

Additional Contacts

none entered

Housing Rights Center

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Los Angeles, CA 90010-1453

Telephone 213387-8400

Fax

Web www.housingrightscenter.org

Executive Director

Chancela Al-Mansour

calmansour@housingrightscenter.org

Application Questions [top](#)

AGENCY DESCRIPTION

1. What is the date of Incorporation?

March 29, 2003

2. Select the type of organization: (check all that apply)

☐ Faith Based

☒ Non-Profit

☐ Government/Public Agency

3. How many total years of prior CDBG experience does your agency have?

21

4. Enter the total amount of CDBG funds received from all sources for the years in question:

1506554 FY 2018-2019

1650000 FY 2017-2018

1750000 FY 2016-2017

1900000 FY 2015-2016

2100000 FY 2014-2015

8,906,554.00 **TOTAL**

5. List the Federal award and funding amount your agency has received for the past five (5) years:

List year, source and total amount awarded. (Do Not Include CDBG)

2018, HUD/FHIP grants \$300,000

2017, HUD/FHIP grants \$300,000 and \$100,000

2016, HUD/FHIP grants \$300,000 and \$300,000

2015, HUD/FHIP grants \$325,000

2014, HUD/FHIP grants \$325,000

6. Provide the agency Mission Statement:

The Housing Rights Center is California's largest non-profit civil rights organization dedicated to securing the right to equal access in housing. The Housing Rights Center's ("HRC") mission is to actively support and promote fair housing through education and advocacy, to the end that all persons have the opportunity to secure the housing they desire and can afford, without discrimination based on their race, color, religion, gender, sexual orientation, national origin, familial status, marital status, disability, ancestry, age, source of income, or other characteristics protected by law.

7. Select one (1) HUD OBJECTIVE and one (1) HUD OUTCOME that is best suited for your proposed project:

HUD has instituted performance measures to gather information and determine the effectiveness of programs funded with CDBG. Information obtained will be reported by the City to HUD.

- ✓ OBJECTIVE: SUITABLE LIVING ENVIRONMENT- This project objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment (such as poor quality infrastructure) to social issues, such as crime prevention, child care, literacy, or elderly health services. It includes improving the safety and livability of neighborhoods, increasing access to quality facilities and services, and revitalizing deteriorating neighborhoods.
- ⊖ OBJECTIVE: DECENT HOUSING- This project objective focuses on housing programs possible under CDBG where the purpose of the program is to meet individual, family, or community needs and not programs where housing is an element of a larger effort, since such programs would be more appropriately reported under suitable living environment.
- ⊖ OBJECTIVE: CREATING/EXPANDING ECONOMIC OPPORTUNITY- This project objective applies to the types of activities related to economic development, commercial revitalization or job creation.
- ⊖ OUTCOME: NEW OR IMPROVED AVAILABILITY/ACCESSIBILITY- This outcome applies to activities that make services, infrastructure, public facilities, employment opportunities, housing or shelters available or accessible to low/moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income persons where they live.
- ⊖ OUTCOME: AFFORDABILITY- This outcome applies to activities that provide affordability in a variety of ways in the lives of low/moderate income people. It can include the creation or maintenance of affordable housing or basic infrastructure hook-ups, or services such as transportation or day care.
- ✓ OUTCOME: SUSTAINABILITY- This outcome applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to low/moderate income persons.

PRIORITIES

8. Select the following GOALS, STRATEGIES, INITIATIVES and/or CORE VALUES your project will address:

Refer to the RESOURCE tab for additional data.

- ✓ Consolidated Plan Goals
- ⊖ Strategies to Help Pomona's Homeless
- ⊖ Pomona's Promise Initiatives
- ⊖ City's Core Values

9. Explain how the proposed project addresses the outcome(s) selected above.

Include any supporting statistics or other factual information related to supporting the importance of addressing the need, including any increase and/or improvement to services provided.

The Housing Rights Center's Fair Housing Services Program will meet the city's goals to ensure decent housing, decent affordable housing and provide a suitable living environment by providing services to persons, families, seniors and disabled individuals who are at risk of losing their housing and becoming homeless due to the lack of code enforcement, harassment, retaliation and discrimination by a housing provider or neighbor. HRC will also assist persons by informing them of their right to safe and decent housing that is habitable. HRC will also inform tenants of their right to safe and decent housing that is free from illegal discrimination and HRC will inform landlords and housing providers of their responsibilities under state and federal housing laws.

HRC has many years of experience addressing the fair housing needs of the residents within the metropolitan areas of Los

Angeles and Ventura Counties, providing them with counseling and referrals to appropriate service providers, investigation and resolution of discrimination complaints, litigation services, and a wide range of educational opportunities via "live" community outreach, publications, media events, and many other means. Over the past five fiscal years, HRC has assisted over 85,000 persons, including 8,581 with claims of illegal housing discrimination. Unfortunately, housing discrimination is just as pervasive in 2019 as it was many years ago so HRC's services are just as needed as ever.

NATIONAL OBJECTIVES

10. To be eligible for CDBG funding from the City, the project must meet only one of the following National Objectives below that benefit low to moderate income persons.

- ☐ Low-Moderate Clientele (LMC): Benefit clientele that is generally presumed to be low to moderate-income: abused children, battered spouses, elderly persons (62 yrs. and over), severely disabled adults, homeless persons, illiterate adults, persons with AIDS and migrant farm workers.
- ☐ Low-Moderate Clientele (LMC): Require documentation on family size and income in order to show that at least 51 percent of the clientele are LMI.
- ☐ Low-Moderate Clientele (LMC): Have income eligibility requirements limiting the activity to LMI persons only.
- ☒ Low-Moderate Clientele (LMC): Be of such a nature and in such a location that it can be concluded that clients are primarily LMI (i.e. – day care center in a public housing complex)
- ☐ Low-Moderate Clientele (LMC): Serve to remove material or architectural barriers to the mobility or accessibility of elderly persons (62 yrs. and over) or severely disabled adults. (ADA accessibility)
- ☐ Low Moderate Area (LMA): To qualify under this subcategory, at least 51% of the residents within the targeted activity area are Low to Moderate income persons. Refer to the CDBG Eligible Area Map located in the
- ☐ Low-Moderate Housing (LMH): To qualify under this subcategory, the activity must result in housing that will be occupied by Low to Moderate income persons upon completion. The housing can be either owner or renter occupied and can be either one family or multi-unit structures. Rental housing must be occupied at affordable rents.
- ☐ Low-Moderate Jobs (LMJ):
- ☐ Addresses Conditions of Slum and Blight
- ☐ Meets an Urgent Community Need

11. Select the activity that is most appropriate for your agency's proposed project:

- ☐ Battered & Abused Spouses Services
- ☐ Centers: includes for child care, disabled, youth, seniors, facilities for AIDS patients, etc
- ☐ Code Enforcement (internal City department applications only)
- ☐ Crime Prevention & Awareness Services
- ☐ Direct Financial Assistance to Homebuyers
- ☐ Education
- ☐ Employment Services / Job Training
- ☒ Fair Housing Services
- ☐ Health Services: includes mental health
- ☐ Homeless Services: includes facilities, shelters, etc
- ☐ Facility Improvements
- ☐ Infrastructure Improvements
- ☐ Housing Rehabilitation & Historic Preservation (currently not accepting applications for these activities)
- ☐ Senior Services
- ☐ Youth Services
- ☐ Adult Services
- ☐ "Other-please explain:"

PROJECT BENEFIT TO LOW AND MODERATE INCOME CLIENTS/HOUSEHOLDS

12. Select all populations to be served by your proposed project:

- ☒ Adults

- ☐ Homeless
- ✓ Persons with Disabilities
- ✓ Persons with Mental Illness
- ✓ Senior Citizens: must be age 62 and over
- ☐ Victims of Child Abuse
- ✓ Victims of Domestic Abuse
- ✓ Youth
- ☐ "Other - please explain:"

PROJECT ACTIVITY

13. Describe the proposed project & provide: 1. Detailed description 2. Number of beneficiaries to be served 3. Timeline for completion 4. Frequency of service 5. How the service is provided (as group, class, one on one mtg, phone referrals, etc)

If you are proposing an infrastructure/facilities project include: 1. Proposed scope of work/Tract # w/ block group 2. Timeline for completion: Bidding process, site prep, final occupancy, etc 3. Address prevailing wage & federal reporting

HRC's goal is to continue providing a comprehensive fair housing program to the City of Pomona, serving over 20 households every month. The goal for the number of housing discrimination inquiries by Pomona households is 25 --- out of which 10 housing discrimination cases will be developed. Total persons assisted through our fair housing program during the 2019-2020 contract period will be approximately 250 households. Total assisted through outreach and education will be approximately 2,700 Pomona residents. The fair housing services program will support two of Pomona's visions and strategies: to help Pomona residents live in harmonious diversity and economic prosperity; and promote the City of Pomona's Continuum of Care by focusing on supportive services and permanent housing for the homeless. HRC's programs are designed to resolve alleged discriminatory housing activities and to counteract the lack of knowledge of Fair Housing laws by landlords, tenants, lenders, and realtors. By lessening the incidents of housing discrimination, HRC will help Pomona tenants retain their housing --- the retention of housing will mean less people re-entering the housing market or becoming homeless.

Pomona residents can access HRC services through its 1-800 number or TTY number for the hearing impaired, and at our fully accessible offices in Pasadena, Van Nuys, and Los Angeles. All of HRC's offices are open Monday through Friday from 8:30am until 5:00pm. HRC's office locations are easily accessible by public transportation and car, and all three offices are fully accessible to clients using wheelchairs. HRC will also conduct the various outreach activities within the City of Pomona. HRC staff is able to assist clients in Armenian, Cantonese, English, Korean, Mandarin, Russian, Spanish, Tagalog, and American Sign Language.

HRC's Fair Housing Program offers the following services to residents of Pomona: Fair Housing Information and Referrals. A Housing Counselor will interview the client to determine the type of housing problem he or she may have.

1. Discrimination Inquiries

Our Counseling Department staff is trained to provide counseling on landlord/tenant, fair housing, and predatory lending law. We conduct periodic training to assure that staff is current on changes to applicable legislation.

2. Discrimination Cases

a. Intake. HRC's intake form gives a comprehensive picture of the rental scenario and is the first step toward launching an investigation.

b. Case Investigation. HRC uses five principal methods when investigating complaints of housing discrimination: Testing; Surveys; On-site Visits; Witness Statements; Document requests and review. HRC trains and maintains at least 100 available testers to conduct discrimination investigations.

c. Resolution of Complaint. The possible resolutions may be: Conciliation; Referral to a Government Administrative Agency; Referral to Litigation Dept. and Continued Investigation.

3. General Housing and Landlord/Tenant Referrals

HRC provides telephone and in-person counseling to both tenants and landlords regarding their respective rights and responsibilities under California law and local city ordinances. In addition to answering basic housing questions, Counselors advise clients on how to resolve their housing problems or issues.

4. Pattern or Practice Audit Tests

HRC has expertise in conducting random audit testing throughout Los Angeles County. HRC will review past housing discrimination complaints received from Pomona clients before selecting the protected class(es) to be tested. Once the selection process is complete, HRC will conduct two random fair housing tests at multi family housing complexes and/or single-family rental housing.

5. Outreach and Education: HRC will implement a citywide fair housing Outreach and Education Program that will create greater public awareness of fair housing throughout the City. HRC will facilitate citywide activities and increase the opportunities for media exposure and targeted outreach. HRC will participate in at least two community events and will conduct at least presentations and workshops during the Program Year. Media: HRC will use all media tools available to publicize fair housing and HRC's services. HRC will contact local media outlets, such as radio and television, and newspapers and request that they publish or air public service announcements ("PSA's") about fair housing laws and the HRC's services. HRC also produces a monthly vacancy listing called "Project Place" that includes listings from the Pomona area. The service

is free, and lists unit information including location, size, amenities, and whether the landlords will accept Section 8. We site: HRC's website, www.housingrightscenter.org, includes comprehensive fair housing information, and resources, an interactive blog and the ability to submit questions by email. HRC will also host its 20th annual Housing Rights Summit.

PROJECT INFORMATION

14. Provide a description of the service area and/or target area/neighborhood boundaries to be served.

HRC will offer the fair housing service program to all LMI residents of the city of Pomona and will provide information to all Pomona housing providers.

15. Indicate & explain the method that your agency will use to track family size, ethnicity, income levels and verify income.

Example: computer software; Application/Manual Collection or Other

HRC conducts an intake for every client in which city residency, family size, ethnicity, income levels and income verification information is tracked in our computer database system. If a computer is not available (such as at a clinic, workshop or on-site training), HRC uses intake forms that are inputted into its computer system.

16. Indicate if this project will result in the provision of a NEW SERVICE for City of Pomona residents?

If it will, describe how the direct service proposed is not a duplication of existing services available to the target population previously identified

The fair housing service program is not a new service for Pomona residents but is one that most residents have a dire need for as safe, decent and affordable rental housing especially for families and disabled households is woefully in extremely limited supply.

17. Indicate if this project will result in a quantifiable increase in the level of service of an existing service.

If it will, describe how the direct service proposed demonstrates a quantifiable increase in access and the level of an existing service currently provided.

HRC will be providing the same high level of service to Pomona residents as it has for the past several years. HRC's goal is to keep as many Pomona residents housed in safe, decent and, hopefully, affordable non-discriminatory housing as possible.

18. Indicate if this project will charge fees to the CDBG clientele for any of the project activities previously described?

If it will, describe what fees are collected, justification for the fees, what is the fee schedule (amounts charged), and how the fees will be expended.

No fees will be collected.

RECORD KEEPING PROCEDURES

19. Describe the procedures your agency will use to track and monitor the progress of the project:

HRC will implement a series of procedures to track and monitor the progress of the project. HRC's Director of Counseling will review every intake to ensure it is properly coded in our computer network, eliminate any duplication, and supervise the case to ensure it is resolved or referred to the investigations department if there is possible illegal housing discrimination that should be addressed by one of HRC's attorneys or referred to DFEH or HUD. HRC's staff also has regular weekly case review sessions to review the progress of each case. Finally, the Executive Director meets with HRC on a regular monthly basis to ensure the progress of each case.

HRC's administrative team comprised of its Chief Fiscal Officer, Program Manager, Program Assistant/Office Manager and Executive Director work together to prepare and submit regular monthly program statistical reports and cash reimbursement requests (invoices). This team will also prepare for an annual monitoring visit by preparing requested documents and meeting with Pomona city monitoring staff at the staff's request.

20. Describe your agency's record keeping procedures, with regards to the proposed project:

Record Keeping, Documentation and Performance Reports: HRC will complete an application for each individual and maintain supporting documentation in participant files. HRC will maintain the following systems to maintain case files, documents and other records for a minimum of five years:

a. Database

HRC has developed a comprehensive complaint management database, which tracks all counseling and discrimination case data. It is networked among all staff computers, allowing for the easy exchange of information. HRC also uses an outreach database, which tracks and compiles all staff activities.

b. Documentation of Requests for Assistance

The complaint database described above has a reporting component that will make the production of statistics and other diagnostic data accurate and efficient. Statistical reports will include all demographic and complaint issue data, which will facilitate the analysis of trends and emerging needs.

c. Documentation of Discrimination Complaints

HRC will continue our practice of maintaining complete and organized case files. The agency's case files adhere to a strict format, which facilitates case management and review. Although portions of case files will be generated from the database, such as intake forms, case files will include all relevant documents and materials produced in the investigation and resolution of our cases.

d. Fiscal and Programmatic Reports

In developing the reporting component of the complaint database, HRC will incorporate all statistical data requested by the City. These statistical reports will be provided to the City, along with our monthly program reports. At a minimum, components of the monthly reports will include statistical data, complaint descriptions, and summaries of all outreach activities. Monthly financial reports will also be provided, which will itemize expenses charged to the contract.

21. Describe the procedures your agency will use to separate and track CDBG activities and expenditures from other funds:

HRC's intake system allows HRC to separate and track services provided by the address of the client. HRC's system allows it to run detailed reports in which the activities provided and the expenditures charged to the city of Pomona are separately tracked and maintained. HRC's outreach director maintains separate files for activities conducted for Pomona residents and provides that report to the Program Manager and Chief Fiscal Officer for appropriate reporting and billing.

ORGANIZATIONAL CAPACITY

22. Has your agency ever done this type of activity before?

☒ YES

☐ NO

23. Describe your agency's experience in completing projects and highlight past accomplishments:

HRC has successfully completed over 25 years of fair housing services for all of the municipalities in Los Angeles and Ventura counties with no findings or program interruptions. In addition, HRC has been a proud partner with the city of Pomona in providing fair housing and general landlord services for several years. HRC is one of the oldest and most successful fair housing agencies in the nation. HRC provides its services to an average of 19,000 households every year by contracting with more than 25 cities and counties to provide said services. In its several years of providing fair housing services, HRC has never had an outstanding finding from any of its monitoring agencies or had a contract terminate before completion.

HUD has awarded Fair Housing Initiative Project (FHIP) grants to HRC every year for the past 9 years. In 2009, HUD awarded HRC a Fair Housing Initiative Program (FHIP) grant totaling \$275,000 to further develop and strengthen its fair housing programs in Los Angeles. After awarding HRC's program an "Excellent" rating, HUD extended HRC's FHIP funding by an additional \$325,000 in 2011 to identify and remedy

housing discrimination based on race, national origin, familial status and disability. Given its proven success in conducting FHIP programs, HRC received a three year extension of that grant to November 2014 for \$974,940 in total funding. In October 2014, HUD awarded HRC yet another three-year FHIP grant ending in 2017.

In 2016, HUD awarded HRC one of only two national grants in the amount of \$425,000 each to investigate housing discrimination activities in multiple states and jurisdictions. HUD has consistently given HRC "Excellent" ratings in each of its yearly monitoring reviews of its FHIP projects. HUD has consistently informed HRC that its fair housing project is a model one and one of the best in the state.

HUD reference: Ana L. Gutierrez, Civil Rights/PR Specialist
U.S. Dept. of Housing & Urban Development (HUD)
Fair Housing & Equal Opportunity Center
Civil Rights Investigations & Compliance
300 North Los Angeles Street, Suite #4054
Los Angeles, CA 90012
(213) 534-2594

24. Describe your agency's experience with CDBG or other Federal grant programs:

HRC has received CDBG funding to provide fair housing and general landlord-tenant services to the counties of Los Angeles and Ventura and most of the area and cities contained within these counties since the beginning of the CDBG program. In 2018, HRC celebrated its 50th Anniversary in addressing and fighting housing discrimination.

Also, as previously stated, HUD has awarded Fair Housing Initiative Project (FHIP) grants to HRC every year for the past 10 years. In 2009, HUD awarded HRC a Fair Housing Initiative Program (FHIP) grant totaling \$275,000 to further develop and strengthen its fair housing programs in Los Angeles. After awarding HRC's program an "Excellent" rating, HUD extended HRC's FHIP funding by an additional \$325,000 in 2011 to identify and remedy housing discrimination based on race, national origin, familial status and disability.

Given its proven success in conducting FHIP programs, HRC received a three year extension of that grant to November 2014 for \$974,940 in total funding. In October 2014, HUD awarded HRC yet another three-year FHIP grant that was re-awarded in 2017. In 2016, HUD awarded HRC one of only two grants for a multi-state pilot testing project to uncover discrimination in underserved areas.

25. Describe your agency's current capacity, including staff and volunteer qualifications, in carrying out the proposed activity:

HRC has mobilized a highly effective and diverse staff reflective of the communities we serve. We have the capacity to provide fair housing services in seven languages in addition to English: Armenian, Cantonese, Korean, Mandarin, Russian, Spanish, and American Sign Language.

The agency is organized into several departments, each with a department head who will directly train and supervise their respective teams. The Executive Director will hold monthly Management Team meetings with leaders of each department to discuss program supervision, maintenance, and development.

These Departments include:

- A Counseling Department team of six Counselors and a Director who will field all housing calls, screening clients for fair housing issues, and provide information and referrals for tenant/landlord issues.

- An Investigation Department team of six Case Analysts and a Director who will promptly and thoroughly respond to, investigate, and resolve allegations of housing discrimination .

- A Legal Department team of three attorneys and a legal assistant who will provide legal services to our clients; provide expert support to other staff on investigations and landlord/tenant issues; conduct training sessions for staff and other attorneys; and engage in legislative advocacy .

- An Outreach & Education Department team of two Coordinators and a Director who will implement a comprehensive citywide outreach program that is based on community needs.

- An Executive and Financial Department that is responsive and accountable .

HRC currently employs 24 full-time staff members to perform all of these services. HRC also maintains a pool of approximately 100 active fair housing testers, and has recruited testers who mirror the demographic makeup of southern California. We have African-American, Armenian, Chinese, Korean, Latino, Japanese, Fijian, Vietnamese, Persian, Filipino and White testers. HRC has testers of all ages, gender, physical (dis)ability and sexual orientation. HRC Testers speak several languages including Spanish, Japanese, Korean, Vietnamese, Italian, Cantonese, Mandarin, Fijian, Hindi, Armenian, Russian, Arabic, Tagalog, and Farsi.

26. Describe your agency's administrative systems by indicating YES or NO for each item that exists within your agency's organizational structure.

<input checked="" type="checkbox"/>	Yes	Are written procedures in place? (Formal Personnel System)
<input checked="" type="checkbox"/>	Yes	Can staff salary be tracked by funding source?
<input checked="" type="checkbox"/>	Yes	Are formal written accounting procedures in place? (Audit System)
<input checked="" type="checkbox"/>	Yes	Are there Record keeping Systems/Separate tracking system for each funding source?
<input checked="" type="checkbox"/>	Yes	Are there formal written Cash Management Practices (includes proper security measures)
<input checked="" type="checkbox"/>	Yes	Are hard copy files and or computer records systems with security and back-up in place?
<input checked="" type="checkbox"/>	Yes	Are internal monitoring/evaluation systems in place?
<input checked="" type="checkbox"/>	Yes	Are internal monitoring/evaluation systems procedures in compliance with Sarbanes-Oxley?
<input checked="" type="checkbox"/>	Yes	Is client's eligibility verified?
<input checked="" type="checkbox"/>	Yes	Is client demographic data collected and a reporting system in place?
<input checked="" type="checkbox"/>	Yes	Are there written formal procurement policies/procedures in place?
<input checked="" type="checkbox"/>	Yes	Are Conflict of Interest Policies in place?
<input checked="" type="checkbox"/>	Yes	Are Client Grievance Policies in place?

<input type="radio"/> Yes	Does your agency generate annual fundraising revenue?
<input type="radio"/> Yes	Is there Financial Oversight by the Board of Directors?
<input type="radio"/> Yes	Is there Program Oversight by the Board of Directors?
<input type="text" value="0.00"/>	TOTAL

27. If any gap exists in your agency's administrative systems, describe what they are and how they will be addressed, as well as the timing for resolving?

None.

28. Indicate your agency's Financial System

- ☐ Cash Basis
- ☒ Accrual Basis

29. Select your agency's Fiscal Year Term:

- ☐ January - December
- ☒ July - June
- ☐ October - September
- ☐ "Other - please explain:"

ACCESSIBILITY FOR PERSONS WITH PHYSICAL DISABILITIES

30. Federal regulations require that all program services, housing, and facilities assisted with CDBG funds be accessible to the disabled, whenever feasible. Does the service site currently, or will it, meet ADA standards for accessibility?

Includes: ramps, parking, bathroom grab bars, top of toilet seats that meet required height from the floor, wheelchair maneuverability, accessible water fountains, access between floors, other improvements including serving the blind & deaf.

- ☒ YES
- ☐ NO
- ☐ N/A

31. If No, describe accessibility problems and method to address problems, including funding and timetable:

No accessibility problems exist.

EMPLOYMENT AND CLIENT PARTICIPATION

32. Do you notify the public that your agency does not discriminate based on race, color, religion, gender, sexual orientation, national origin, age or disabilities in hiring practices or provision of services?

- ☒ YES, please explain: Said policy is in our written ads, materials and website,,
- ☐ NO, please explain: Said policy is in our written ads, materials and website,,

33. If you answered 'YES' to question #32, indicate how:

Said policy is in our written ads, materials and website. In addition, HRC does not discriminate on the basis of marital status or gender identity or expression. HRC's anti-discrimination, anti-harassment and equal employment opportunity policies are also described in its employee handbook.

34. If you answered 'NO' to question #32, is the agency willing to adopt the practice?

- ☒ YES
- ☐ NO

35. Can this project proceed on July 1, 2019?

- ☒ YES
- ☐ NO

Proposed FY 19-20 Budget	Request	Other Sources	Total CDBG Request
CDBG	\$ 30,000.00	\$ 1,486,554.00	\$ 1,516,554.00
HOME	\$ 0.00	\$ 0.00	\$ 0.00
ESG	\$ 0.00	\$ 0.00	\$ 0.00
Other Sources:	\$ 0.00	\$ 0.00	\$ 0.00
Fundraising	\$ 0.00	\$ 32,850.00	\$ 32,850.00
FHIP Grants	\$ 0.00	\$ 300,000.00	\$ 300,000.00
Local Grants (AFHs, code enforcement, etc.)	\$ 0.00	\$ 275,000.00	\$ 275,000.00
Total	\$ 30,000.00	\$ 2,094,404.00	\$ 2,124,404.00

Proposed Budget Details	Request	Other Sources	Total CDBG Request
Staff - Housing Counselors	\$ 4,712.00	\$ 218,083.00	\$ 222,795.00
Staff - Case Analysts	\$ 3,000.00	\$ 234,402.00	\$ 237,402.00
Staff - Education/Outreach Coordinators	\$ 700.00	\$ 70,118.00	\$ 70,818.00
Staff - Legal Staff	\$ 3,000.00	\$ 247,502.00	\$ 250,502.00
Staff - Program Directors	\$ 3,870.00	\$ 223,774.00	\$ 227,644.00
Staff - Administration	\$ 4,650.00	\$ 279,382.00	\$ 284,032.00
Benefits - Workers Comp	\$ 193.00	\$ 10,945.00	\$ 11,138.00
Benefits - Retirement	\$ 1,135.00	\$ 48,570.00	\$ 49,705.00
Other - Payroll Taxes	\$ 1,645.00	\$ 114,195.00	\$ 115,840.00
Other - Health Insurance	\$ 1,287.00	\$ 119,313.00	\$ 120,600.00
Rent/Lease	\$ 2,710.00	\$ 181,037.00	\$ 183,747.00
Telephone	\$ 575.00	\$ 35,425.00	\$ 36,000.00
Mileage Reimbursement	\$ 150.00	\$ 11,600.00	\$ 11,750.00
Office and Maintenance Supplies	\$ 185.00	\$ 17,255.00	\$ 17,440.00
Program Supplies	\$ 20.00	\$ 2,230.00	\$ 2,250.00
Conference Travel	\$ 15.00	\$ 2,975.00	\$ 2,990.00
Consultant Services	\$ 960.00	\$ 72,465.00	\$ 73,425.00
Insurance/Liability	\$ 400.00	\$ 23,400.00	\$ 23,800.00
Audit	\$ 75.00	\$ 10,425.00	\$ 10,500.00
OTHER:	\$ 708.00	\$ 115,292.00	\$ 116,000.00
Total	\$ 29,990.00	\$ 2,038,388.00	\$ 2,068,378.00

Budget Narrative

1. Personnel

HRC will use \$24,192 of the budget to support personnel expenses as follows:

- (a) 0.99% of an Outreach Coordinator's salary (0.40 hours/week). The Outreach Coordinator is responsible for distributing fair housing literature and setting up workshops and other outreach activities (i.e., presentations, booths, etc.). Leverage amount from other sources is \$70,118.
- (b) 1.26% of a Case Analyst's salary (0.51 hours/week). The Case Analyst is responsible for coordinating investigations for all Pomona housing discrimination cases. Leverage amount from other sources is \$234,402.
- (c) 2.11% of a Housing Counselor's salary (0.85 hours/week). The Housing Counselor is responsible for providing landlord tenant counseling to Pomona residents regarding rent increases, evictions and other housing issues. Leverage amount from other sources is \$218,083.
- (d) 1.20% of the Legal staff's salary (0.48 hours/week). The Legal staff is responsible for providing legal services to our clients, provides expert support to other HRC staff on investigations and landlord/tenant issues, conduct training sessions for staff and other attorneys and engages in legislative advocacy. Leverage amount from other sources is \$247,502.
- (e) 1.70% of Program Director's salary (0.68 hours/week). Program Directors of each Department (Counseling, Investigation, Outreach and Education) oversee the staff's activities, program reporting requirements, coordinates department's activities with other departments, works closely with HRC's Executive Director and management team in grant programs contract compliance. Leverage amount from other sources is \$223,774.

2. Operations

The Housing Rights Center will allocate expenses to each of its funding sources, including all CDBG funds, according to a Cost Allocation Plan. Only costs that are allowable, in accordance with the cost principles, will be allocated to benefiting programs that the organization is doing for the fiscal year. This plan is based on funding level fluctuations over the course of each fiscal year. Fluctuations in our funding level are generally due to differing fiscal years for different contracts. As such, HRC has established four funding periods:

Period 1 = July – September; Period 2 = October – December; Period 3 = January – March; Period 4 = April – June.

For each of these periods, we subtract costs that are only attributable to a specific contract. These direct costs are readily identified with and directly charged to a specific contract and do not require any further allocation or breakdown. Salaries and wages, payroll taxes and related benefits are allocated based on time spent on each program, grant, contract or project. Costs that benefits all programs are allocated based on the established direct salaries and wages distribution for the fiscal year.

PLEASE SEE COMPLETE UPLOADED DOCUMENT IN FINANCIAL MANAGEMENT SECTION OF REQUIRED DOCUMENTS.

Required Documents [top](#)

Documents Requested *	Required?	Attached Documents *
Certification of Application download template	✓	Certification of Application
Certification Regarding Lobbying download template	✓	Certification Regarding Lobbying
Certification Regarding Debarment and Suspension download template	✓	Certification Regarding Debarment
Certification Regarding a Drug Free Workplace download template	✓	Certification Regarding Drug Free Workplace Drug Free Workplace Sign
Certification Regarding Reservation of Rights download template	✓	Certification Regarding Reservation of Rights
Certification Regarding Section 504 download template	✓	Certification Regarding Section 504
Certification Regarding Section 3 (if applicable) download template		
Certification Regarding Use of Real Property (if applicable) download template		
Certification of Compliance with Conflict of Interest & Procurement Policies download template	✓	Certification of Compliance
Certification- Assurance of Audit Requirements download template	✓	Certification of Audit requirements
Certification of Affiliation download template	✓	Certification of Affiliation
Certification- Project Contact Information download template	✓	Certification Project Contact Information
Certification- Signature Authorization Form download template	✓	Certification Signature Authorization form
Certification Regarding Board of Directors/Governing Boards Economic Interest download template	✓	Certification Regarding Board
State and Federal Tax Exemption Determination Letter	✓	Federal and State Tax Exemption Letters
Written Financial Management Procedures	✓	Financial Management Procedures Budget Narrative - complete
Written minute action and/or Board approval documentation signed by the Board President authorizing submittal of the CDBG application and authorizing the Board President or Agency Representative to sign the application.	✓	Board Authorization
Written documentation of the construction schedule developed for the proposed infrastructure/facilities projects only		
Written documentation of all bidding process undertaken for the infrastructure/facilities proposed		

projects only

Job descriptions of all staff charged for the proposed project. Job descriptions should be limited to the specific duties/responsibilities associated with the proposed project, rather than a general agency description.(if applicable)

[Project Staff Job Descriptions](#)

Contractors receiving \$750,000 or more of federal funding, when that funding represents more than 10% of the orgs annual budget, must submit salary and wage ranges for each of their job classifications, inc. executive salaries/benefits(if applicable)

[Salary Ranges](#)

Fiscal Documents for all NON-PROFIT AGENCIES (No exceptions) A. FY 2017 Financial Statements/Income Statement, AND B. Fully signed copy of the FY 2017 federal tax form 990, AND C. Fully signed copy of the FY 2017 State tax form 199



[Audited Financial Statements for 2017](#)
[FY 2017 Federal Tax form 990](#)
[2017 Form 199](#)

Copy of City of Pomona Business License



[Business License](#)

Copy of Proof of Registration in SAM.GOV



[SAM Registration](#)

Copy of Proof of Insurance Coverage - General Liability (min. \$1,000,000, per occurrence and \$2,000,000 aggregate), Auto Liability (min. \$1,000,000, per occurrence) & Workers' Compensation.



[Liability Insurance](#)

Copy of Organization By-Laws



[HRC By-Laws](#)

Copy of Organization Articles of Incorporation



[Articles of Incorporation](#)

Copy of Limited English Proficiency Plan (L.E.P)



[LEP Policy](#)

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

Application ID: 132814

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City of Pomona
Neighborhood Services Department - Housing Division
Community Development Block Grant Program (PY) 2019-2020
2/8/2019 deadline

Inland Fair Housing and Mediation Board (IFHMB)
Fair Housing [Affirmatively Furthering Fair Housing – AFFH] Services

Jump to: [Application Questions](#) [Budget](#) [Required Documents](#)

\$ 30,000.00 Requested

Submitted: 12/18/2018 4:45:51 PM (Pacific)

Project Contact

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**President and Chief Executive
Officer**

Carmen I. Garcia

igarcia@ifhmb.com

Telephone 909-984-2254

Fax 909-460-0274

Web www.ifhmb.com

Application Questions [top](#)

AGENCY DESCRIPTION

1. What is the date of Incorporation?

January 5, 1987

2. Select the type of organization: (check all that apply)

☐ Faith Based

☒ Non-Profit

☐ Government/Public Agency

3. How many total years of prior CDBG experience does your agency have?

IFHMB has over 30 years of prior CDBG experience.

4. Enter the total amount of CDBG funds received from all sources for the years in question:

558,351 FY 2018-2019

498,524 FY 2017-2018

478,949 FY 2016-2017

547,240 FY 2015-2016

546,339 FY 2014-2015

2,629,403.00 **TOTAL**

5. List the Federal award and funding amount your agency has received for the past five (5) years:

List year, source and total amount awarded. (Do Not Include CDBG)

2017, County of San Bernardino - Mediation services for the San Bernardino Court System, \$360,000
2013, County of San Bernardino - Mediation services for the San Bernardino Court System, \$500,000
2014, County of San Bernardino - Mediation services for the San Bernardino Court System, \$500,000
2015, County of San Bernardino - Mediation services for the San Bernardino Court System, \$360,000
2016, County of San Bernardino - Mediation services for the San Bernardino Court System, \$360,000

2013, FHA/National Community Reinvestment Coalition - Housing Counseling, \$27,931
2013, FHA/National Community Reinvestment Coalition - Outreach and Intake, \$56,250
2014, FHA/National Community Reinvestment Coalition - Housing Counseling, \$59,385
2013, CA DOJ Office of the Attorney General - Financial Coaching, \$850,000

2013, FHIP/Private Enforcement Initiative, \$325,000
2014, FHIP/Private Enforcement Initiative, \$325,000
2015, FHIP/Private Enforcement Initiative, \$325,000
2016, FHIP/Private Enforcement Initiative, \$325,000
2017, FHIP/Private Enforcement Initiative, \$300,000

2013, FHIP/Fair Housing Organizations Initiative, \$325,000
2014, FHIP/Fair Housing Organizations Initiative, \$325,000
2015, FHIP/Fair Housing Organizations Initiative, \$325,000
2016, FHIP/Fair Housing Organizations Initiative, \$157,000
2018, FHIP/Education and Outreach Initiative, \$125,000
2013, FHIP/Education and Outreach Initiative, \$125,000

2013, RCAC - Default and Foreclosure Mitigation, \$403,560
2014, RCAC - Default and Foreclosure Mitigation, \$288,540
2015, RCAC - Default and Foreclosure Mitigation, \$180,000
2016, RCAC - Default and Foreclosure Mitigation, \$207,180

2013, California Housing Finance Agency - KYHC, \$53,400
2014, California Housing Finance Agency - KYHC, \$250,000
2015, California Housing Finance Agency - KYHC, \$250,000
2016, California Housing Finance Agency - KYHC, \$250,000
2017, California Housing Finance Agency - KYHC, \$200,000
2016, RCAC - HUD Comprehensive Grant, \$24,361
2017, RCAC - HUD Comprehensive Grant, \$40,000
2016, RCAC - Student Loan Counseling Project, \$75,000

6. Provide the agency Mission Statement:

IFHMB is a values-based, dynamic organization expanding its reach by facilitating and promoting the general well-being of people through research, education, advocacy, counseling and housing.

7. Select one (1) HUD OBJECTIVE and one (1) HUD OUTCOME that is best suited for your proposed project:

HUD has instituted performance measures to gather information and determine the effectiveness of programs funded with CDBG. Information obtained will be reported by the City to HUD.

- ☐ OBJECTIVE: SUITABLE LIVING ENVIRONMENT- This project objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment (such as poor quality infrastructure) to social issues, such as crime prevention, child care, literacy, or elderly health services. It includes improving the safety and livability of neighborhoods, increasing access to quality facilities and services, and revitalizing deteriorating neighborhoods.
- ☒ OBJECTIVE: DECENT HOUSING- This project objective focuses on housing programs possible under CDBG where the purpose of the program is to meet individual, family, or community needs and not programs where housing is an element of a larger effort, since such programs would be more appropriately reported under suitable living environment.
- ☐ OBJECTIVE: CREATING/EXPANDING ECONOMIC OPPORTUNITY- This project objective applies to the types of activities related to economic development, commercial revitalization or job creation.
- ☐ OUTCOME: NEW OR IMPROVED AVAILABILITY/ACCESSIBILITY- This outcome applies to activities that make services, infrastructure, public facilities, employment opportunities, housing or shelters available or accessible to low/moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income persons where they live.
- ☐ OUTCOME: AFFORDABILITY- This outcome applies to activities that provide affordability in a variety of ways in the lives

of low/moderate income people. It can include the creation or maintenance of affordable housing or basic infrastructure hook-ups, or services such as transportation or day care.

- ✓ **OUTCOME: SUSTAINABILITY-** This outcome applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to low/moderate income persons.

PRIORITIES

8. Select the following GOALS, STRATEGIES, INITIATIVES and/or CORE VALUES your project will address:

Refer to the RESOURCE tab for additional data.

- ✓ Consolidated Plan Goals
- ☐ Strategies to Help Pomona's Homeless
- ✓ Pomona's Promise Initiatives
- ✓ City's Core Values

9. Explain how the proposed project addresses the outcome(s) selected above.

Include any supporting statistics or other factual information related to supporting the importance of addressing the need, including any increase and/or improvement to services provided.

IFHMB's Fair Housing activities support Pomona's Core Strategies #1, 3 and 4, through concentrated housing-based activities that focus on addressing issues that support sustainable, safe neighborhoods. The delivery of fair housing education and landlord/tenant mediation empowers residents with information and education regarding federal and state fair housing laws and California civil code rights and responsibilities. The identification/elimination of discriminatory elements enriches neighborhoods. IFHMB will provide housing opportunities, incentives, and retention of housing through the provision of Legal information regarding federal and state fair housing laws, mediation of housing disputes, and referral to public resources to low income communities, protected classes, and vulnerable groups. IFHMB opened 5,510 fair housing and landlord/tenant-based cases in FY 2017-2018. Over 85% of the clients IFHMB assists are LMI households, which include youth, seniors, LGBT and the disabled. Disability remains the top fair housing complaint, next to Race. IFHMB uses Pre/Post Test surveys to measure the effectiveness of the education clients receive.

NATIONAL OBJECTIVES

10. To be eligible for CDBG funding from the City, the project must meet only one of the following National Objectives below that benefit low to moderate income persons.

- ☐ Low-Moderate Clientele (LMC): Benefit clientele that is generally presumed to be low to moderate-income: abused children, battered spouses, elderly persons (62 yrs. and over), severely disabled adults, homeless persons, illiterate adults, persons with AIDS and migrant farm workers.
- ✓ Low-Moderate Clientele (LMC): Require documentation on family size and income in order to show that at least 51 percent of the clientele are LMI.
- ☐ Low-Moderate Clientele (LMC): Have income eligibility requirements limiting the activity to LMI persons only.
- ☐ Low-Moderate Clientele (LMC): Be of such a nature and in such a location that it can be concluded that clients are primarily LMI (i.e. – day care center in a public housing complex)
- ☐ Low-Moderate Clientele (LMC): Serve to remove material or architectural barriers to the mobility or accessibility of elderly persons (62 yrs. and over) or severely disabled adults. (ADA accessibility)
- ☐ Low Moderate Area (LMA): To qualify under this subcategory, at least 51% of the residents within the targeted activity area are Low to Moderate income persons. Refer to the CDBG Eligible Area Map located in the
- ☐ Low-Moderate Housing (LMH): To qualify under this subcategory, the activity must result in housing that will be occupied by Low to Moderate income persons upon completion. The housing can be either owner or renter occupied and can be either one family or multi-unit structures. Rental housing must be occupied at affordable rents.
- ☐ Low-Moderate Jobs (LMJ):
- ☐ Addresses Conditions of Slum and Blight
- ☐ Meets an Urgent Community Need

11. Select the activity that is most appropriate for your agency's proposed project:

- ☐ Battered & Abused Spouses Services
- ☐ Centers: includes for child care, disabled, youth, seniors, facilities for AIDS patients, etc
- ☐ Code Enforcement (internal City department applications only)

- ☐ Crime Prevention & Awareness Services
- ☐ Direct Financial Assistance to Homebuyers
- ☐ Education
- ☐ Employment Services / Job Training
- ☒ Fair Housing Services
- ☐ Health Services: includes mental health
- ☐ Homeless Services: includes facilities, shelters, etc
- ☐ Facility Improvements
- ☐ Infrastructure Improvements
- ☐ Housing Rehabilitation & Historic Preservation (currently not accepting applications for these activities)
- ☐ Senior Services
- ☐ Youth Services
- ☐ Adult Services
- ☐ "Other-please explain:"

PROJECT BENEFIT TO LOW AND MODERATE INCOME CLIENTS/HOUSEHOLDS

12. Select all populations to be served by your proposed project:

- ☐ Adults
- ☐ Homeless
- ☒ Persons with Disabilities
- ☒ Persons with Mental Illness
- ☒ Senior Citizens: must be age 62 and over
- ☐ Victims of Child Abuse
- ☒ Victims of Domestic Abuse
- ☒ Youth
- ☐ "Other - please explain:"

PROJECT ACTIVITY

13. Describe the proposed project & provide: 1. Detailed description 2. Number of beneficiaries to be served 3. Timeline for completion 4. Frequency of service 5. How the service is provided (as group, class, one on one mtg, phone referrals, etc)

If you are proposing an infrastructure/facilities project include: 1. Proposed scope of work/Tract # w/ block group 2. Timeline for completion: Bidding process, site prep, final occupancy, etc 3. Address prevailing wage & federal reporting

IFHMB's proposed fair housing program will provide fair housing education, outreach, mediation, investigation, enforcement, and counseling for residents who feel they have been the victim of housing discrimination. IFHMB's mediation and counseling help bring complaints and disagreements to a satisfactory in a swift and expeditious manner whenever possible. IFHMB will provide services to 50 fair housing complainants through this grant. Overall, fair housing complaints have been on the rise, which indicates a higher incidence of fair housing violations that require in-depth investigation. IFHMB will also work with City officials to identify impediments to fair housing choice that will be addressed in the cities obligated HUD reports. Additionally, IFHMB will provide landlord and tenant mediation services to a minimum of 400 City of Pomona residents. The period of performance for the proposed project is July 1, 2019, through June 30, 2020, and the services outlined will be ongoing throughout this period.

City residents are encouraged to place their fair housing complaints via telephone by calling our toll free phone number or walk into our local office to meet one-on-one with our experts. A website has been established to make IFHMB's information and services more accessible. Website information provides links to fair housing history, laws, and how to file a complaint with HUD and/or DFEH. The website address is: www.ifhmb.com.

Education includes free workshops to both landlords and tenants, property management companies, apartment owners' associations, and realtors. Education is also provided to various city-based programs, such as Head Starts, senior groups, disability agencies and literacy programs. Workshops and educational outreach are available to Limited English Proficient individuals and ESL classes.

PROJECT INFORMATION

14. Provide a description of the service area and/or target area/neighborhood boundaries to be served.

IFHMB's target area is City-wide.

15. Indicate & explain the method that your agency will use to track family size, ethnicity, income levels and verify income.

Example: computer software; Application/Manual Collection or Other

IFHMB uses a proprietary client management system that allows the agency to standardize client intake procedures. Our systems allows for remote monitoring of data to ensure that all required demographic data points are collected. As designed, the system provides extensive client data analysis reports, trends in discrimination complaints, and required municipal/federal compliance reports utilized in CAPERS and AI reporting.

16. Indicate if this project will result in the provision of a NEW SERVICE for City of Pomona residents?

If it will, describe how the direct service proposed is not a duplication of existing services available to the target population previously identified

IFHMB's AFFH Program Services will not result in the provision of a new service for the City of Pomona residents.

17. Indicate if this project will result in a quantifiable increase in the level of service of an existing service.

If it will, describe how the direct service proposed demonstrates a quantifiable increase in access and the level of an existing service currently provided.

Many housing opportunities are lost when individuals experience housing discrimination based on federal and state protected categories, such as race, sex, national origin, disability and familial status. IFHMB's fair housing education, outreach, and enforcement activities will address fair housing issues encountered by City residents and assist the City to support and sustain inclusive communities vibrant with diversity. Monthly progress reports will detail the income levels and demographics of City residents who receive services and will assist the City with its HUD reporting requirements and in meeting its affirmatively furthering fair housing obligations.

IFHMB's proposed Landlord-Tenant Mediation Program will provide conflict resolution services to landlords and tenants and will help educate all parties regarding landlord-tenant rights and responsibilities under the California Civil Code. This intervention/education will provide an improved quality of life for the City's residents. IFHMB in partnership with the City will provide information and mediation in English and Spanish. Mediation will be offered to all complainants in an effort to avoid costly litigation and reach quick, amicable solutions to landlord-tenant and fair housing issues, with the end goal of promoting sustainable housing opportunities for all residents, including those of low to moderate income, regardless of age, sex, ethnic background, disability, familial status, or other state and federal protected classes. Outreach will be conducted throughout the City to increase awareness of the services provided by IFHMB, and Landlord-Tenant workshops will be conducted to increase awareness and knowledge of housing rights and responsibilities, including education regarding federal and state fair housing laws.

18. Indicate if this project will charge fees to the CDBG clientele for any of the project activities previously described?

If it will, describe what fees are collected, justification for the fees, what is the fee schedule (amounts charged), and how the fees will be expended.

IFHMB maximizes its federal dollar awards by offering to residents a full array of services free of charge that include fair housing landlord tenant mediation, housing counseling services to City residents such as default and foreclosure counseling, assistance applying for the Keep Your Home California program, financial literacy training, and legal services. IFHMB has 12 local bilingual staff, is freeway close (15 minutes) and available by public transportation. On-site workshops in centrally located sites will provide additional access. The agency is self-sustaining with a reserves of over \$1 million. It is important to recognize that not all Pomona residents have the technology to seek out resources, so direct contact with clients remains the optimum objective.

RECORD KEEPING PROCEDURES

19. Describe the procedures your agency will use to track and monitor the progress of the project:

IFHMBs proprietary client management system allows the agency to standardize client intake procedures, reports and analysis. As designed, the system provides extensive client data analysis reports, trends in discrimination complaints, and required municipal/federal compliance reports utilized in CAPERS and AI reporting. IFHMB will report to City officials quarterly, to ensure that identified activities are on track for completion.

20. Describe your agency's record keeping procedures, with regards to the proposed project:

IFHMB provides statistical and financial reporting to the City that identifies and reports on complaints of housing discrimination. We utilize an in-house client management system that tracks demographic information, intake, complaint identification and processing, and other data required by the City. The agency can measure its efforts against the increase/decrease in client contacts.

21. Describe the procedures your agency will use to separate and track CDBG activities and expenditures from other funds:

IFHMB developed a series of matrix processes for management analysis of its accrual-based financial systems. Expenses are cost allocated throughout Community Development Block Grant (CDBG) and federal awards, which require accurate and accountable fiscal management of in-kind, direct, and indirect costs. The accounting is conducted on an accrual basis. The agency's fiscal year is July 1 through June 30. Each IFHMB service program has a separate cost center. Expenses are either program direct costs or indirect costs (which are administrative or general overhead costs). Indirect costs are percentage out according to program impact on overhead. Program budgets are reviewed annually by the President and Chief Financial Officer, using the prior year's audit figures as a baseline. Each contractor's shared expenses are predicated on actual caseloads and services provided. Expected increased expenses are factored into the budget and are explained for the contractor's review. Invoiced services are reviewed, authorized, and paid weekly. Monthly invoicing is initiated four working days prior to the last day of the month. All invoices, payroll, and corresponding checks are copied and verified with expense contractor's spreadsheets. The computer program is set with the appropriate percentages, such as: personnel according to program participation & other expenses according to program shared overhead/non-shared overhead.

ORGANIZATIONAL CAPACITY

22. Has your agency ever done this type of activity before?

☒ YES

☐ NO

23. Describe your agency's experience in completing projects and highlight past accomplishments:

IFHMB has provided fair housing services to its community partners in the Inland Empire region for over 30 years and housing counseling services for 18 years. Education of fair housing/lending laws, rights, and responsibilities forms the basis of workshops and presentations given to local community, social, faith-based, and industry groups on an ongoing basis, and resident complaints help identify potential fair housing violations. Extensive outreach is conducted through Spanish/English radio/television, direct mail campaigns, newspaper articles, quarterly publications, public and private community agencies, and internet networks. Simultaneously, the agency also provides landlord/tenant rights and responsibility workshops to assist in the identification of protected class violations, and the agency has been fully involved since the foreclosure crisis in assisting homeowners' transition to rental status when necessary.

IFHMB has worked with County of San Bernardino residents for over 30 years. The agency expanded in 2000 to include an office in the City of Indio to establish housing resource services to the area. In 2006, IFHMB expanded and established an office in the City of El Centro (Imperial County), where no fair housing or housing counseling services existed. The agency's mission remains to affirmatively further fair housing by providing to the public information and counseling services concerning housing rights and responsibilities under federal and state law. IFHMB meets the objectives through extensive education, counseling, outreach, and enforcement activities in four basic program areas; these activities include: Providing fair housing services to those experiencing housing discrimination; Providing information to landlords and tenants through training and mediation; Providing comprehensive housing counseling services to the public, and making available to the public mediation services for the resolution of disputes as an alternative to utilizing the court judicial system.

IFHMB's primary focus has been to provide fair housing (including fair lending) services to its contractors and the public from the position of ensuring that regulatory compliance issues in housing as designed by the Department of HUD are identified and addressed. As one of a small number of fair housing agencies nationwide and the only one in San Bernardino County, the agency's goal of 'affirmatively furthering fair housing' is especially broad-based. The agency's success relies heavily on its associations and working relationships with integrated and networked industry partners, including lenders, realtor associations, minority-serving institutions (Mexican consulate, chambers of commerce, lawyer associations), disability organizations, education and financial institutions, community- and faith-based agencies, municipalities, local/state/federal officials, and any other organization that can assist the agency in furthering its goal.

24. Describe your agency's experience with CDBG or other Federal grant programs:

Strict financial oversight is required for the successful implementation of any grant-based program. IFHMB manages 20 federal and state grant programs with annual secured funding of \$1,938,467.

25. Describe your agency's current capacity, including staff and volunteer qualifications, in carrying out the proposed activity:

As changing times dictate, IFHMB has established a solid technical, organizational, and financial infrastructure to address changes at the local, state, and federal levels. All staff are consistently trained in IFHMB policies and procedures, governmental compliance issues, regulatory requirements, confidentiality, security, and legislative impacts. The agency responds quickly and responsibly to changing tactics and processes through open communication channels with all staff at all offices. Quarterly staff meetings keep employees in tune with each other and give everyone the opportunity to identify better, faster, and more efficient ways to moving the agency's objectives forward. Efficient ideas are implemented immediately, and staff recognition is given when this occurs. Employees are free to discuss any idea with any level of

supervisor, and networked systems allow them to forward ideas and changes directly to the Executive levels with complete confidentiality. As the agency's funding comes primarily from federal sources, all staff are cognizant of what objectives and goals are to be obtained with each contractor's agreement, including client numbers, types of services, data collection specifics, follow-up strategies, accurate daily reporting, and monthly or quarterly reports. Monitoring requests are frequent in the organization because of its federal contracts, and IFHMB staff can respond immediately to any request made by contractors – such is their training, expertise, and experience.

IFHMB is an affirmative action employer and is non-discriminatory in its hiring practices. IFHMB seeks qualified and knowledgeable employees for hire and works with several temporary agencies that pre-screen employees before the interview process. On an annual basis (in January), employees receive a copy of updated Personnel Manuals and are required to re-sign Conflict of Interest/Code of Conduct statements to maintain awareness of potential conflict issues. The agency maintains a strict 'no gifts from clients' policy to avoid any independent measurement of value. Employees are also required to re-sign an annual Drug-Free Workplace commitment form. Personnel files containing required employment information are maintained for each employee, with separate files for confidential information. The agency provides group health insurance for its staff.

26. Describe your agency's administrative systems by indicating YES or NO for each item that exists within your agency's organizational structure.

<input type="checkbox"/>	Yes	Are written procedures in place? (Formal Personnel System)
<input type="checkbox"/>	Yes	Can staff salary be tracked by funding source?
<input type="checkbox"/>	Yes	Are formal written accounting procedures in place? (Audit System)
<input type="checkbox"/>	Yes	Are there Record keeping Systems/Separate tracking system for each funding source?
<input type="checkbox"/>	Yes	Are there formal written Cash Management Practices (includes proper security measures)
<input type="checkbox"/>	Yes	Are hard copy files and or computer records systems with security and back-up in place?
<input type="checkbox"/>	Yes	Are internal monitoring/evaluation systems in place?
<input type="checkbox"/>	Yes	Are internal monitoring/evaluation systems procedures in compliance with Sarbanes-Oxley?
<input type="checkbox"/>	Yes	Is client's eligibility verified?
<input type="checkbox"/>	Yes	Is client demographic data collected and a reporting system in place?
<input type="checkbox"/>	Yes	Are there written formal procurement policies/procedures in place?
<input type="checkbox"/>	Yes	Are Conflict of Interest Policies in place?
<input type="checkbox"/>	Yes	Are Client Grievance Policies in place?
<input type="checkbox"/>	No	Does your agency generate annual fundraising revenue?
<input type="checkbox"/>	Yes	Is there Financial Oversight by the Board of Directors?
<input type="checkbox"/>	Yes	Is there Program Oversight by the Board of Directors?
<input type="text" value="0.00"/>	TOTAL	

27. If any gap exists in your agency's administrative systems, describe what they are and how they will be addressed, as well as the timing for resolving?

There are no gaps that exist within IFHMB's administrative systems.

28. Indicate your agency's Financial System

- ☐ Cash Basis
- ☒ Accrual Basis

29. Select your agency's Fiscal Year Term:

- ☐ January - December
- ☒ July - June
- ☐ October - September
- ☐ "Other - please explain:"

ACCESSIBILITY FOR PERSONS WITH PHYSICAL DISABILITIES

30. Federal regulations require that all program services, housing, and facilities assisted with CDBG funds be accessible to the disabled, whenever feasible. Does the service site currently, or will it, meet ADA standards for accessibility?

Includes: ramps, parking, bathroom grab bars, top of toilet seats that meet required height from the floor, wheelchair maneuverability, accessible water fountains, access between floors, other improvements including serving the blind & deaf.

- ☒ YES
- ☐ NO
- ☐ N/A

31. If No, describe accessibility problems and method to address problems, including funding and timetable:
Not applicable.

EMPLOYMENT AND CLIENT PARTICIPATION

32. Do you notify the public that your agency does not discriminate based on race, color, religion, gender, sexual orientation, national origin, age or disabilities in hiring practices or provision of services?

- ☒ YES, please explain: ,,
- ☐ NO, please explain: ,,

33. If you answered 'YES' to question #32, indicate how:

IFHMB's nondiscrimination practices are published on the agency's website www.ifhmb.com and outreach brochures that are distributed city-wide. The public is also made aware that IFHMB is a HUD Approved Housing Counseling Agency, which further promotes nondiscrimination of all services provided.

34. If you answered 'NO' to question #32, is the agency willing to adopt the practice?

- ☒ YES
- ☐ NO

35. Can this project proceed on July 1, 2019?

- ☒ YES
- ☐ NO

Budget [top](#)

Proposed FY 19-20 Budget	Request	Other Sources	Total CDBG Request
CDBG	\$ 30,000.00	\$ 392,967.00	\$ 422,967.00
HOME			\$ 0.00
ESG			\$ 0.00
Other Sources:			\$ 0.00
Total	\$ 30,000.00	\$ 392,967.00	\$ 422,967.00

Proposed Budget Details	Request	Other Sources	Total CDBG Request
Admin - CEO, CFO, COO, Accountant	\$ 8,767.00	\$ 110,953.00	\$ 119,720.00
Staff - Supervisor, FH Specialist, FH Investigator	\$ 10,920.00	\$ 119,624.00	\$ 130,544.00
Staff - Position Name			\$ 0.00
Staff - Position Name			\$ 0.00
Consultant/Professional Services	\$ 1,064.00	\$ 11,598.00	\$ 12,662.00
Capital Improvements/Housing Rehab Demo			\$ 0.00
Capital Improvements/Housing Rehab Construction/Renovation			\$ 0.00
Architectural/Engineering Services			\$ 0.00
Fees and Permits			\$ 0.00
Equipment Maintenance			\$ 0.00
Equipment Purchase	\$ 184.00	\$ 2,003.00	\$ 2,187.00
Equipment Rental			\$ 0.00
Internet Service			\$ 0.00
Office Supplies	\$ 313.00	\$ 3,408.00	\$ 3,721.00
Postage	\$ 83.00	\$ 905.00	\$ 988.00
Printing	\$ 546.00	\$ 5,952.00	\$ 6,498.00
Rent/Lease	\$ 4,953.00	\$ 53,976.00	\$ 58,929.00
Telephone	\$ 703.00	\$ 7,662.00	\$ 8,365.00

Transportation	\$ 711.00	\$ 7,748.00	\$ 8,459.00
OTHER:	\$ 1,756.00	\$ 19,138.00	\$ 20,894.00
Total	\$ 30,000.00	\$ 342,967.00	\$ 372,967.00

Budget Narrative

Personnel budget reflects a pro-rata share of Personnel and operating expenses charged to Fair Housing. Personnel cost is for 5 Administrative and 8 program staff at various prorated hours. Please see attached detail budget.

Required Documents [top](#)

Documents Requested *	Required?	Attached Documents *
Certification of Application download template	✓	Certification of Application
Certification Regarding Lobbying download template	✓	Certification Regarding Lobbying
Certification Regarding Debarment and Suspension download template	✓	Certification Regarding Debarment and Suspension
Certification Regarding a Drug Free Workplace download template	✓	Certification Regarding a Drug Free Workplace
Certification Regarding Reservation of Rights download template	✓	Certification Regarding Reservation of Rights
Certification Regarding Section 504 download template	✓	Certification Regarding Section 504
Certification Regarding Section 3 (if applicable) download template		
Certification Regarding Use of Real Property (if applicable) download template		
Certification of Compliance with Conflict of Interest & Procurement Policies download template	✓	Certification of Compliance with Conflict of Interest
Certification- Assurance of Audit Requirements download template	✓	Certification- Assurance of Audit Requirements
Certification of Affiliation download template	✓	Certification of Affiliation
Certification- Project Contact Information download template	✓	Certification-ProjectContactInformation
Certification- Signature Authorization Form download template	✓	Signature Authorization Form
Certification Regarding Board of Directors/Governing Boards Economic Interest download template	✓	Certification Regarding Board of Directors Certification Regarding Board of Directors (2)
State and Federal Tax Exemption Determination Letter	✓	Federal Tax Exempt Determination Letter State Tax Exempt Determination Letter
Written Financial Management Procedures	✓	Financial Management Procedures
Written minute action and/or Board approval documentation signed by the Board President authorizing submittal of the CDBG application and authorizing the Board President or Agency Representative to sign the application.	✓	Board Approval - Corporate Resolution
Written documentation of the construction schedule developed for the proposed infrastructure/facilities projects only		
Written documentation of all bidding process		

undertaken for the infrastructure/facilities proposed projects only

Job descriptions of all staff charged for the proposed project. Job descriptions should be limited to the specific duties/responsibilities associated with the proposed project, rather than a general agency description.(if applicable)

[Staff Job Descriptions](#)

Contractors receiving \$750,000 or more of federal funding, when that funding represents more than 10% of the orgs annual budget, must submit salary and wage ranges for each of their job classifications, inc. executive salaries/benefits(if applicable)

Fiscal Documents for all NON-PROFIT AGENCIES (No exceptions) A. FY 2017 Financial Statements/Income Statement, AND B. Fully signed copy of the FY 2017 federal tax form 990, AND C. Fully signed copy of the FY 2017 State tax form 199



[Audited Financial Statement](#)

[IRS Form 990](#)

[Pomona Budget FY 2019 - 2020](#)

Copy of City of Pomona Business License



[Pomona Business License](#)

Copy of Proof of Registration in SAM.GOV



[SAM.Gov](#)

Copy of Proof of Insurance Coverage - General Liability (min. \$1,000,000, per occurrence and \$2,000,000 aggregate), Auto Liability (min. \$1,000,000, per occurrence) & Workers' Compensation.



[Insurance Coverage](#)

Copy of Organization By-Laws



[Organization Bye-laws](#)

Copy of Organization Articles of Incorporation



[Articles of Incorporation](#)

Copy of Limited English Proficiency Plan (L.E.P)

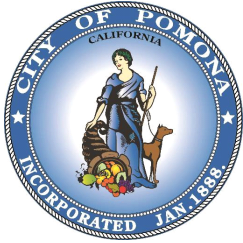


[LEP](#)

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City of Pomona
Neighborhood Services Department - Housing Division
Community Development Block Grant Program (PY) 2019-2020
2/8/2019 deadline

Foothill Family Shelter, Inc.
120-Day Stepping Stones Housing For Homeless Families

Jump to: [Application Questions](#) [Budget](#) [Required Documents](#)

\$ 12,000.00 Requested

Submitted: 1/8/2019 5:46:52 PM (Pacific)

Project Contact

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Additional Contacts

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Fax n/a

Web www.foothillfamilyshelter.org

Executive Director

Megan Nehamen
megan@foothillfamilyshelter.org

Application Questions [top](#)

AGENCY DESCRIPTION

1. What is the date of Incorporation?

Foothill Family Shelter was founded in 1984 and incorporated in 1994.

2. Select the type of organization: (check all that apply)

- ☐ Faith Based
☒ Non-Profit
☐ Government/Public Agency

3. How many total years of prior CDBG experience does your agency have?

We have received CDBG funds for over 20 years.

4. Enter the total amount of CDBG funds received from all sources for the years in question:

<input type="text" value="23002.00"/>	FY 2018-2019
<input type="text" value="22772.00"/>	FY 2017-2018
<input type="text" value="24025.00"/>	FY 2016-2017
<input type="text" value="19025.00"/>	FY 2015-2016
<input type="text" value="14025.00"/>	FY 2014-2015
<input type="text" value="102,849.00"/>	TOTAL

5. List the Federal award and funding amount your agency has received for the past five (5) years:

List year, source and total amount awarded. (Do Not Include CDBG)

FY 2014-2015 HUD \$34,0125

ESG 6,122

FY 2015-2016 HUD \$34,0125

ESG 6,122

FY 2016-2017 ESG 6,122

FY 2017-2018 ESG 6,122

FY 2018-2019 0

For the year 2016-2017 HUD adjusted the criteria for funding and realigned funding priorities which did not align 100% with our program model. We require our clients to remain drug and alcohol free during their time in our program housing and expect full program participation.

The ESG funding received was thru the City of Ontario. The basis for this funding is also dictated by HUD therefore we are no longer receiving these funds.

6. Provide the agency Mission Statement:

The mission of Foothill Family Shelter is to assure children and adults a future by helping them acquire skills that will enable them to maintain a home, job and at the same time develop the necessary self-esteem to function as a successful stable adult.

7. Select one (1) HUD OBJECTIVE and one (1) HUD OUTCOME that is best suited for your proposed project:

HUD has instituted performance measures to gather information and determine the effectiveness of programs funded with CDBG. Information obtained will be reported by the City to HUD.

- ☐ OBJECTIVE: SUITABLE LIVING ENVIRONMENT- This project objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment (such as poor quality infrastructure) to social issues, such as crime prevention, child care, literacy, or elderly health services. It includes improving the safety and livability of neighborhoods, increasing access to quality facilities and services, and revitalizing deteriorating neighborhoods.
- ☒ OBJECTIVE: DECENT HOUSING- This project objective focuses on housing programs possible under CDBG where the purpose of the program is to meet individual, family, or community needs and not programs where housing is an element of a larger effort, since such programs would be more appropriately reported under suitable living environment.
- ☐ OBJECTIVE: CREATING/EXPANDING ECONOMIC OPPORTUNITY- This project objective applies to the types of activities related to economic development, commercial revitalization or job creation.
- ☒ OUTCOME: NEW OR IMPROVED AVAILABILITY/ACCESSIBILITY- This outcome applies to activities that make services, infrastructure, public facilities, employment opportunities, housing or shelters available or accessible to low/moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income persons where they live.
- ☐ OUTCOME: AFFORDABILITY- This outcome applies to activities that provide affordability in a variety of ways in the lives of low/moderate income people. It can include the creation or maintenance of affordable housing or basic infrastructure hook-ups, or services such as transportation or day care.
- ☐ OUTCOME: SUSTAINABILITY- This outcome applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to low/moderate income persons.

PRIORITIES

8. Select the following GOALS, STRATEGIES, INITIATIVES and/or CORE VALUES your project will address:

Refer to the RESOURCE tab for additional data.

- ☐ Consolidated Plan Goals
- ☒ Strategies to Help Pomona's Homeless
- ☐ Pomona's Promise Initiatives
- ☐ City's Core Values

9. Explain how the proposed project addresses the outcome(s) selected above.

Include any supporting statistics or other factual information related to supporting the importance of addressing the need, including any increase and/or improvement to services provided.

Foothill Family Shelter has been committed to serving homeless families since 1984 and FY 2017-2018 25% of our clients housed are from the City of Pomona. As of December 2018, half way thru our fiscal year, 16% of clients housed are from the City of Pomona. Our goal is to break the cycle of homelessness by providing education, life-skills and other services supportive services. Our professional team works closely with each family to ensure the regain independence and self-

sufficiency. We work with low/moderate income level families experiencing homelessness by providing not only shelter and housing programs, but support each family individually through our comprehensive mandatory case management/therapy services.

OBJECTIVE: DECENT HOUSING- This project objective focuses on housing programs possible under CDBG where the purpose of the program is to meet individual, family, or community needs and not programs where housing is an element of a larger effort, since such programs would be more appropriately reported under suitable living environment.

OUTCOME: NEW OR IMPROVED AVAILABILITY/ACCESSIBILITY- This outcome applies to activities that make services, infrastructure, public facilities, employment opportunities, housing or shelters available or accessible to low/moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income persons where they live.

NATIONAL OBJECTIVES

10. To be eligible for CDBG funding from the City, the project must meet only one of the following National Objectives below that benefit low to moderate income persons.

- ✓ Low-Moderate Clientele (LMC): Benefit clientele that is generally presumed to be low to moderate-income: abused children, battered spouses, elderly persons (62 yrs. and over), severely disabled adults, homeless persons, illiterate adults, persons with AIDS and migrant farm workers.
- ✓ Low-Moderate Clientele (LMC): Require documentation on family size and income in order to show that at least 51 percent of the clientele are LMI.
- ✓ Low-Moderate Clientele (LMC): Have income eligibility requirements limiting the activity to LMI persons only.
- ✓ Low-Moderate Clientele (LMC): Be of such a nature and in such a location that it can be concluded that clients are primarily LMI (i.e. – day care center in a public housing complex)
- ⊖ Low-Moderate Clientele (LMC): Serve to remove material or architectural barriers to the mobility or accessibility of elderly persons (62 yrs. and over) or severely disabled adults. (ADA accessibility)
- ✓ Low Moderate Area (LMA): To qualify under this subcategory, at least 51% of the residents within the targeted activity area are Low to Moderate income persons. Refer to the CDBG Eligible Area Map located in the
- ⊖ Low-Moderate Housing (LMH): To qualify under this subcategory, the activity must result in housing that will be occupied by Low to Moderate income persons upon completion. The housing can be either owner or renter occupied and can be either one family or multi-unit structures. Rental housing must be occupied at affordable rents.
- ⊖ Low-Moderate Jobs (LMJ):
- ⊖ Addresses Conditions of Slum and Blight
- ✓ Meets an Urgent Community Need

11. Select the activity that is most appropriate for your agency's proposed project:

- ⊖ Battered & Abused Spouses Services
- ⊖ Centers: includes for child care, disabled, youth, seniors, facilities for AIDS patients, etc
- ⊖ Code Enforcement (internal City department applications only)
- ⊖ Crime Prevention & Awareness Services
- ⊖ Direct Financial Assistance to Homebuyers
- ✓ Education
- ✓ Employment Services / Job Training
- ⊖ Fair Housing Services
- ✓ Health Services: includes mental health
- ✓ Homeless Services: includes facilities, shelters, etc
- ⊖ Facility Improvements
- ⊖ Infrastructure Improvements
- ⊖ Housing Rehabilitation & Historic Preservation (currently not accepting applications for these activities)
- ⊖ Senior Services
- ⊖ Youth Services
- ⊖ Adult Services
- ⊖ "Other-please explain:"

PROJECT BENEFIT TO LOW AND MODERATE INCOME CLIENTS/HOUSEHOLDS

12. Select all populations to be served by your proposed project:

- ☒ Adults
- ☒ Homeless
- ☐ Persons with Disabilities
- ☐ Persons with Mental Illness
- ☐ Senior Citizens: must be age 62 and over
- ☐ Victims of Child Abuse
- ☐ Victims of Domestic Abuse
- ☒ Youth
- ☐ "Other - please explain:"

PROJECT ACTIVITY

13. Describe the proposed project & provide: 1. Detailed description 2. Number of beneficiaries to be served 3. Timeline for completion 4. Frequency of service 5. How the service is provided (as group, class, one on one mtg, phone referrals, etc)

If you are proposing an infrastructure/facilities project include: 1. Proposed scope of work/Tract # w/ block group 2. Timeline for completion: Bidding process, site prep, final occupancy, etc 3. Address prevailing wage & federal reporting

The goal of the Stepping Stones Program is to break the cycle of homelessness and provide an opportunity for families to become self-sufficient. The Stepping Stones Program is unique as it provides 120-days of rent-free living for the homeless population and requires strict guidelines for them to succeed. In lieu of rent, we ask our clients for a change in behavior. Families are required to save a minimum of 50% of their income, attend mandatory weekly meetings with both their case manager and therapist. They set goals with their case manager and receive counseling to improve their mental health. A variety of therapies are used to address issues of depression, healthy relationships, effective and positive communication and challenges of dealing with homelessness; therapies include: Psycho, Reality and Play Therapy, Family Systems, and Cognitive Behavior. Clients also participate in our LEARN (life-skills, education, attitude, resources, nutrition) workshops; basic life skills, cooking demonstrations, how to keep their apartment clean, etc. Clients participate in a weekly process group, while our youth and adolescents attend groups that are age-appropriate. Each client must also volunteer at the Shelter or Foothill Family Thrift Store, teaching importance of giving back to the community. Once our clients graduate from our program, we allow them to access the Food Pantry, case management and therapy on an as-needed basis, receive a Thanksgiving basket and Christmas wishes, for up to 5 years, continuing to provide a safety net for their success. When past clients receive services, they complete a survey that shows their current housing and employment status. Children are required to participate in our LEAP program (Literacy, Enrichment, Activities, Programs) where our team develops age-appropriate activities that bring new experiences to our children and help improve their social and emotional well-being. Activities include: a partnership with School on Wheels Tutoring and iReads, Christmas in July, holiday shopping sprees, Thanksgiving Feast, Back to School Kick-Off, Spring Party, Quakes Family Baseball Night and other events that bring great value.

The goals of the program are to:

1. Provide a 2-bedroom , fully furnished apartment for 30 homeless adults and 50 children for 120-days during the year
3. Provide weekly counseling and case management meetings for each client; employment services available as needed (job search, mock interviews, resume development and access to our Dress For Success Clothing Closet).
4. Assure 100% of our clients start a savings plan by investing a minimum of 50% of their income each month and placing it in a trust account
5. Graduate 85% of our clients and move them into our 1-year program or into another apartment/house in the community.

Objective I: Clients will develop money management skills with the expectation of saving a minimum of 50% of their income

Expected Outcomes: adults will be financially stable and prepared to secure permanent housing because they participated in our mandatory savings program. On average, clients save \$2,000 during the 120-day Stepping Stones Program

Objective II: Clients will work with our Job Developer to secure and /or upgrade employment to increase their earned income.

Expected Outcomes: adults will effectively secure and maintain employment in order to prevent future homelessness

Objective III: Clients will improve their mental health and well-being to live a sustainable and independent life after the completion of our 120-day Stepping Stones Program. Children will also improve their overall well-being; socially, emotionally and academically.

Expected Outcomes: adults will exit Stepping Stones having new skills to live a well-balanced life: healthy relationships, appropriate boundaries, parenting education, self-worth/self-confidence. They will also break down any barriers from past issues that may have led to their homelessness. School-aged children will become self-confident and overcome the emotional trauma triggered by homelessness.

These objectives are measurable and realistic. Clients are assessed during the 120 days by their case managers, therapists, and Licensed Clinical Social Worker. Data is collected on the progress of each client. They are encouraged and given support with every step they take to accomplish their goals. Our client service team also recently developed a 60 day review that will be used for each 120-day resident. This tool allows us to measure their progress, discuss participation and strengthen their case plan to ensure they're on track to successfully exit our program. This review has been very valuable and will continue to bring great insight to our team. Over the past 3 years we've made some programmatic adjustments in an effort to better help our families succeed, while having the tools to measure success and impact.

PROJECT INFORMATION

14. Provide a description of the service area and/or target area/neighborhood boundaries to be served.

Foothill Family Shelter serves qualified individuals from the east end of Los Angeles County and the west end of San Bernardino County, including and limited to the following cities: Pomona, Claremont, Upland, Ontario, Montclair and Rancho Cucamonga.

15. Indicate & explain the method that your agency will use to track family size, ethnicity, income levels and verify income.

Example: computer software; Application/Manual Collection or Other

Statistics are maintained for each resident of the shelter, including family size, ethnicity, income levels, city of residence, age and gender. Data is captured and documented on a spreadsheet. Information is extracted from the initial application clients must complete in order to be considered, but then verified by the case manager, once accepted into the program. Income is verified through paycheck stubs, county paperwork such as a recent notice of action, unemployment paperwork, or any other paperwork associated with earned income.

16. Indicate if this project will result in the provision of a NEW SERVICE for City of Pomona residents?

If it will, describe how the direct service proposed is not a duplication of existing services available to the target population previously identified

Currently residents of Pomona are eligible to receive services from Foothill Family Shelter; 120-day, 1-year and extended housing, access to our Help Desk which aids families and individuals with food assistance, diapers, wipes, clothing and hygiene necessities. Awarded dollars will not create new services for Pomona residents, but funds will contribute to our ability to continue serving homeless families from Pomona in various capacities. Currently over 16% of our clients served identify from Pomona.

Housing resources for homeless families are limited and our program model is unique, effective and designed to serve multiple communities, including Pomona.

17. Indicate if this project will result in a quantifiable increase in the level of service of an existing service.

If it will, describe how the direct service proposed demonstrates a quantifiable increase in access and the level of an existing service currently provided.

This project will not result in a quantifiable increase in the level of service as this funding request is in direct support of our 120-day housing program which has been successfully helping homeless families since 1984. This funding is not intended to increase capacity, although there is a need, yet it will ensure we are financially equipped to continue providing necessary services to families selected to go through our program.

18. Indicate if this project will charge fees to the CDBG clientele for any of the project activities previously described?

If it will, describe what fees are collected, justification for the fees, what is the fee schedule (amounts charged), and how the fees will be expended.

The Stepping Stones Program is intended to house families with no rent/utility costs incurred. Additionally, our supportive services are provided free of charge to our clients. Families have 120-days to work closely with our professional team in order to acquire the necessary skills and develop an exit strategy so they can move into a home of their own and live independently. We require that families save 50% of their income and our no-charge services allow families to financially prepare for their transition out. Families who are accepted into the 1-year housing are required to pay 30% of their income toward rent but all 120-day families are granted the opportunity to live free of household expenses, including rent and utilities while receiving direct services which include case management, counseling, job development and children's enrichment activities.

RECORD KEEPING PROCEDURES

19. Describe the procedures your agency will use to track and monitor the progress of the project:

The Stepping Stones Program evaluation is based on the number of families that successfully graduate from our program. We currently have an 86% success rate. Our therapists conduct a pre and post test/depression survey. Our Client Service Team and LCSW meet twice a month to review client records to ensure each client/child is meeting their goals. When clients exhibit concerning behaviors our team takes action to address individual concerns; our progressive discipline philosophy has proven to be effective; clients first receive a verbal warning, when another issue arises, they receive a second written notification. In the event there continues to be a concern with their behavior or participation (missed appointments, failure to save, etc), they receive a third written warning. The final offense results in a termination with right to appeal. Our goal is to help our clients succeed and we know success begins with a change in behavior and accountability.

Our client service team recently developed a 60 day review that will be used for each 120-day resident. This tool allows us to measure their progress, discuss participation and strengthen their case plan to ensure they're on track to successfully exit our program. This review has been very valuable and will continue to bring great insight to our team. Over the past 3 years we've made some programmatic adjustments in an effort to better help our families succeed, while having the tools to measure success and impact in addition to developing new programs to better serve our families. Impact is measured by the number of families (adults and children) that graduate from our program and find permanent stable living conditions.

20. Describe your agency's record keeping procedures, with regards to the proposed project:

FFS maintains statistics on the size of each household, length of stay, ethnicity, race, city of origin and employment status. We use a Family Assessment Form to evaluate program effectiveness, that measure: 1. employment status, 2. housing disposition, 3. levels of depression and 4. amount of savings in their trust account. Savings accounts are monitored by individual case managers and funds are maintained in trust accounts. Clients are required to make monthly deposits whether their income is from cash aid, unemployment or employment earnings. On average, families save \$2,500 upon exiting our 120-day program. These dollars coupled with the direct services they receive equip families to regain independence and self-sufficiency so they can move into a home of their own.

These measurements determine success in preparing families for self-sufficiency by assessing their ability to find affordable housing, increase their income through employment or school and alleviating levels of depression. We also maintain a monthly census which captures client demographics: city of residency, employment status, race, ethnicity, age and gender.

21. Describe the procedures your agency will use to separate and track CDBG activities and expenditures from other funds:

All funding for programs is allocated as awarded and expenditures are documented for the funding source.

\$1,000 for Clinical Supervision

\$2,500 for Case Managers

\$2,500 for Counselors

\$1,000 for Property Manager

\$2,500 for Utilities for 120-day clients

\$2,500 for Liability Insurance for the 120-day apartments

ORGANIZATIONAL CAPACITY**22. Has your agency ever done this type of activity before?**

☒ YES

☐ NO

23. Describe your agency's experience in completing projects and highlight past accomplishments:

Foothill Family Shelter has over 35 years experience of housing homeless families and while we've developed and improved our services over the years, our core mission has not changed.

Our team has developed effective ways to measure success and an instrumental method for maintaining thorough case notes and monitoring clients' progress and participation.

Our best practices are based on 35 years of implementation, assessment and impact. Collectively, our professional staff has a wealth of knowledge and experience which positively influences program management and oversight. Our expert key program staff not only has longevity with Foothill Family Shelter, but each one brings a high level of education and/or professional experience from the non-profit sector and/or field work with a like organization.

Foothill Family Shelter has been successfully serving homeless families since 1984 and we are proud to report that over 85% of our families transition into a home of their own after completing our program. Foothill Family Shelter has been named Non-

Profit of The Year by Claremont Chamber and awarded the prestigious YAWA award by San Manuel Band of Mission Indians. Our staff has received distinct awards giving recognition for their tireless efforts to aid homeless families in crisis.

24. Describe your agency's experience with CDBG or other Federal grant programs:

Foothill Family Shelter has been receiving CDBG funds for many years. We have also received Federal grants and have successfully executed programs while complying with grant requirements and meeting documentation/reporting expectations. Funding has shifted and we only receive a small portion of CDBG and Federal grants due to eligibility. Our long time history of receiving such funds has been positive and effective; funds have always been spent according to budget and reports have been submitted according to deadlines.

25. Describe your agency's current capacity, including staff and volunteer qualifications, in carrying out the proposed activity:

Foothill Family Shelter is governed by a Board of Directors and we currently have 15 members. Our board was developed strategically in an effort to diversify resources and leverage talent. Volunteers play a critical role in our day to day operation and are instrumental in all facets of the organization. Our professional staff implements our programs and ensures that not only our mission is being carried out, but that our programs and services are measured and proven to be effective. We have an Executive Director and Associate Director who oversee all functions of the organization, including policies, administrative duties, fund development and program oversight, a Licensed Clinical Social Worker who manages our unpaid clinical interns, a case manager, a case manager/therapist/job developer (LMFT) and a case manager/therapist/parenting program coordinator. Additionally we have an administrative assistant and a volunteer coordinator.

26. Describe your agency's administrative systems by indicating YES or NO for each item that exists within your agency's organizational structure.

<input type="checkbox"/>	Yes	Are written procedures in place? (Formal Personnel System)
<input type="checkbox"/>	Yes	Can staff salary be tracked by funding source?
<input type="checkbox"/>	Yes	Are formal written accounting procedures in place? (Audit System)
<input type="checkbox"/>	Yes	Are there Record keeping Systems/Separate tracking system for each funding source?
<input type="checkbox"/>	Yes	Are there formal written Cash Management Practices (includes proper security measures)
<input type="checkbox"/>	Yes	Are hard copy files and or computer records systems with security and back-up in place?
<input type="checkbox"/>	Yes	Are internal monitoring/evaluation systems in place?
<input type="checkbox"/>	Yes	Are internal monitoring/evaluation systems procedures in compliance with Sarbanes-Oxley?
<input type="checkbox"/>	Yes	Is client's eligibility verified?
<input type="checkbox"/>	Yes	Is client demographic data collected and a reporting system in place?
<input type="checkbox"/>	Yes	Are there written formal procurement policies/procedures in place?
<input type="checkbox"/>	Yes	Are Conflict of Interest Policies in place?
<input type="checkbox"/>	Yes	Are Client Grievance Policies in place?
<input type="checkbox"/>	Yes	Does your agency generate annual fundraising revenue?
<input type="checkbox"/>	Yes	Is there Financial Oversight by the Board of Directors?
<input type="checkbox"/>	Yes	Is there Program Oversight by the Board of Directors?
<input type="text" value="0.00"/>	TOTAL	

27. If any gap exists in your agency's administrative systems, describe what they are and how they will be addressed, as well as the timing for resolving?

There are no current gaps identified in our administrative systems but if one were to develop, we are equipped to resolve any concerns immediately. Our key staff and Board of Directors are visionary leaders who bring a solution oriented outlook to the table; additionally, our Board has sub-committees to focus on detail and bring solutions to any gaps/opportunities.

28. Indicate your agency's Financial System

- ☐ Cash Basis
- ☒ Accrual Basis

29. Select your agency's Fiscal Year Term:

- ☐ January - December

- ☒ July - June
- ☐ October - September
- ☐ "Other - please explain:"

ACCESSIBILITY FOR PERSONS WITH PHYSICAL DISABILITIES

30. Federal regulations require that all program services, housing, and facilities assisted with CDBG funds be accessible to the disabled, whenever feasible. Does the service site currently, or will it, meet ADA standards for accessibility?

Includes: ramps, parking, bathroom grab bars, top of toilet seats that meet required height from the floor, wheelchair maneuverability, accessible water fountains, access between floors, other improvements including serving the blind & deaf.

- ☒ YES
- ☐ NO
- ☐ N/A

31. If No, describe accessibility problems and method to address problems, including funding and timetable:
n/a

EMPLOYMENT AND CLIENT PARTICIPATION

32. Do you notify the public that your agency does not discriminate based on race, color, religion, gender, sexual orientation, national origin, age or disabilities in hiring practices or provision of services?

- ☒ YES, please explain: We have a non-discrimination policy that is noted on our website as well as posted in our main lobby. ,
- ☐ NO, please explain: We have a non-discrimination policy that is noted on our website as well as posted in our main lobby. ,

33. If you answered 'YES' to question #32, indicate how:

We have a non-discrimination policy that is noted on our website as well as posted in our lobby so clients know decisions are not based on race, color, religion, gender, sexual orientation, national origin, age or disabilities. There is significant diversity among staff, Board, volunteers and residents of the shelter.

34. If you answered 'NO' to question #32, is the agency willing to adopt the practice?

- ☒ YES
- ☐ NO

35. Can this project proceed on July 1, 2019?

- ☒ YES
- ☐ NO

Budget [top](#)

Proposed FY 19-20 Budget	Request	Other Sources	Total CDBG Request
CDBG	\$ 12,000.00	\$ 199,350.00	\$ 211,350.00
HOME			\$ 0.00
ESG			\$ 0.00
Other Sources:			\$ 0.00
Total	\$ 12,000.00	\$ 199,350.00	\$ 211,350.00

Proposed Budget Details	Request	Other Sources	Total CDBG Request
Staff - Help Desk Coordinator	\$ 0.00	\$ 12,000.00	\$ 12,000.00
Staff - Volunteer Coordinator	\$ 0.00	\$ 12,000.00	\$ 12,000.00
Staff - Property Mgr	\$ 1,000.00	\$ 14,100.00	\$ 15,100.00
Staff - Clinical Supervisor	\$ 1,000.00	\$ 15,000.00	\$ 16,000.00
Staff - Case Managers	\$ 2,500.00	\$ 39,300.00	\$ 41,800.00
Staff - Counselors	\$ 2,500.00	\$ 36,000.00	\$ 38,500.00

Staff - Admin	\$ 0.00	\$ 19,500.00	\$ 19,500.00
Help Desk Supplies	\$ 0.00	\$ 2,750.00	\$ 2,750.00
Homeless Supplies	\$ 0.00	\$ 1,200.00	\$ 1,200.00
Thanksgiving Baskets	\$ 0.00	\$ 3,500.00	\$ 3,500.00
Pantry Supplies	\$ 0.00	\$ 3,750.00	\$ 3,750.00
Drug Screening	\$ 0.00	\$ 1,500.00	\$ 1,500.00
Children's Enrichment	\$ 0.00	\$ 4,850.00	\$ 4,850.00
Utilities (for housing units)	\$ 2,500.00	\$ 10,000.00	\$ 12,500.00
Rent	\$ 0.00	\$ 11,000.00	\$ 11,000.00
Insurance (for housing units)	\$ 2,500.00	\$ 2,900.00	\$ 5,400.00
Maintenance/Repairs	\$ 0.00	\$ 10,000.00	\$ 10,000.00
Transport			\$ 0.00
OTHER:			\$ 0.00
Total	\$ 12,000.00	\$ 199,350.00	\$ 211,350.00

Budget Narrative

The entire 120-day program budget is \$211,350 and the funds requested from the City of Pomona is \$12,000 which is less than 6% of the total. The Stepping Stones 120-day program is not a new program as we have been serving the Community by assisting at-risk homeless families since 1984. Over the years our capacity has increased and therefore our service area has also increased. Pomona has been part of our six city service area for many many years and in 2017-2018 25% of our clients listed Pomona as their city of origin.

Our program has several components to assure the success of our families transitioning from homelessness to stable permanent housing. Each adult in the household is required to meet weekly with a case manager and a therapist. We are requesting \$2,500 for salaries for case management and another \$2,500 for counseling salaries. We employ clinical interns as part of our staff and their work must be monitored by a Clinical Supervisor. We are asking \$1,000 toward the service fees for our contracted Clinical Supervisor. Our 120-day housing is comprised of two four-plex apartment buildings. Each apartment is two-bedroom, one bath so clients experience independent living rent and utility free for the 120-days. During this time they are expected to save 50% of their income and upon exit, most families have more than \$2,000 in their trust accounts, which we manage for them. All the monies are returned to the client upon successful completion of the program. A property manager is needed to maintain the over-sight of the property for maintenance and program compliance including cleaning inspections. We are asking for \$1,000 toward the salary of the property manager. We are also asking for \$2,500 toward liability insurance for the property as well as \$2,500 to help cover the costs of utilities for the 120-day clients as they live rent and utility free during their first 120-days.

Required Documents [top](#)

Documents Requested *

Required? Attached Documents *

Certification of Application download template	✓	Certification of Application
Certification Regarding Lobbying download template	✓	Certification Regarding Lobbying
Certification Regarding Debarment and Suspension download template	✓	Certification Regarding Debarment and Suspension
Certification Regarding a Drug Free Workplace download template	✓	Certification Regarding a Drug Free Workplace
Certification Regarding Reservation of Rights download template	✓	Certification Regarding Reservation of Rights
Certification Regarding Section 504 download template	✓	Certification Regarding Section 504
Certification Regarding Section 3 (if applicable) download template		
Certification Regarding Use of Real Property (if applicable) download template		
Certification of Compliance with Conflict of Interest & Procurement Policies download template	✓	Certification of Compliance with Conflict of Interest
Certification- Assurance of Audit Requirements	✓	Certification of Assurance of Audit Requirements

[download template](#)

Certification of Affiliation



[Certification of Affiliation](#)

[download template](#)

Certification- Project Contact Information



[Project Contact Information](#)

[download template](#)

Certification- Signature Authorization Form



[Signature Authorization Form](#)

[download template](#)

Certification Regarding Board of Directors/Governing Boards Economic Interest



[Certification Regarding Board of Directors/Governing Boards](#)

[download template](#)

State and Federal Tax Exemption Determination Letter



[Tax id](#)

Written Financial Management Procedures



[Financial Procedures Manual](#)

Written minute action and/or Board approval documentation signed by the Board President authorizing submittal of the CDBG application and authorizing the Board President or Agency Representative to sign the application.



[Written authorization](#)

Written documentation of the construction schedule developed for the proposed infrastructure/facilities projects only

Written documentation of all bidding process undertaken for the infrastructure/facilities proposed projects only

Job descriptions of all staff charged for the proposed project. Job descriptions should be limited to the specific duties/responsibilities associated with the proposed project, rather than a general agency description.(if applicable)

Contractors receiving \$750,000 or more of federal funding, when that funding represents more than 10% of the orgs annual budget, must submit salary and wage ranges for each of their job classifications, inc. executive salaries/benefits(if applicable)

Fiscal Documents for all NON-PROFIT AGENCIES (No exceptions) A. FY 2017 Financial Statements/Income Statement, AND B. Fully signed copy of the FY 2017 federal tax form 990, AND C. Fully signed copy of the FY 2017 State tax form 199



[2016-2017 FFS Form 990](#)
[2016-2017 Calif 199 Return](#)
[2016-2017 Financial Stmtts](#)

Copy of City of Pomona Business License



[Pomona Business License](#)

Copy of Proof of Registration in SAM.GOV



[Registration in SAM.GOV](#)

Copy of Proof of Insurance Coverage - General Liability (min. \$1,000,000, per occurrence and \$2,000,000 aggregate), Auto Liability (min. \$1,000,000, per occurrence) & Workers' Compensation.



[Proof of Ins.](#)

Copy of Organization By-Laws



[By-Laws](#)

Copy of Organization Articles of Incorporation



[Articles of Incorporation](#)

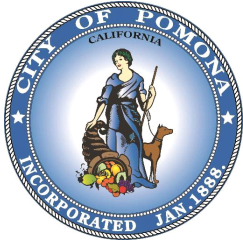
Copy of Limited English Proficiency Plan (L.E.P)



[Limited English Proficiency Plan](#)

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City of Pomona
Neighborhood Services Department - Housing Division
Community Development Block Grant Program (PY) 2019-2020
2/8/2019 deadline

House of Ruth, Inc.
Domestic Violence Outreach Center Services

Jump to: [Application Questions](#) [Budget](#) [Required Documents](#)

\$ 15,000.00 Requested

Submitted: 1/9/2019 3:34:39 PM (Pacific)

Project Contact

Shannon Hickman
shickman@houseofruthinc.org
Tel: (909)623-4364

Additional Contacts

none entered

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Claremont, CA 91711-

Telephone(909)623-4364

Fax (909)629-9581

Web <http://www.houseofruthinc.org>

Executive Director

Suzanne Aebischer
saebischer@houseofruthinc.org

Application Questions [top](#)

AGENCY DESCRIPTION

1. What is the date of Incorporation?

October 1, 1978

2. Select the type of organization: (check all that apply)

- ☐ Faith Based
☒ Non-Profit
☐ Government/Public Agency

3. How many total years of prior CDBG experience does your agency have?

16

4. Enter the total amount of CDBG funds received from all sources for the years in question:

<input type="text" value="32,000"/>	FY 2018-2019
<input type="text" value="33,500"/>	FY 2017-2018
<input type="text" value="34,900"/>	FY 2016-2017
<input type="text" value="28,500"/>	FY 2015-2016
<input type="text" value="27,138"/>	FY 2014-2015
<input type="text" value="156,038.00"/>	TOTAL

5. List the Federal award and funding amount your agency has received for the past five (5) years:

List year, source and total amount awarded. (Do Not Include CDBG)

2017-18: Office of Justice - \$191,519; HUD - \$242,431; Homeland Security - \$19,417; HHS - \$865,888; Agriculture Food and Nutrition Service - \$43,193

2016-17: Office of Justice - \$206,475; HUD - \$243,115; Homeland Security - \$19,384; HHS - \$979,451; Agriculture Food and Nutrition Service - \$5,095

2015-16: Office of Justice - \$244,820; HUD - \$239,979; Homeland Security - \$7,392; HHS - \$953,799; Agriculture Food and Nutrition Service - \$51,848

2014-15: Office of Justice - \$296,738; HUD - \$162,874; Homeland Security - \$29,745 ; HHS - \$818,605; Agriculture Food and Nutrition Service - \$35,974

2013-14: Office of Justice - \$232,795; HUD - \$212,848; Homeland Security - \$21,870; HHS - \$757,108; Agriculture Food and Nutrition Service - \$29,518

6. Provide the agency Mission Statement:

House of Ruth is dedicated to the safety and well-being of individuals victimized by domestic violence.

7. Select one (1) HUD OBJECTIVE and one (1) HUD OUTCOME that is best suited for your proposed project:

HUD has instituted performance measures to gather information and determine the effectiveness of programs funded with CDBG. Information obtained will be reported by the City to HUD.

- ✓ OBJECTIVE: SUITABLE LIVING ENVIRONMENT- This project objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment (such as poor quality infrastructure) to social issues, such as crime prevention, child care, literacy, or elderly health services. It includes improving the safety and livability of neighborhoods, increasing access to quality facilities and services, and revitalizing deteriorating neighborhoods.
- Ⓔ OBJECTIVE: DECENT HOUSING- This project objective focuses on housing programs possible under CDBG where the purpose of the program is to meet individual, family, or community needs and not programs where housing is an element of a larger effort, since such programs would be more appropriately reported under suitable living environment.
- Ⓔ OBJECTIVE: CREATING/EXPANDING ECONOMIC OPPORTUNITY- This project objective applies to the types of activities related to economic development, commercial revitalization or job creation.
- ✓ OUTCOME: NEW OR IMPROVED AVAILABILITY/ACCESSIBILITY- This outcome applies to activities that make services, infrastructure, public facilities, employment opportunities, housing or shelters available or accessible to low/moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income persons where they live.
- Ⓔ OUTCOME: AFFORDABILITY- This outcome applies to activities that provide affordability in a variety of ways in the lives of low/moderate income people. It can include the creation or maintenance of affordable housing or basic infrastructure hook-ups, or services such as transportation or day care.
- Ⓔ OUTCOME: SUSTAINABILITY- This outcome applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to low/moderate income persons.

PRIORITIES

8. Select the following GOALS, STRATEGIES, INITIATIVES and/or CORE VALUES your project will address:

Refer to the RESOURCE tab for additional data.

- ✓ Consolidated Plan Goals
- ✓ Strategies to Help Pomona's Homeless
- ✓ Pomona's Promise Initiatives
- Ⓔ City's Core Values

9. Explain how the proposed project addresses the outcome(s) selected above.

Include any supporting statistics or other factual information related to supporting the importance of addressing the need, including any increase and/or improvement to services provided.

OUTCOME: NEW OR IMPROVED AVAILABILITY/ACCESSIBILITY - House of Ruth provides critical life-saving services and programs to victims of domestic violence and their families that include offering up to 90 days of safe, emergency shelter. Our emergency shelter provides programs and support for victims and their children, including food, clothing, personal care items, group and individual counseling, legal and social services advocacy, employment assistance, and life-management skills. In the safe and caring environment of the shelter, victims can heal both physically and emotionally while they work on regaining their self-sufficiency. Our transitional program provides housing with case management for up to two years and, in addition to offering the same services as those who are in our emergency shelter, addresses the longer-term needs of victims and their children, providing the opportunity to work toward their goals of establishing independent, non-violent homes. All services and programs are offered free of charge without regard to the income level of victims, and all materials are presented in both

English and Spanish. Facilities are accessible for persons with disabilities. Our 24-hour emergency hotline continues to give victims of domestic violence access to crisis intervention and referral services that are tailored to each caller's specific circumstances.

NATIONAL OBJECTIVES

10. To be eligible for CDBG funding from the City, the project must meet only one of the following National Objectives below that benefit low to moderate income persons.

- ☒ Low-Moderate Clientele (LMC): Benefit clientele that is generally presumed to be low to moderate-income: abused children, battered spouses, elderly persons (62 yrs. and over), severely disabled adults, homeless persons, illiterate adults, persons with AIDS and migrant farm workers.
- ☐ Low-Moderate Clientele (LMC): Require documentation on family size and income in order to show that at least 51 percent of the clientele are LMI.
- ☐ Low-Moderate Clientele (LMC): Have income eligibility requirements limiting the activity to LMI persons only.
- ☐ Low-Moderate Clientele (LMC): Be of such a nature and in such a location that it can be concluded that clients are primarily LMI (i.e. – day care center in a public housing complex)
- ☐ Low-Moderate Clientele (LMC): Serve to remove material or architectural barriers to the mobility or accessibility of elderly persons (62 yrs. and over) or severely disabled adults. (ADA accessibility)
- ☐ Low Moderate Area (LMA): To qualify under this subcategory, at least 51% of the residents within the targeted activity area are Low to Moderate income persons. Refer to the CDBG Eligible Area Map located in the
- ☐ Low-Moderate Housing (LMH): To qualify under this subcategory, the activity must result in housing that will be occupied by Low to Moderate income persons upon completion. The housing can be either owner or renter occupied and can be either one family or multi-unit structures. Rental housing must be occupied at affordable rents.
- ☐ Low-Moderate Jobs (LMJ):
- ☐ Addresses Conditions of Slum and Blight
- ☐ Meets an Urgent Community Need

11. Select the activity that is most appropriate for your agency's proposed project:

- ☒ Battered & Abused Spouses Services
- ☐ Centers: includes for child care, disabled, youth, seniors, facilities for AIDS patients, etc
- ☐ Code Enforcement (internal City department applications only)
- ☐ Crime Prevention & Awareness Services
- ☐ Direct Financial Assistance to Homebuyers
- ☐ Education
- ☐ Employment Services / Job Training
- ☐ Fair Housing Services
- ☐ Health Services: includes mental health
- ☐ Homeless Services: includes facilities, shelters, etc
- ☐ Facility Improvements
- ☐ Infrastructure Improvements
- ☐ Housing Rehabilitation & Historic Preservation (currently not accepting applications for these activities)
- ☐ Senior Services
- ☐ Youth Services
- ☐ Adult Services
- ☐ "Other-please explain:"

PROJECT BENEFIT TO LOW AND MODERATE INCOME CLIENTS/HOUSEHOLDS

12. Select all populations to be served by your proposed project:

- ☐ Adults
- ☐ Homeless
- ☐ Persons with Disabilities
- ☐ Persons with Mental Illness
- ☐ Senior Citizens: must be age 62 and over

- ☐ Victims of Child Abuse
- ☒ Victims of Domestic Abuse
- ☐ Youth
- ☐ "Other - please explain:"

PROJECT ACTIVITY

13. Describe the proposed project & provide: 1. Detailed description 2. Number of beneficiaries to be served 3. Timeline for completion 4. Frequency of service 5. How the service is provided (as group, class, one on one mtg, phone referrals, etc)

If you are proposing an infrastructure/facilities project include: 1. Proposed scope of work/Tract # w/ block group 2. Timeline for completion: Bidding process, site prep, final occupancy, etc 3. Address prevailing wage & federal reporting

1. Detailed Description

House of Ruth's Walk-In Center provides victims of domestic violence with immediate access to quality, life-saving support and resources. The Walk-In Center is a safe place where victims meet with case managers and counselors who provide quality, trauma-informed care, a service delivery that is sensitive and mindful of the client's point of need. The intake process includes a history of the domestic violence and an assessment of the client's immediate needs. Once immediate needs are met, the client and case manager work together to develop a service plan that includes their goals and additional planning for their safety. The first case management meeting may include a discussion about the client's housing situation, health needs, employment, and any skills or education that the client may wish to obtain. The case manager and client also explore the client's resources as well as additional community resources that will assist them with attaining self sufficiency. For example, support offered to clients enrolled in CalWORKs will receive additional referrals to other social services if necessary. Clients who need continued emotional support as a result of the domestic violence are connected with our counseling department for appointments. In addition to individual counseling, clients may also choose to participate in group counseling sessions. Other types of legal advocacy support in the form of temporary restraining orders, court accompaniment, court preparation, information on divorce, support, child custody, and immigration issues are also provided.

2. Number of beneficiaries to be served

House of Ruth will provide supportive services to 100 residents of Pomona and their children who are victims of domestic violence at the Walk-In Center in Pomona. These goals will meet the need of increasing the immediate and future safety for victims and their children by, a) increasing their knowledge about domestic violence, b) by creating a knowledge base of other community resources available to them, c) and by empowering them to feel hopeful and confident about their futures through case management, counseling, and workshops that are held at the Walk-In Center.

3. Timeline for completion

House of Ruth is a year-round public service agency and the timeline for completion is ongoing. The goal of providing services to 100 residents of Pomona and their children is achievable over the course of one year; 75 victims of domestic violence from Pomona will attend two or more case management meetings to discuss their needs and plan for accomplishing their goals; 70 victims of domestic violence from Pomona will complete a safety plan or obtain a restraining order to keep themselves and their children safe; 60 victims of domestic violence from Pomona will attend life skills, workshops, counseling, or receive legal advocacy to assist with removing barriers to self-sufficiency.

4. Frequency of service

Walk-In Center Services are offered five days per week, between the hours of 8 am until 5 pm.

5. How the service is provided (as group, class, one on one mtg, phone referrals, etc)

The format of services that are offered in the Walk-In Center is dependent upon the client's needs. Case management (one-on-one) meetings can be scheduled as many times as necessary; counseling is offered between one and two sessions per week for each client, and sometimes in a group. Workshops on understanding domestic violence, parenting, life skills, financial/home management, and computer skills are offered at various times during the month and are conducted in a group setting.

PROJECT INFORMATION

14. Provide a description of the service area and/or target area/neighborhood boundaries to be served.

House of Ruth's service area straddles eastern Los Angeles County and western San Bernardino County, where many communities struggle with high rates of domestic violence, poverty, and homelessness. With an estimated population of over

150,000, Pomona residents comprise the majority of our clients. The State of California's Department of Justice reports that in 2016 the City of Pomona received a total of 1,026 domestic violence-related calls for assistance, up from 892 in 2016. In addition to calls to law enforcement, House of Ruth's 24-hour hotline answers almost 3,000 calls annually requesting crisis intervention. Our 24-hour hotline provides community referrals with information about domestic violence counseling and our children's domestic violence programs.

House of Ruth's organizational goals are to provide a safe and nurturing environment to all victims of domestic violence who reside in the City of Pomona. This will be achieved by providing our clients with trauma informed services, programs, and trained staff members that meet the client at their particular point of need. Our long-term goal is for clients and their children to live free from intimate-partner violence. Our long-term vision is to see a day when all relationships are healthy relationships and where every home is a safe one.

15. Indicate & explain the method that your agency will use to track family size, ethnicity, income levels and verify income.

Example: computer software; Application/Manual Collection or Other

House of Ruth utilizes a social service tracking software called Apricot. The database system allows all direct service staff members themselves to enter client information including services, case notes, etc., all of which is warehoused in a centralized location. Case managers, counselors, and administrators have access to the same database that records all of the services provided. Designated staff members are able to access the current number of services provided, run report analyses on individuals and families in order to measure and, more importantly, evaluate outcomes. The database also provides a way of scheduling and tracking appointments, is effective at client management and administration, and is secure for confidentiality and privacy.

Many of our clients come from extremely low or low-moderate income households and the initial intake done by the case manager includes notes on any income that is derived either through employment or through mainstream benefits such as SSI or TANF. As all services are free of cost, intake also includes on-site benefits advocacy services in the form of referrals for benefits and help completing applications if necessary.

16. Indicate if this project will result in the provision of a NEW SERVICE for City of Pomona residents?

If it will, describe how the direct service proposed is not a duplication of existing services available to the target population previously identified

The services that are provided at House of Ruth's Walk-In Center are not new services. However, victims of domestic violence seeking Walk-In Center services are often in crisis and have either fled or are in the process of fleeing their abuser. As such, clients may have accessed our services in some form or another (perhaps through our community education presence in Pomona). They may never have thought they would be a victim of domestic violence after calling our 24-hour hotline and seeking emergency shelter. The 13 core services our agency provides to each and every client are mandated by the State of California may be similar in scope, but because each client has specific and very different needs, they are never duplicated.

17. Indicate if this project will result in a quantifiable increase in the level of service of an existing service.

If it will, describe how the direct service proposed demonstrates a quantifiable increase in access and the level of an existing service currently provided.

Funding from Pomona's CDBG program for the fiscal year 19-20 will allow House of Ruth to provide Walk-In Center services to 100 Pomona residents who are victims of domestic violence. A quantifiable increase in the levels of our Walk-In Center services may occur, but it depends on the needs or desires of each client to take advantage of any services. All of our services are voluntary offerings; the client is not required to participate in counseling sessions, educational or life skills workshops, or other programming. Given that the majority of our clients accessing our services are Pomona residents, we anticipate that an increase in the level of services provide are achievable due to the activities embedded in each offering.

- Case Management – needs assessments, service plans, referral to other community services.
- Understanding the importance of safety planning, and developing individual safety plans.
- Individual and group counseling.
- Self-sufficiency programming, life skills workshops, assistance with finding and applying for housing and/or employment.
- Social services advocacy: support for victims enrolled in CalWORKs and referrals to mainstream social service programs across the community.
- Legal advocacy: assistance with temporary restraining orders, court accompaniment, court preparation, information on divorce, support, child custody, immigration issues.
- Child-related services: Children's counseling, parenting classes and childcare during mothers' program participation.

18. Indicate if this project will charge fees to the CDBG clientele for any of the project activities previously described?

If it will, describe what fees are collected, justification for the fees, what is the fee schedule (amounts charged), and how the fees will be expended.

No, all programming and services provided by House of Ruth are free of charge to all clients.

RECORD KEEPING PROCEDURES

19. Describe the procedures your agency will use to track and monitor the progress of the project:

As previously described, case managers and counselors track the progress of individual clients using our recently acquired database system according to the service plan that was developed between the client and their case manager during the intake process. Our Grants Analyst compiles statistical data for billing purposes on a monthly basis, but the data is also shared with our Programs Director (who supervises the Walk-In Center) to monitor and evaluate the progress of the project over the course of the project period.

20. Describe your agency's record keeping procedures, with regards to the proposed project:

Each new project is assigned a specific project code by our internal database system from which to record both expenditures and to produce income statements.

The CDBG proposal guidelines are reviewed each year to ensure that all regulations including eligible expenses are understood. All agency grant funds are managed by House of Ruth's Accounting Department, which is comprised of the Chief Financial Officer (CFO), the Staff Accountant, and the Grants Analyst. Generally Accepted Accounting Principles (GAAP) are utilized to financially manage the agency, and all record keeping is managed according to our internal Accounting Handbook. The annual single audit demonstrates that House of Ruth is in compliance with the record-keeping requirements of OMB A-133.

The Grants Analyst receives incoming checks from government grants and is responsible for entering revenue onto the accounts receivable spreadsheet. Amounts received are compared to the correlating reimbursement requests. If discrepancies are found, the Grants Analyst follows up with the funding source from whom the check is received. The Staff Accountant posts all revenue to the general ledger and prepares bank deposits. The Grants Analyst prepares all reports that are due to each funding source by their due dates.

21. Describe the procedures your agency will use to separate and track CDBG activities and expenditures from other funds:

Every new project funded to House of Ruth, regardless of funding source, is given a specific code from our accounting system that is used to track expenditures and to produce income statements. The Pomona CDBG budget is developed annually, including only eligible expenses as described in the guidelines. Prior to the contract start date, the CFO incorporates the CDBG budget into the agency's budget allocation spreadsheet. The spreadsheet identifies expenses by the grant/line item, and is instrumental in managing and keeping multiple funding sources separate. CDBG activities are tied to specific cities, and are tracked by City name. At each client's intake, case managers enter in which city each client resides. Data on the number and level of services provided to clients from Pomona can be queried from our new database system under "Pomona."

ORGANIZATIONAL CAPACITY

22. Has your agency ever done this type of activity before?

☒ YES

☐ NO

23. Describe your agency's experience in completing projects and highlight past accomplishments:

House of Ruth recently celebrated 40 years of experience providing victims of domestic violence and their children with seamless access to services that alleviate crises and promote their health and well-being. Our goals and objectives have remained consistent with current standards and practices that address domestic violence in a multi-level format. They are also aligned with our desired outcomes, which is to ensure that all who receive our services have: 1) an increased knowledge about how to plan for their safety; 2) an increased knowledge about community resources that are available to them; 3) an increased hopefulness about the future; 4) an increased confidence in asking for help; 5) and an increased knowledge about the effects of domestic violence on their life and the lives of their children.

Our organization's strengths over the past forty-one years lie in the talent and expertise of our staff members and leadership team. We have built a reputation of being leaders in the domestic violence social service sector, and are often called upon to share our expertise with others. Recent public recognition of the work that we do includes:

In September 2017, the Honorable Connie M. Leyva, from California's 20th Senatorial District, presented a Statewide Resolution that recognized House of Ruth's "outstanding contribution made to the local community and beyond over the course of 40 years."

In October 2018, the Honorable Tim Sandoval, Mayor of the City of Pomona, presented a Certificate of Recognition in, "solemn remembrance in honoring all victims of domestic violence," during our 2018 Candlelight Vigil.

In March 2018, Congresswoman Norma J. Torres presented a Certificate of Special Congressional Recognition to House of Ruth.

In November 2018, the Honorable Judy Chu, from California's 27th Congressional District, presented a Certificate of Congressional Recognition for House of Ruth's "high standards of excellence and outstanding achievements."

24. Describe your agency's experience with CDBG or other Federal grant programs:

As a 501©3 organization, House of Ruth relies on both government and private funding for program support. Much time and effort is devoted to acquiring funds from foundations and other private sources. New grants are researched throughout the year.

The ability to maximize the use of funds and a history of fiscal responsibility are both key components to obtaining new sources of funding. House of Ruth's experience with the use and management of Federal, State and local funding began over three decades ago. Support for House of Ruth programs includes 21 government grants, many of which have been in place for more than 20 years. Our annual audits are consistently clean with no findings.

25. Describe your agency's current capacity, including staff and volunteer qualifications, in carrying out the proposed activity:

House of Ruth is governed by a 14 member Board of Directors with extensive business and financial experience.

The agency's Executive Director, Sue Aebischer, has a BA in Social Welfare and more than 37 years of experience in the field of domestic violence. Ms. Aebischer worked as House of Ruth's Program Director for 13 years before becoming the Executive Director in 2005.

The agency's Chief Financial Officer (CFO), Sharon McGrath Gold, holds a MBA from the Claremont Graduate University and a BA in Psychology. She has been with House of Ruth for 18 years and previously served as a board member for 8 years.

Director of Programs Melissa Pitts has a Bachelor's Degree in Social Work from California State University- Los Angeles and has worked with House of Ruth for 18 years. Melissa oversees all programs of the agency including Residential Services, Community Services, Counseling, and Prevention Education. She is responsible for program compliance, efficacy, and ensuring that quality services are provided to each client.

Director of Development Pat Bell has a Bachelor's Degree in Communications with 25 years experience working in the corporate sector. Pat has extensive experience in sales, marketing, communications and management. Pat has been with House of Ruth since February 2007, directing fund raising activities, marketing, publicity and media relations. Pat also has experience, during her tenure at House of Ruth, managing the Transitional Housing program.

House of Ruth has a staff of 45 full and part-time personnel, almost one half of whom are bilingual English/Spanish speakers. All staff members who hold Management positions have degrees in the field of Social Services, and the majority of direct service staff members hold Bachelor's degrees or the equivalent. Regardless of their position at the agency, all staff members are required to complete House of Ruth's 40-hour domestic violence training. Additionally, House of Ruth has a cohort of over 110 volunteers who donate their time in a variety of ways to support the work that we do. They must also complete the 40-hour domestic violence training to become advocates with our agency. The duties they can choose from that relate to CDBG activities include covering our 24-hour hotline and assisting with our Children's Program activities.

26. Describe your agency's administrative systems by indicating YES or NO for each item that exists within your agency's organizational structure.

- | | | |
|-------------------------------------|-----|--|
| <input checked="" type="checkbox"/> | YES | Are written procedures in place? (Formal Personnel System) |
| <input checked="" type="checkbox"/> | YES | Can staff salary be tracked by funding source? |
| <input checked="" type="checkbox"/> | YES | Are formal written accounting procedures in place? (Audit System) |
| <input checked="" type="checkbox"/> | YES | Are there Record keeping Systems/Separate tracking system for each funding source? |
| <input checked="" type="checkbox"/> | YES | Are there formal written Cash Management Practices (includes proper security measures) |
| <input checked="" type="checkbox"/> | YES | Are hard copy files and or computer records systems with security and back-up in place? |
| <input checked="" type="checkbox"/> | YES | Are internal monitoring/evaluation systems in place? |
| <input checked="" type="checkbox"/> | YES | Are internal monitoring/evaluation systems procedures in compliance with Sarbanes-Oxley? |
| <input checked="" type="checkbox"/> | YES | Is client's eligibility verified? |
| <input checked="" type="checkbox"/> | YES | Is client demographic data collected and a reporting system in place? |
| <input checked="" type="checkbox"/> | YES | Are there written formal procurement policies/procedures in place? |
| <input checked="" type="checkbox"/> | YES | Are Conflict of Interest Policies in place? |
| <input checked="" type="checkbox"/> | YES | Are Client Grievance Policies in place? |

<input type="checkbox"/>	YES	Does your agency generate annual fundraising revenue?
<input type="checkbox"/>	YES	Is there Financial Oversight by the Board of Directors?
<input type="checkbox"/>	NO	Is there Program Oversight by the Board of Directors?
<input type="text" value="0.00"/>	TOTAL	

27. If any gap exists in your agency's administrative systems, describe what they are and how they will be addressed, as well as the timing for resolving?

Our agency administrative systems are reviewed and updated (if necessary) every fiscal year. These systems are secure and there are no gaps. If any gaps arise they are addressed immediately by the CFO and reported to the Executive Director, in addition to the appropriate staff members.

28. Indicate your agency's Financial System

- ☐ Cash Basis
- ☒ Accrual Basis

29. Select your agency's Fiscal Year Term:

- ☐ January - December
- ☒ July - June
- ☐ October - September
- ☐ "Other - please explain:"

ACCESSIBILITY FOR PERSONS WITH PHYSICAL DISABILITIES

30. Federal regulations require that all program services, housing, and facilities assisted with CDBG funds be accessible to the disabled, whenever feasible. Does the service site currently, or will it, meet ADA standards for accessibility?

Includes: ramps, parking, bathroom grab bars, top of toilet seats that meet required height from the floor, wheelchair maneuverability, accessible water fountains, access between floors, other improvements including serving the blind & deaf.

- ☒ YES
- ☐ NO
- ☐ N/A

31. If No, describe accessibility problems and method to address problems, including funding and timetable:

N/A

EMPLOYMENT AND CLIENT PARTICIPATION

32. Do you notify the public that your agency does not discriminate based on race, color, religion, gender, sexual orientation, national origin, age or disabilities in hiring practices or provision of services?

- ☒ YES, please explain: We include the below on all job announcements.,
- ☐ NO, please explain: We include the below on all job announcements.,

33. If you answered 'YES' to question #32, indicate how:

Every House of Ruth job description or posting contains the following statement:

House of Ruth prohibits discrimination on the basis of age, gender, race, ethnicity, national origin, cultures, religion, immigration status, veteran status, political beliefs, sexual identity, ability/disability, and health/mental health status in all its programs and activities, not only in respect to employment practices but also in the delivery of services. To comply with the Americans with Disabilities Act and other applicable laws insuring equal employment opportunities to qualified individuals with a disability, reasonable accommodations are made for the known physical or mental limitations of an otherwise qualified individual with a disability unless an undue hardship, direct threat to health and safety or other job-related consideration exists. Applicants or employees who require accommodation to perform the essential functions of the job should contact the Executive Director to request such an accommodation. The accommodation she/he is requesting or needs to perform the job should be specified. The request will be discussed, and if necessary, we will investigate barriers that make it difficult for the applicant or employee to have an equal opportunity to perform her/his job. Necessary accommodations will be made unless precluded by an undue hardship or other permissible considerations. AA/EOE.

34. If you answered 'NO' to question #32, is the agency willing to adopt the practice?

☒ YES

☐ NO

35. Can this project proceed on July 1, 2019?

☒ YES

☐ NO

Budget [top](#)

Proposed FY 19-20 Budget	Request	Other Sources	Total CDBG Request
CDBG	\$ 15,000.00		\$ 15,000.00
HOME			\$ 0.00
ESG			\$ 0.00
Other Sources:		\$ 491,504.00	\$ 491,504.00
Total	\$ 15,000.00	\$ 491,504.00	\$ 506,504.00

Proposed Budget Details	Request	Other Sources	Total CDBG Request
Staff - Chief Financial Officer	\$ 1,500.00	\$ 73,542.00	\$ 75,042.00
Staff - Community Services Case Manager 1	\$ 3,000.00	\$ 28,960.00	\$ 31,960.00
Staff - Community Services Case Manager 2		\$ 31,000.00	\$ 31,000.00
Staff - Community Services Advocate	\$ 6,800.00	\$ 18,784.00	\$ 25,584.00
Client Data Analyst	\$ 1,000.00	\$ 30,104.00	\$ 31,104.00
Additional Walk-In Center Services/Staff		\$ 255,297.00	\$ 255,297.00
Fringe Benefits: Worker's Comp	\$ 939.00	\$ 17,276.00	\$ 18,215.00
Fringe Benefits: SSI, Unemployment, Health	\$ 1,761.00	\$ 36,541.00	\$ 38,302.00
Total	\$ 15,000.00	\$ 491,504.00	\$ 506,504.00

Budget Narrative

The CDBG request is for a portion of salaries and benefits for four House of Ruth staff members.

The Chief Financial Officer (CFO) is responsible for developing the overall agency budget and analyzing project budgets for annual audit purposes. The CFO manages the financial and risk management operations, human resources, information technology, facilities, and government contract compliance.

The role of the Community Services Case Manager 1 is critical to providing direct services to Pomona clients who access our Walk-In Center. The case manager conducts the intake process that includes an assessment of a clients immediate needs in addition to working each client to prepare a personalized services (consisting of workshop offerings of the client's choosing) and a safety plan. They also explore additional resources that the client may qualify for such as TANF, CalWORKs, or other community resources. One on one meetings with each clients average between 1 and 2 times per week.

The Community Services Advocate is the Agency Receptionist, who welcomes and greets clients and visitors to the Pomona Walk-in Services Center. The Advocate directs clients and visitors to the appropriate person, answers business phones, directs calls, provides information, makes referrals, and takes messages. They also maintain and update confidential client files, including filing client case notes and other service delivery documentation.

The Client Data Analyst is responsible for running reports on the services that Pomona residents are receiving in addition to preparing all budget modifications and invoices for the project. They will also query data for analysis of the progress of a particular client or groups of clients for narrative reporting.

Required Documents [top](#)

Documents Requested *

Certification of Application
[download template](#)

Certification Regarding Lobbying
[download template](#)

Required? Attached Documents *

☒ [Certification of Application](#)

☒ [Certification Regarding Lobbying](#)

Certification Regarding Debarment and Suspension download template	✓	Certification Regarding Debarment and Suspension
Certification Regarding a Drug Free Workplace download template	✓	Certification Regarding a Drug Free Workplace
Certification Regarding Reservation of Rights download template	✓	Certification Regarding Reservation of Rights
Certification Regarding Section 504 download template	✓	Certification Regarding Section 504
Certification Regarding Section 3 (if applicable) download template		
Certification Regarding Use of Real Property (if applicable) download template		
Certification of Compliance with Conflict of Interest & Procurement Policies download template	✓	Certification of Compliance with Conflict of Interest & Procurement Policies
Certification- Assurance of Audit Requirements download template	✓	Assurance of Audit Requirements
Certification of Affiliation download template	✓	Certification of Affiliation
Certification- Project Contact Information download template	✓	Project Contact Information
Certification- Signature Authorization Form download template	✓	Certification- Signature Authorization Form
Certification Regarding Board of Directors/Governing Boards Economic Interest download template	✓	Certification Regarding Board of Directors/Governing Boards Economic Interest
State and Federal Tax Exemption Determination Letter	✓	State and Federal Tax Exemption Determination Letter
Written Financial Management Procedures	✓	financial management
Written minute action and/or Board approval documentation signed by the Board President authorizing submittal of the CDBG application and authorizing the Board President or Agency Representative to sign the application.	✓	Written minute action and/or Board approval documentation signed by the Board President authorizing submittal of the CDBG application and authorizing the Board President or Agency Representative to sign the application.
Written documentation of the construction schedule developed for the proposed infrastructure/facilities projects only		
Written documentation of all bidding process undertaken for the infrastructure/facilities proposed projects only		
Job descriptions of all staff charged for the proposed project. Job descriptions should be limited to the specific duties/responsibilities associated with the proposed project, rather than a general agency description.(if applicable)		Job descriptions
Contractors receiving \$750,000 or more of federal funding, when that funding represents more than 10% of the orgs annual budget, must submit salary and wage ranges for each of their job classifications, inc. executive salaries/benefits(if applicable)		
Fiscal Documents for all NON-PROFIT AGENCIES (No exceptions) A. FY 2017 Financial Statements/Income Statement, AND B. Fully signed copy of the FY 2017 federal tax form 990, AND C. Fully signed copy of the FY 2017 State tax form 199	✓	Audit 17-18 Latest Tax Return 990 and 199
Copy of City of Pomona Business License	✓	business license

Copy of Proof of Registration in SAM.GOV	✓	SAM Registration
Copy of Proof of Insurance Coverage - General Liability (min. \$1,000,000, per occurrence and \$2,000,000 aggregate), Auto Liability (min. \$1,000,000, per occurrence) & Workers' Compensation.	✓	Proof of Insurance Coverage
Copy of Organization By-Laws	✓	bylaws
Copy of Organization Articles of Incorporation	✓	articles of incorporation
Copy of Limited English Proficiency Plan (L.E.P)	✓	LEP plan

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Application ID: 129589

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City of Pomona
Neighborhood Services Department - Housing Division
Community Development Block Grant Program (PY) 2019-2020
2/8/2019 deadline

Inland Valley Council of Churches Food Security Program - Pomona

Jump to: [Application Questions](#) [Budget](#) [Required Documents](#)

\$ 10,000.00 Requested

Submitted: 12/20/2018 2:48:03 PM
(Pacific)

Project Contact

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Tel: 909-622-3806

Additional Contacts

none entered

Inland Valley Council of Churches

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Web www.inlandvalleyhopepartners.org

Application Questions [top](#)

AGENCY DESCRIPTION

1. What is the date of Incorporation?

12/28/1970

2. Select the type of organization: (check all that apply)

- ☒ Faith Based
- ☒ Non-Profit
- ☐ Government/Public Agency

3. How many total years of prior CDBG experience does your agency have?

21

4. Enter the total amount of CDBG funds received from all sources for the years in question:

FY 2018-2019

FY 2017-2018

FY 2016-2017

FY 2015-2016

FY 2014-2015

TOTAL

5. List the Federal award and funding amount your agency has received for the past five (5) years:

List year, source and total amount awarded. (Do Not Include CDBG)

Emergency Food & Shelter Program (EFSP), phase 35 (1/1/2018-1/31/2019) \$143,313; Phase 34 (10/1/16-1/31/18) \$157,022; Phase 33 (10/1/2015-9/30/2016) \$169,064; Phase 32 (3/1/2014-9/30/2015) \$197,655; Phase 31 (4/1/2013-2/28/2014) \$201,378; Phase 30 (1/1/2012-3/31/13) \$218,772. HUD (for Rapid Re-Housing): 2018/19 \$142,050; 2017/18 \$141,000; 2016/17 \$141,000; 2015/16 \$137,000 (1st year).

6. Provide the agency Mission Statement:

Inland Valley Council of Churches, dba Inland Valley Hope Partners: a collaboration that brings together faith communities, businesses, individuals and community groups, to ensure the empowerment of people in need by providing food, shelter and supportive services.

7. Select one (1) HUD OBJECTIVE and one (1) HUD OUTCOME that is best suited for your proposed project:

HUD has instituted performance measures to gather information and determine the effectiveness of programs funded with CDBG. Information obtained will be reported by the City to HUD.

- ✓ OBJECTIVE: SUITABLE LIVING ENVIRONMENT- This project objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment (such as poor quality infrastructure) to social issues, such as crime prevention, child care, literacy, or elderly health services. It includes improving the safety and livability of neighborhoods, increasing access to quality facilities and services, and revitalizing deteriorating neighborhoods.
- ⊖ OBJECTIVE: DECENT HOUSING- This project objective focuses on housing programs possible under CDBG where the purpose of the program is to meet individual, family, or community needs and not programs where housing is an element of a larger effort, since such programs would be more appropriately reported under suitable living environment.
- ⊖ OBJECTIVE: CREATING/EXPANDING ECONOMIC OPPORTUNITY- This project objective applies to the types of activities related to economic development, commercial revitalization or job creation.
- ⊖ OUTCOME: NEW OR IMPROVED AVAILABILITY/ACCESSIBILITY- This outcome applies to activities that make services, infrastructure, public facilities, employment opportunities, housing or shelters available or accessible to low/moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income persons where they live.
- ⊖ OUTCOME: AFFORDABILITY- This outcome applies to activities that provide affordability in a variety of ways in the lives of low/moderate income people. It can include the creation or maintenance of affordable housing or basic infrastructure hook-ups, or services such as transportation or day care.
- ✓ OUTCOME: SUSTAINABILITY- This outcome applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to low/moderate income persons.

PRIORITIES

8. Select the following GOALS, STRATEGIES, INITIATIVES and/or CORE VALUES your project will address:

Refer to the RESOURCE tab for additional data.

- ✓ Consolidated Plan Goals
- ✓ Strategies to Help Pomona's Homeless
- ✓ Pomona's Promise Initiatives
- ✓ City's Core Values

9. Explain how the proposed project addresses the outcome(s) selected above.

Include any supporting statistics or other factual information related to supporting the importance of addressing the need, including any increase and/or improvement to services provided.

Our food security program addresses suitable living environment, homeless services, reducing the number of unsheltered homeless individuals/families, improve residents' health by offering healthy produce, and offer excellent customer service, open communication and cultural sensitivity.

We offer basic staple foods, fresh produce and meat to families and individuals. About 15% of our clients at our Bet Center in Pomona are homeless, the other 85% have housing, often sharing this housing with other families.

In addition, we offer supportive services, such as assistance with enrolling in CalFresh, assistance with obtaining a California ID, information on housing services and homeless prevention services such as rental assistance, as well as rental/move in assistance. Since July 2015 we moved over 75 families into stable housing thanks to our Rapid Re-Housing program; about half of these families came from Los Angeles County, with several being homeless in Pomona: the families learned about this program at our food security program site.

Many of the individuals and families provide us with their e-mail addresses, so we can send them information on employment opportunities, landlord/tenant workshops, nutrition and other information that will assist these no, very low and low income

NATIONAL OBJECTIVES

10. To be eligible for CDBG funding from the City, the project must meet only one of the following National Objectives below that benefit low to moderate income persons.

- ☐ Low-Moderate Clientele (LMC): Benefit clientele that is generally presumed to be low to moderate-income: abused children, battered spouses, elderly persons (62 yrs. and over), severely disabled adults, homeless persons, illiterate adults, persons with AIDS and migrant farm workers.
- ☒ Low-Moderate Clientele (LMC): Require documentation on family size and income in order to show that at least 51 percent of the clientele are LMI.
- ☐ Low-Moderate Clientele (LMC): Have income eligibility requirements limiting the activity to LMI persons only.
- ☐ Low-Moderate Clientele (LMC): Be of such a nature and in such a location that it can be concluded that clients are primarily LMI (i.e. – day care center in a public housing complex)
- ☐ Low-Moderate Clientele (LMC): Serve to remove material or architectural barriers to the mobility or accessibility of elderly persons (62 yrs. and over) or severely disabled adults. (ADA accessibility)
- ☐ Low Moderate Area (LMA): To qualify under this subcategory, at least 51% of the residents within the targeted activity area are Low to Moderate income persons. Refer to the CDBG Eligible Area Map located in the
- ☐ Low-Moderate Housing (LMH): To qualify under this subcategory, the activity must result in housing that will be occupied by Low to Moderate income persons upon completion. The housing can be either owner or renter occupied and can be either one family or multi-unit structures. Rental housing must be occupied at affordable rents.
- ☐ Low-Moderate Jobs (LMJ):
- ☐ Addresses Conditions of Slum and Blight
- ☐ Meets an Urgent Community Need

11. Select the activity that is most appropriate for your agency's proposed project:

- ☐ Battered & Abused Spouses Services
- ☐ Centers: includes for child care, disabled, youth, seniors, facilities for AIDS patients, etc
- ☐ Code Enforcement (internal City department applications only)
- ☐ Crime Prevention & Awareness Services
- ☐ Direct Financial Assistance to Homebuyers
- ☐ Education
- ☐ Employment Services / Job Training
- ☐ Fair Housing Services
- ☐ Health Services: includes mental health
- ☐ Homeless Services: includes facilities, shelters, etc
- ☐ Facility Improvements
- ☐ Infrastructure Improvements
- ☐ Housing Rehabilitation & Historic Preservation (currently not accepting applications for these activities)
- ☐ Senior Services
- ☐ Youth Services
- ☐ Adult Services
- ☒ "Other-please explain:" Food Security - emergency food supplies

PROJECT BENEFIT TO LOW AND MODERATE INCOME CLIENTS/HOUSEHOLDS

12. Select all populations to be served by your proposed project:

- ☒ Adults
- ☒ Homeless
- ☒ Persons with Disabilities
- ☒ Persons with Mental Illness
- ☒ Senior Citizens: must be age 62 and over
- ☒ Victims of Child Abuse
- ☒ Victims of Domestic Abuse

- ✓ Youth
- ✓ "Other - please explain:" we serve all populations, ages, etc.

PROJECT ACTIVITY

13. Describe the proposed project & provide: 1. Detailed description 2. Number of beneficiaries to be served 3. Timeline for completion 4. Frequency of service 5. How the service is provided (as group, class, one on one mtg, phone referrals, etc)

If you are proposing an infrastructure/facilities project include: 1. Proposed scope of work/Tract # w/ block group 2. Timeline for completion: Bidding process, site prep, final occupancy, etc 3. Address prevailing wage & federal reporting

Currently in our 51st year of services, the Food Security Program at our Beta Center, as well as the one at the Urban Mission, aims to assist families and individuals living in poverty avoid homelessness, hunger and health problems related to poor nutrition by providing quality food, support services and advocacy. We serve all populations, including any of the populations listed above. This is an ongoing, year-round program. The Food Security Program's primary activity is food distribution to low income as well as homeless individuals and families. The Center provides these clients with a five-day, approx. 15-meal supply of staple food items, including meat and fresh produce, every 30 days. Homeless clients may come back every two weeks. We are planning to serve approx. 400 Pomona residents (un-duplicated) with the requested \$10,000 funding amount. By combining large scale, cost effective purchases from wholesalers and food banks with donated food, the agency is able to convert \$6.50 into an approximately four-five day supply of food for each member of a family. The Beta program also offers assistance with the CalFresh program. Brief case management and notes kept in the Apricot (CTK) software database assist the agency in providing improved services to clients, both families and homeless individuals. We are working with homeless individuals that come to the pantry to provide them with additional services/information, and eventually move them from homelessness into sustainable housing and self sufficiency. The outreach methodology includes informational and educational presentations at faith-based and community-based organizations, service clubs, community coalitions and attendance at chamber networking events. In addition, our programs are listed with several resource and referral services, such as 2-1-1 Los Angeles and San Bernardino Counties. The Food Security Program supports the City of Pomona's strategies by providing food and supportive services to homeless, and those at risk of becoming homeless. The families and individuals served fall into the no to low-income category. With increasing housing and transportation costs, these families are at constant risk of homelessness. The food and supportive services we provide assist the families in maintaining their residence. If families are allowed to stay in their homes and have enough food, children have a better opportunity to do well in school; in addition, families become long-term residents and improve the stability of the neighborhood. Food Pantry clients receive several days worth of basic staple foods and are eligible to return every 30 days. Clients, via brief case management, may also receive referral information to other providers.

PROJECT INFORMATION

14. Provide a description of the service area and/or target area/neighborhood boundaries to be served.

The services are not limited/targeted to a specific area/neighborhood or any specific population group, but are available to any no income and low-moderate income resident of the city of Pomona. Half of those we serve are children, however; 10% are seniors on fixed income.

15. Indicate & explain the method that your agency will use to track family size, ethnicity, income levels and verify income.

Example: computer software; Application/Manual Collection or Other

We will be using Apricot software to track demographic data, including family size, ethnicity, income levels and income. Income will be verified by requesting copies of income sources when clients come in the first time in the fiscal year.

16. Indicate if this project will result in the provision of a NEW SERVICE for City of Pomona residents?

If it will, describe how the direct service proposed is not a duplication of existing services available to the target population previously identified

This is not a new services for City of Pomona residents.

The food security service has been available to Pomona residents since the early 1980's.

17. Indicate if this project will result in a quantifiable increase in the level of service of an existing service.

If it will, describe how the direct service proposed demonstrates a quantifiable increase in access and the level of an existing service currently provided.

CDBG funding for this program will not result in a quantifiable increase in the level of an existing service. The food security program at the Beta center will be provided to Pomona residents, even without CDBG funding. However, without CDBG funding we will not be able to serve quite as many individuals and families, or have to cut back on the amount of food provided to the clients. At a time when funding sources, such as EBT, medicare, etc. are under threat of being reduced, it is becoming more critical that programs such as ours are available to residents, so they have food to eat and can use the funds otherwise spent on food to pay for utilities and medical expenses.

18. Indicate if this project will charge fees to the CDBG clientele for any of the project activities previously described?

If it will, describe what fees are collected, justification for the fees, what is the fee schedule (amounts charged), and how the fees will be expended.

We do not charge any fees to our clients for any of the services we provide.

RECORD KEEPING PROCEDURES

19. Describe the procedures your agency will use to track and monitor the progress of the project:

When clients come in they are entered into a web-based tracking system; we include a funding source for each client served. We can pull demographic reports from this system, and will be able to monitor progress of the program on a daily, monthly and annual basis, including comparisons to previous years.

20. Describe your agency's record keeping procedures, with regards to the proposed project:

Our Finance/Administrative office tracks all expenditures by program and funding source. At any given time we can provide donors/funders with a report regarding their funding, including expenses. Payroll is tracked on timesheets which include allocations to funding sources. We utilize QuickBooks for our bookkeeping, providing us with a tracking and expense/revenue allocation system. Timesheets are signed by the employee and their supervisor, and are reviewed and signed off by the agency president. Our fiscal policy and procedures manual requires that we keep records for at least 7 years.

21. Describe the procedures your agency will use to separate and track CDBG activities and expenditures from other funds:

QuickBooks allows for tracking expenditures and revenue assigned to various grants and funding sources, and ensures that we can pull reports by grant/funding source. On the program side, clients are assigned to CDBG on the web-based tracking system, and staff is able to pull reports from the system. In addition, each year our financial statements/systems are audited by outside auditors, who ensure that grants are spent appropriately.

ORGANIZATIONAL CAPACITY

22. Has your agency ever done this type of activity before?

☒ YES

☐ NO

23. Describe your agency's experience in completing projects and highlight past accomplishments:

Our food security program has been in existence for over 50 years. It currently serves approx. 25,000 un-duplicated individuals annually. Overall we serve some 50,000 people a year, with some clients coming once/year, others on a regular basis. Over the past ten years we have added two food security sites (Claremont, South Pomona), and two once/month distributions (Chino, Upland). We also purchased our Sova Program Center/Warehouse in 2013 (paid off as of 1/15/2018), added a walk-in cooler/freezer at our Sova facility, making large industrial size freezers/coolers available for the Pomona site, and purchased a new refrigerated truck (24 ft), so we can provide all our sites with additional perishable items, such as fresh produce and meat, when it is available.

24. Describe your agency's experience with CDBG or other Federal grant programs:

Our agency has worked with CDBG funding for many years (at least since the mid 1990's) from various cities (Upland, Rancho Cucamonga, Pomona, Chino), as well as with other federal grants, such as the Emergency Food and Shelter Program (since 2001), HUD Rapid Re-Housing (since 2015), and Emergency Solutions Grants from Ontario (since late 1990's) and Pomona (funding for our family shelter, until 2015, when ESG became only available for Rapid Re-Housing). For the past 13 years we have not had and are not currently having any issues or monitoring problems.

25. Describe your agency's current capacity, including staff and volunteer qualifications, in carrying out the proposed activity:

The Food Security Program at our Beta Program Center is one of the larger emergency food programs in eastern Los Angeles County. The Beta Program Center has served the community for more than 30 years. It has operated out of its current location on W. Pearl in Pomona since November 2012. Staffing includes some 75+ volunteers, a part-time, paid, Food Security Associate, a part-time, paid, Driver/Food Security Associate, as well as a program manager who oversees the Hope Partners' Food Security Program's five food pantry sites, including the Beta Center and the Urban Mission site, and two once/month food distribution sites in Upland and Chino. Food comes through in-kind donations and the Los Angeles Regional Food Bank, and is supplemented by wholesale and (very few, mostly baby food) retail purchases. The paid staff members' experience at Hope Partners includes almost 20 years by the program manager, over 10 years by the Beta Center Associate, and three years by the driver (in addition to his experience with other non-profits). Many of the volunteers who work with the

clients have been doing this work for many years, some over 20 years.

26. Describe your agency's administrative systems by indicating YES or NO for each item that exists within your agency's organizational structure.

<input type="text" value="yes"/>	Are written procedures in place? (Formal Personnel System)
<input type="text" value="yes"/>	Can staff salary be tracked by funding source?
<input type="text" value="yes"/>	Are formal written accounting procedures in place? (Audit System)
<input type="text" value="yes"/>	Are there Record keeping Systems/Separate tracking system for each funding source?
<input type="text" value="yes"/>	Are there formal written Cash Management Practices (includes proper security measures)
<input type="text" value="yes"/>	Are hard copy files and or computer records systems with security and back-up in place?
<input type="text" value="yes"/>	Are internal monitoring/evaluation systems in place?
<input type="text" value="yes"/>	Are internal monitoring/evaluation systems procedures in compliance with Sarbanes-Oxley?
<input type="text" value="yes"/>	Is client's eligibility verified?
<input type="text" value="yes"/>	Is client demographic data collected and a reporting system in place?
<input type="text" value="yes"/>	Are there written formal procurement policies/procedures in place?
<input type="text" value="yes"/>	Are Conflict of Interest Policies in place?
<input type="text" value="yes"/>	Are Client Grievance Policies in place?
<input type="text" value="yes"/>	Does your agency generate annual fundraising revenue?
<input type="text" value="yes"/>	Is there Financial Oversight by the Board of Directors?
<input type="text" value="yes"/>	Is there Program Oversight by the Board of Directors?
<input type="text" value="0.00"/>	TOTAL

27. If any gap exists in your agency's administrative systems, describe what they are and how they will be addressed, as well as the timing for resolving?

At this time there are no gaps in the agency's administrative systems. Fiscal policies, purchasing policies, personnel policies are all in place, and are reviewed regularly to ensure that they are in compliance with local, state and federal laws.

28. Indicate your agency's Financial System

- ☐ Cash Basis
- ☒ Accrual Basis

29. Select your agency's Fiscal Year Term:

- ☐ January - December
- ☒ July - June
- ☐ October - September
- ☐ "Other - please explain:"

ACCESSIBILITY FOR PERSONS WITH PHYSICAL DISABILITIES

30. Federal regulations require that all program services, housing, and facilities assisted with CDBG funds be accessible to the disabled, whenever feasible. Does the service site currently, or will it, meet ADA standards for accessibility?

Includes: ramps, parking, bathroom grab bars, top of toilet seats that meet required height from the floor, wheelchair maneuverability, accessible water fountains, access between floors, other improvements including serving the blind & deaf.

- ☒ YES
- ☐ NO
- ☐ N/A

31. If No, describe accessibility problems and method to address problems, including funding and timetable:
n/a

EMPLOYMENT AND CLIENT PARTICIPATION

32. Do you notify the public that your agency does not discriminate based on race, color, religion, gender, sexual orientation, national origin, age or disabilities in hiring practices or provision of services?

- ☒ YES, please explain: our policies and procedures include non-discrimination information. , ,
☐ NO, please explain: our policies and procedures include non-discrimination information. , ,

33. If you answered 'YES' to question #32, indicate how:

Our materials, policies and procedures indicate non-discrimination.

34. If you answered 'NO' to question #32, is the agency willing to adopt the practice?

- ☒ YES
☐ NO

35. Can this project proceed on July 1, 2019?

- ☒ YES
☐ NO

Budget [top](#)

Proposed FY 19-20 Budget	Request	Other Sources	Total CDBG Request
CDBG	\$ 10,000.00		\$ 10,000.00
HOME			\$ 0.00
ESG			\$ 0.00
Other Sources: Unrestricted Donations		\$ 140,000.00	\$ 140,000.00
Total	\$ 10,000.00	\$ 140,000.00	\$ 150,000.00

Proposed Budget Details	Request	Other Sources	Total CDBG Request
Food Security Associate	\$ 8,500.00	\$ 14,795.00	\$ 23,295.00
Food Security Manager		\$ 19,000.00	\$ 19,000.00
President/CEO		\$ 4,000.00	\$ 4,000.00
Staff - Position Name			\$ 0.00
Consultant/Professional Services			\$ 0.00
Capital Improvements/Housing Rehab Demo			\$ 0.00
Capital Improvements/Housing Rehab Construction/Renovation			\$ 0.00
Architectural/Engineering Services			\$ 0.00
Fees and Permits			\$ 0.00
Equipment Maintenance			\$ 0.00
Equipment Purchase			\$ 0.00
Equipment Rental			\$ 0.00
Internet Service		\$ 1,200.00	\$ 1,200.00
Office Supplies		\$ 1,500.00	\$ 1,500.00
Postage		\$ 1,000.00	\$ 1,000.00
Printing		\$ 750.00	\$ 750.00
Rent/Lease		\$ 6,720.00	\$ 6,720.00
Telephone		\$ 2,000.00	\$ 2,000.00
Transportation including truck expenses, fuel		\$ 5,000.00	\$ 5,000.00
OTHER: utilities, insurance, audit, food supplies	\$ 1,500.00	\$ 84,035.00	\$ 85,535.00
Total	\$ 10,000.00	\$ 140,000.00	\$ 150,000.00

Budget Narrative

We are requesting funding for part-time staffing (\$8,500), and some of the food supplies (\$1,500). Our food supply budget for our agency wide food security program is close to \$300,000/annually, including in-kind).

Required Documents [top](#)

Documents Requested *

Required? Attached Documents *

Certification of Application download template	✓	certification of application
Certification Regarding Lobbying download template	✓	certification re lobbying
Certification Regarding Debarment and Suspension download template	✓	certification re debarment & suspension
Certification Regarding a Drug Free Workplace download template	✓	certification re drugfree workplace
Certification Regarding Reservation of Rights download template	✓	certification re reservation of rights
Certification Regarding Section 504 download template	✓	certification re 504
Certification Regarding Section 3 (if applicable) download template		
Certification Regarding Use of Real Property (if applicable) download template		
Certification of Compliance with Conflict of Interest & Procurement Policies download template	✓	certification re conflict of interest
Certification- Assurance of Audit Requirements download template	✓	certification re audit requirements
Certification of Affiliation download template	✓	certification re affiliation
Certification- Project Contact Information download template	✓	project contact information
Certification- Signature Authorization Form download template	✓	signature authorization form
Certification Regarding Board of Directors/Governing Boards Economic Interest download template	✓	certification re economic interest
State and Federal Tax Exemption Determination Letter	✓	state & federal exempt letters
Written Financial Management Procedures	✓	financial management procedures
Written minute action and/or Board approval documentation signed by the Board President authorizing submittal of the CDBG application and authorizing the Board President or Agency Representative to sign the application.	✓	board authorization
Written documentation of the construction schedule developed for the proposed infrastructure/facilities projects only		
Written documentation of all bidding process undertaken for the infrastructure/facilities proposed projects only		
Job descriptions of all staff charged for the proposed project. Job descriptions should be limited to the specific duties/responsibilities associated with the proposed project, rather than a general agency description.(if applicable)		
Contractors receiving \$750,000 or more of federal funding, when that funding represents more than 10% of the orgs annual budget, must submit salary and wage ranges for each of their job classifications, inc. executive salaries/benefits(if applicable)		
Fiscal Documents for all NON-PROFIT AGENCIES (No exceptions) A. FY 2017 Financial	✓	Fiscal Documentation

Statements/Income Statement, AND B. Fully signed copy of the FY 2017 federal tax form 990, AND C. Fully signed copy of the FY 2017 State tax form 199

Copy of City of Pomona Business License	✓	business license
Copy of Proof of Registration in SAM.GOV	✓	SAM active status
Copy of Proof of Insurance Coverage - General Liability (min. \$1,000,000, per occurrence and \$2,000,000 aggregate), Auto Liability (min. \$1,000,000, per occurrence) & Workers' Compensation.	✓	insurance
Copy of Organization By-Laws	✓	bylaws
Copy of Organization Articles of Incorporation	✓	articles of incorporation
Copy of Limited English Proficiency Plan (L.E.P)	✓	LEP plan

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

Application ID: 127300

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City of Pomona
Neighborhood Services Department - Housing Division
Community Development Block Grant Program (PY) 2019-2020
2/8/2019 deadline

Lincoln Ave Community Reformed Church Lincoln Avenue After School Program

Jump to: [Application Questions](#) [Budget](#) [Required Documents](#)

\$ 10,000.00 Requested

Submitted: 1/10/2019 8:55:20 AM (Pacific)

Project Contact

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communitycenter1@verizon.net

Tel: 909-624-1281

Additional Contacts

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Lincoln Ave Community Reformed Church

1511 Lincoln Avenue
Pomona, CA 91767

President/Reverend

Richard DeBruyne

laccpomona@msn.com

Telephone 909-624-1281

Fax

Web www.laccpomona.com

Application Questions [top](#)

AGENCY DESCRIPTION

1. What is the date of Incorporation?

November 5, 1955

2. Select the type of organization: (check all that apply)

- ☒ Faith Based
- ☒ Non-Profit
- ☐ Government/Public Agency

3. How many total years of prior CDBG experience does your agency have?

13

4. Enter the total amount of CDBG funds received from all sources for the years in question:

<input type="text" value="5500"/>	FY 2018-2019
<input type="text" value="5974"/>	FY 2017-2018
<input type="text" value="10,900"/>	FY 2016-2017
<input type="text" value="12,000"/>	FY 2015-2016
<input type="text" value="14,000"/>	FY 2014-2015
<input type="text" value="48,374.00"/>	TOTAL

5. List the Federal award and funding amount your agency has received for the past five (5) years:

List year, source and total amount awarded. (Do Not Include CDBG)

N/A

6. Provide the agency Mission Statement:

The Lincoln Avenue After School Program's goal is to reduce academic failure by helping students with homework, tutoring, remedial issues, and creating a positive learning environment. This addresses Pomona Core Strategies in that it helps provide quality services to all residents and develops mutually beneficial relationships with external organizations.

7. Select one (1) HUD OBJECTIVE and one (1) HUD OUTCOME that is best suited for your proposed project:

HUD has instituted performance measures to gather information and determine the effectiveness of programs funded with CDBG. Information obtained will be reported by the City to HUD.

- ✓ OBJECTIVE: SUITABLE LIVING ENVIRONMENT- This project objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment (such as poor quality infrastructure) to social issues, such as crime prevention, child care, literacy, or elderly health services. It includes improving the safety and livability of neighborhoods, increasing access to quality facilities and services, and revitalizing deteriorating neighborhoods.
- Ⓔ OBJECTIVE: DECENT HOUSING- This project objective focuses on housing programs possible under CDBG where the purpose of the program is to meet individual, family, or community needs and not programs where housing is an element of a larger effort, since such programs would be more appropriately reported under suitable living environment.
- Ⓔ OBJECTIVE: CREATING/EXPANDING ECONOMIC OPPORTUNITY- This project objective applies to the types of activities related to economic development, commercial revitalization or job creation.
- ✓ OUTCOME: NEW OR IMPROVED AVAILABILITY/ACCESSIBILITY- This outcome applies to activities that make services, infrastructure, public facilities, employment opportunities, housing or shelters available or accessible to low/moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income persons where they live.
- Ⓔ OUTCOME: AFFORDABILITY- This outcome applies to activities that provide affordability in a variety of ways in the lives of low/moderate income people. It can include the creation or maintenance of affordable housing or basic infrastructure hook-ups, or services such as transportation or day care.
- Ⓔ OUTCOME: SUSTAINABILITY- This outcome applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to low/moderate income persons.

PRIORITIES

8. Select the following GOALS, STRATEGIES, INITIATIVES and/or CORE VALUES your project will address:

Refer to the RESOURCE tab for additional data.

- Ⓔ Consolidated Plan Goals
- Ⓔ Strategies to Help Pomona's Homeless
- ✓ Pomona's Promise Initiatives
- ✓ City's Core Values

9. Explain how the proposed project addresses the outcome(s) selected above.

Include any supporting statistics or other factual information related to supporting the importance of addressing the need, including any increase and/or improvement to services provided.

Program activities include homework assistance and bilingual (Spanish and English), One-on One tutoring for students enrolled in Pomona Schools who reside in Pomona, California. The program provides easy accesses and after hours availability to print and technology resources. It includes home visits, participation in parent-teacher conferences, training and coaching for parents so they can help their children with homework more effectively. We also provide a small library of reading books and require 20 minutes of recreational reading daily.

The Programs focuses most directly on City's Core Values regarding Academic Failure Risk Factor. The program also relates to favorable attitudes towards antisocial behavior in that the program intentionally develops a mentoring relationship with a caring adult. It also

supports Pomona Core strategies by providing quality services to all residents and develop mutual beneficial relationships with external organizations.

NATIONAL OBJECTIVES

10. To be eligible for CDBG funding from the City, the project must meet only one of the following National Objectives below that benefit low to moderate income persons.

- ☐ Low-Moderate Clientele (LMC): Benefit clientele that is generally presumed to be low to moderate-income: abused children, battered spouses, elderly persons (62 yrs. and over), severely disabled adults, homeless persons, illiterate adults, persons with AIDS and migrant farm workers.
- ☒ Low-Moderate Clientele (LMC): Require documentation on family size and income in order to show that at least 51 percent of the clientele are LMI.
- ☐ Low-Moderate Clientele (LMC): Have income eligibility requirements limiting the activity to LMI persons only.
- ☒ Low-Moderate Clientele (LMC): Be of such a nature and in such a location that it can be concluded that clients are primarily LMI (i.e. – day care center in a public housing complex)
- ☐ Low-Moderate Clientele (LMC): Serve to remove material or architectural barriers to the mobility or accessibility of elderly persons (62 yrs. and over) or severely disabled adults. (ADA accessibility)
- ☐ Low Moderate Area (LMA): To qualify under this subcategory, at least 51% of the residents within the targeted activity area are Low to Moderate income persons. Refer to the CDBG Eligible Area Map located in the
- ☐ Low-Moderate Housing (LMH): To qualify under this subcategory, the activity must result in housing that will be occupied by Low to Moderate income persons upon completion. The housing can be either owner or renter occupied and can be either one family or multi-unit structures. Rental housing must be occupied at affordable rents.
- ☐ Low-Moderate Jobs (LMJ):
- ☐ Addresses Conditions of Slum and Blight
- ☐ Meets an Urgent Community Need

11. Select the activity that is most appropriate for your agency's proposed project:

- ☐ Battered & Abused Spouses Services
- ☐ Centers: includes for child care, disabled, youth, seniors, facilities for AIDS patients, etc
- ☐ Code Enforcement (internal City department applications only)
- ☐ Crime Prevention & Awareness Services
- ☐ Direct Financial Assistance to Homebuyers
- ☒ Education
- ☐ Employment Services / Job Training
- ☐ Fair Housing Services
- ☐ Health Services: includes mental health
- ☐ Homeless Services: includes facilities, shelters, etc
- ☐ Facility Improvements
- ☐ Infrastructure Improvements
- ☐ Housing Rehabilitation & Historic Preservation (currently not accepting applications for these activities)
- ☐ Senior Services
- ☐ Youth Services
- ☐ Adult Services
- ☐ "Other-please explain:"

PROJECT BENEFIT TO LOW AND MODERATE INCOME CLIENTS/HOUSEHOLDS

12. Select all populations to be served by your proposed project:

- ☐ Adults
- ☐ Homeless
- ☐ Persons with Disabilities
- ☐ Persons with Mental Illness
- ☐ Senior Citizens: must be age 62 and over
- ☐ Victims of Child Abuse
- ☐ Victims of Domestic Abuse
- ☒ Youth
- ☐ "Other - please explain:"

PROJECT ACTIVITY

13. Describe the proposed project & provide: 1. Detailed description 2. Number of beneficiaries to be served 3. Timeline for completion 4. Frequency of service 5. How the service is provided (as group, class, one on one mtg, phone referrals, etc)

If you are proposing an infrastructure/facilities project include: 1. Proposed scope of work/Tract # w/ block group 2. Timeline for completion: Bidding process, site prep, final occupancy, etc 3. Address prevailing wage & federal reporting

1. Program activities include homework assistance and bilingual (Spanish and English), One-on One tutoring for students who reside in Pomona, California. The program provides easy accesses and after hours availability to print and technology resources. It includes home visits, participation in parent-teacher conferences, training and coaching for parents so they can help their children with homework more effectively. We also provide a small library of reading books and require 20 minutes of recreational reading daily.

2. 30 Children and their families.

3. August 1, 2019-May 31, 2020.

4. 4 days per week: Monday-Thursday.

5. Classroom environment, with one on one tutoring.

PROJECT INFORMATION

14. Provide a description of the service area and/or target area/neighborhood boundaries to be served.

The City of Pomona, California

15. Indicate & explain the method that your agency will use to track family size, ethnicity, income levels and verify income.

Example: computer software; Application/Manual Collection or Other

We have an application and manually collect the family data from that application.

We require proof of income and residency in the city of Pomona, California.

16. Indicate if this project will result in the provision of a NEW SERVICE for City of Pomona residents?

If it will, describe how the direct service proposed is not a duplication of existing services available to the target population previously identified

N/A

17. Indicate if this project will result in a quantifiable increase in the level of service of an existing service.

If it will, describe how the direct service proposed demonstrates a quantifiable increase in access and the level of an existing service currently provided.

N/A

18. Indicate if this project will charge fees to the CDBG clientele for any of the project activities previously described?

If it will, describe what fees are collected, justification for the fees, what is the fee schedule (amounts charged), and how the fees will be expended.

There is no charge to the students or their families.

RECORD KEEPING PROCEDURES

19. Describe the procedures your agency will use to track and monitor the progress of the project:

We will be able to monitor the student's progress by their test scores along with student portfolios, parent and teacher interviews and surveys. Along with these we attend Parent/teacher conferences receiving the results from Brigance Assessment tool which Pomona Unified School District uses. The staff also takes notes on student participation, behavior, and attitudes.

20. Describe your agency's record keeping procedures, with regards to the proposed project:

We conduct ongoing observation and periodic assessments to track student achievements, conduct student, parent, and teacher interviews and surveys during the year to assess growth in achievement and attitudes. We collect and save student work samples periodically to compare and identify progress compare in house test result, student portfolios, and school scores to determine and identify student achievement.

21. Describe the procedures your agency will use to separate and track CDBG activities and expenditures from other funds:

We will be able to track any use of other funds via Quickbooks using reports from Lincoln Avenue Community Church Profit and Loss, Balance Statement, and other Quickbooks generated reports on the CDBG Line Item account.

ORGANIZATIONAL CAPACITY

22. Has your agency ever done this type of activity before?

☒ YES

☐ NO

23. Describe your agency's experience in completing projects and highlight past accomplishments:

We, as noted above, have been involved with the CDGB grant process and completing projects for 13 years. We have served the youth and families in the Pomona and assisted 450+ students, not including their families. We have not only tutored many students but have, in previous years, held workshops for Strengthening families.

We also have 2-3 family events each year. The entire family participates in organizing and executing the events with the supervision of staff.

24. Describe your agency's experience with CDBG or other Federal grant programs:

We have had a wonderful experience with the CDBG Federal grant program. It is a great joy to see the students we tutor go on to universities and local colleges.

We also have seen the parents become more involved with their children's education with our assistance.

We attend school conferences with the students, as well and any assemblies that encourage and celebrate a student's success.

25. Describe your agency's current capacity, including staff and volunteer qualifications, in carrying out the proposed activity:

Our current capacity is 35.

Our staff and volunteers have been with the program for 5 to 13 years and are very aware of the tasks that assist with the completion of all the activities.

26. Describe your agency's administrative systems by indicating YES or NO for each item that exists within your agency's organizational structure.

<input type="checkbox"/>	Yes	Are written procedures in place? (Formal Personnel System)
<input type="checkbox"/>	Yes	Can staff salary be tracked by funding source?
<input type="checkbox"/>	Yes	Are formal written accounting procedures in place? (Audit System)
<input type="checkbox"/>	Yes	Are there Record keeping Systems/Separate tracking system for each funding source?
<input type="checkbox"/>	No	Are there formal written Cash Management Practices (includes proper security measures)
<input type="checkbox"/>	Yes	Are hard copy files and or computer records systems with security and back-up in place?
<input type="checkbox"/>	Yes	Are internal monitoring/evaluation systems in place?
<input type="checkbox"/>	No	Are internal monitoring/evaluation systems procedures in compliance with Sarbanes-Oxley?
<input type="checkbox"/>	Yes	Is client's eligibility verified?
<input type="checkbox"/>	Yes	Is client demographic data collected and a reporting system in place?
<input type="checkbox"/>	Yes	Are there written formal procurement policies/procedures in place?
<input type="checkbox"/>	No	Are Conflict of Interest Policies in place?
<input type="checkbox"/>	No	Are Client Grievance Policies in place?
<input type="checkbox"/>	Yes	Does your agency generate annual fundraising revenue?
<input type="checkbox"/>	Yes	Is there Financial Oversight by the Board of Directors?
<input type="checkbox"/>	Yes	Is there Program Oversight by the Board of Directors?
<input type="text" value="0.00"/>	TOTAL	

27. If any gap exists in your agency's administrative systems, describe what they are and how they will be addressed, as well as the timing for resolving?

We have no gaps in our administrative systems.

28. Indicate your agency's Financial System

☐ Cash Basis

☒ Accrual Basis

29. Select your agency's Fiscal Year Term:

☐ January - December

☒ July - June

- ☐ October - September
- ☐ "Other - please explain:"

ACCESSIBILITY FOR PERSONS WITH PHYSICAL DISABILITIES

30. Federal regulations require that all program services, housing, and facilities assisted with CDBG funds be accessible to the disabled, whenever feasible. Does the service site currently, or will it, meet ADA standards for accessibility?

Includes: ramps, parking, bathroom grab bars, top of toilet seats that meet required height from the floor, wheelchair maneuverability, accessible water fountains, access between floors, other improvements including serving the blind & deaf.

- ☒ YES
- ☐ NO
- ☐ N/A

31. If No, describe accessibility problems and method to address problems, including funding and timetable:
N/A

EMPLOYMENT AND CLIENT PARTICIPATION

32. Do you notify the public that your agency does not discriminate based on race, color, religion, gender, sexual orientation, national origin, age or disabilities in hiring practices or provision of services?

- ☒ YES, please explain: ,
- ☐ NO, please explain: ,

33. If you answered 'YES' to question #32, indicate how:

We have a non-discriminating employment application and mission statement.

34. If you answered 'NO' to question #32, is the agency willing to adopt the practice?

- ☒ YES
- ☐ NO

35. Can this project proceed on July 1, 2019?

- ☒ YES
- ☐ NO

Budget [top](#)

Proposed FY 19-20 Budget	Request	Other Sources	Total CDBG Request
CDBG	\$ 10,000.00	\$ 0.00	\$ 10,000.00
HOME	\$ 0.00	\$ 0.00	\$ 0.00
ESG	\$ 0.00	\$ 0.00	\$ 0.00
Other Sources:	\$ 0.00	\$ 0.00	\$ 0.00
Total	\$ 10,000.00	\$ 0.00	\$ 10,000.00

Proposed Budget Details	Request	Other Sources	Total CDBG Request
Staff - Position Name Administrator	\$ 4,400.00	\$ 0.00	\$ 4,400.00
Staff - Position Name Project Aide	\$ 3,696.00	\$ 0.00	\$ 3,696.00
Staff - Position Name Project Aide Substitute	\$ 994.00	\$ 0.00	\$ 994.00
Staff - Position Name	\$ 0.00	\$ 0.00	\$ 0.00
Consultant/Professional Services	\$ 0.00	\$ 0.00	\$ 0.00
Capital Improvements/Housing Rehab Demo	\$ 0.00	\$ 0.00	\$ 0.00
Capital Improvements/Housing Rehab Construction/Renovation	\$ 0.00	\$ 0.00	\$ 0.00
Architectural/Engineering Services	\$ 0.00	\$ 0.00	\$ 0.00
Fees and Permits	\$ 0.00	\$ 0.00	\$ 0.00
Equipment Maintenance	\$ 0.00	\$ 0.00	\$ 0.00
Equipment Purchase	\$ 0.00	\$ 0.00	\$ 0.00

Equipment Rental	\$ 0.00	\$ 0.00	\$ 0.00
Internet Service	\$ 360.00	\$ 0.00	\$ 360.00
Office Supplies	\$ 240.00	\$ 0.00	\$ 240.00
Postage	\$ 0.00	\$ 0.00	\$ 0.00
Printing	\$ 70.00	\$ 0.00	\$ 70.00
Rent/Lease	\$ 0.00	\$ 0.00	\$ 0.00
Telephone	\$ 240.00	\$ 0.00	\$ 240.00
Transportation	\$ 0.00	\$ 0.00	\$ 0.00
OTHER:	\$ 0.00	\$ 0.00	\$ 0.00
Total	\$ 10,000.00	\$ 0.00	\$ 10,000.00

Budget Narrative

We are now located at 1511 Lincoln Avenue and do not incur rent fees. We are now increasing our hours of operations and are able to include an occasional paid substitute.

We are increasing our utilities to cover our portion of gas, water, and electricity for the use of Timmer Hall at Lincoln Avenue Community Church.

We will be purchasing a low cost month by month cell phone for parent contacts and staff usage, as well as internet services.

We will also pay our share of printer costs.

Required Documents [top](#)

Documents Requested *	Required?	Attached Documents *
Certification of Application download template	✓	Certificate of Application
Certification Regarding Lobbying download template	✓	Certification of Regarding Lobbying
Certification Regarding Debarment and Suspension download template	✓	Certification Regarding Debarment, Suspension...
Certification Regarding a Drug Free Workplace download template	✓	Certification Regarding Drug Free Workplace
Certification Regarding Reservation of Rights download template	✓	Reservation of Rights
Certification Regarding Section 504 download template	✓	Certification Regarding Sec 504
Certification Regarding Section 3 (if applicable) download template		
Certification Regarding Use of Real Property (if applicable) download template		
Certification of Compliance with Conflict of Interest & Procurement Policies download template	✓	Certification of Compliance with Conflict of Interest
Certification- Assurance of Audit Requirements download template	✓	Assurance of Audit Requirements
Certification of Affiliation download template	✓	Certification of Affiliation
Certification- Project Contact Information download template	✓	Project Contact Information
Certification- Signature Authorization Form download template	✓	Signature Authorization Form
Certification Regarding Board of Directors/Governing Boards Economic Interest download template	✓	Certification Regarding Board of Directors
State and Federal Tax Exemption Determination Letter	✓	Tax Exemption Status Letter

Written Financial Management Procedures	✓	Fiscal Management Procedures
Written minute action and/or Board approval documentation signed by the Board President authorizing submittal of the CDBG application and authorizing the Board President or Agency Representative to sign the application.	✓	Application Authorization
Written documentation of the construction schedule developed for the proposed infrastructure/facilities projects only		
Written documentation of all bidding process undertaken for the infrastructure/facilities proposed projects only		
Job descriptions of all staff charged for the proposed project. Job descriptions should be limited to the specific duties/responsibilities associated with the proposed project, rather than a general agency description.(if applicable)		Job Descriptions 2 Job Descriptions 2
Contractors receiving \$750,000 or more of federal funding, when that funding represents more than 10% of the orgs annual budget, must submit salary and wage ranges for each of their job classifications, inc. executive salaries/benefits(if applicable)		
Fiscal Documents for all NON-PROFIT AGENCIES (No exceptions) A. FY 2017 Financial Statements/Income Statement, AND B. Fully signed copy of the FY 2017 federal tax form 990, AND C. Fully signed copy of the FY 2017 State tax form 199	✓	IRS and State of CA tax docs
Copy of City of Pomona Business License	✓	Business License
Copy of Proof of Registration in SAM.GOV	✓	SAM
Copy of Proof of Insurance Coverage - General Liability (min. \$1,000,000, per occurrence and \$2,000,000 aggregate), Auto Liability (min. \$1,000,000, per occurrence) & Workers' Compensation.	✓	Certificate of Liability Insurance
Copy of Organization By-Laws	✓	By laws and Articles of Incorp.
Copy of Organization Articles of Incorporation	✓	Articles of Incorp.
Copy of Limited English Proficiency Plan (L.E.P)	✓	LEP

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

Application ID: 127056

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City of Pomona
Neighborhood Services Department - Housing Division
Community Development Block Grant Program (PY) 2019-2020
2/8/2019 deadline

City of Pomona - Neighborhood Services Department CDBG Homeless Services

Jump to: [Application Questions](#) [Budget](#) [Required Documents](#)

\$ 75,000.00 Requested

Submitted: 2/7/2019 8:28:40 AM (Pacific)

Project Contact

Isabel Abundis
isabelabundis1@gmail.com
Tel: (909) 620-3772

Additional Contacts

none entered

City of Pomona - Neighborhood Services Department

Housing Division
505 South Garey Avenue
Pomona, CA 91766
United States

Neighborhood Services Department Director

Benita DeFrank
isabel_abundis@ci.pomona.ca.us

Telephone(909) 620-3772

Fax (909) 620-4567

Web <http://www.ci.pomona.ca.us/>

Application Questions [top](#)

AGENCY DESCRIPTION

1. What is the date of Incorporation?

January 6, 1888

2. Select the type of organization: (check all that apply)

- ☐ Faith Based
☐ Non-Profit
☒ Government/Public Agency

3. How many total years of prior CDBG experience does your agency have?

The City has been a recipient of CDBG funds since 1999.

4. Enter the total amount of CDBG funds received from all sources for the years in question:

59,250	FY 2018-2019
73,001	FY 2017-2018
1,000	FY 2016-2017
60,000	FY 2015-2016
121,241	FY 2014-2015
314,492.00	TOTAL

5. List the Federal award and funding amount your agency has received for the past five (5) years:

List year, source and total amount awarded. (Do Not Include CDBG)

1. Lead Hazard Control and Healthy Homes Program 2016-2019: \$1,676,489

2. HOME Program - Housing Rehabilitation Program

Years Funded Amount

2017 - 2018 \$199,309

2016 - 2017 \$540,757

2015 - 2016 \$641,941

2014 - 2015 \$207,894

2013 - 2014 \$641,941

TOTAL \$2,231,842

3. HOME Program - First Time Homebuyer Program

Years Funded Amount

2017 - 2018 \$506,548

2016 - 2017 \$ 0

2015 - 2016 \$ 0

2014 - 2015 \$1,084,025

2013 - 2015 \$1,010,959

TOTAL \$2,601,532

6. Provide the agency Mission Statement:

The City of Pomona's Mission Statement is to "improve the quality of life for our diverse community". Housing Rehabilitation plays an important role in fulfilling this mission. CDBG funds are used to undertake emergency repairs such as heating & cooling, sewer repair and accessibility improvements. Minor exterior improvements may also be done such as color coating, trim painting and front window replacement. These repairs correct unsanitary and unsafe housing conditions, thereby improving the quality of life of that segment of the Pomona community - the low-income Pomona homeowners.

7. Select one (1) HUD OBJECTIVE and one (1) HUD OUTCOME that is best suited for your proposed project:

HUD has instituted performance measures to gather information and determine the effectiveness of programs funded with CDBG. Information obtained will be reported by the City to HUD.

- ☐ OBJECTIVE: SUITABLE LIVING ENVIRONMENT- This project objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment (such as poor quality infrastructure) to social issues, such as crime prevention, child care, literacy, or elderly health services. It includes improving the safety and livability of neighborhoods, increasing access to quality facilities and services, and revitalizing deteriorating neighborhoods.
- ☒ OBJECTIVE: DECENT HOUSING- This project objective focuses on housing programs possible under CDBG where the purpose of the program is to meet individual, family, or community needs and not programs where housing is an element of a larger effort, since such programs would be more appropriately reported under suitable living environment.
- ☐ OBJECTIVE: CREATING/EXPANDING ECONOMIC OPPORTUNITY- This project objective applies to the types of activities related to economic development, commercial revitalization or job creation.
- ☐ OUTCOME: NEW OR IMPROVED AVAILABILITY/ACCESSIBILITY- This outcome applies to activities that make services, infrastructure, public facilities, employment opportunities, housing or shelters available or accessible to low/moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income persons where they live.
- ☐ OUTCOME: AFFORDABILITY- This outcome applies to activities that provide affordability in a variety of ways in the lives of low/moderate income people. It can include the creation or maintenance of affordable housing or basic infrastructure hook-ups, or services such as transportation or day care.
- ☒ OUTCOME: SUSTAINABILITY- This outcome applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to low/moderate income persons.

PRIORITIES

8. Select the following GOALS, STRATEGIES, INITIATIVES and/or CORE VALUES your project will address:

Refer to the RESOURCE tab for additional data.

- ☒ Consolidated Plan Goals
- ☐ Strategies to Help Pomona's Homeless
- ☐ Pomona's Promise Initiatives
- ☒ City's Core Values

9. Explain how the proposed project addresses the outcome(s) selected above.

Include any supporting statistics or other factual information related to supporting the importance of addressing the need, including any increase and/or improvement to services provided.

This activity supports Customer Service under the City's Core Value System and Decent Housing goal under HUD's Consolidated Plan.

NATIONAL OBJECTIVES

10. To be eligible for CDBG funding from the City, the project must meet only one of the following National Objectives below that benefit low to moderate income persons.

- ☒ Low-Moderate Clientele (LMC): Benefit clientele that is generally presumed to be low to moderate-income: abused children, battered spouses, elderly persons (62 yrs. and over), severely disabled adults, homeless persons, illiterate adults, persons with AIDS and migrant farm workers.
- ☐ Low-Moderate Clientele (LMC): Require documentation on family size and income in order to show that at least 51 percent of the clientele are LMI.
- ☐ Low-Moderate Clientele (LMC): Have income eligibility requirements limiting the activity to LMI persons only.
- ☐ Low-Moderate Clientele (LMC): Be of such a nature and in such a location that it can be concluded that clients are primarily LMI (i.e. – day care center in a public housing complex)
- ☐ Low-Moderate Clientele (LMC): Serve to remove material or architectural barriers to the mobility or accessibility of elderly persons (62 yrs. and over) or severely disabled adults. (ADA accessibility)
- ☐ Low Moderate Area (LMA): To qualify under this subcategory, at least 51% of the residents within the targeted activity area are Low to Moderate income persons. Refer to the CDBG Eligible Area Map located in the
- ☐ Low-Moderate Housing (LMH): To qualify under this subcategory, the activity must result in housing that will be occupied by Low to Moderate income persons upon completion. The housing can be either owner or renter occupied and can be either one family or multi-unit structures. Rental housing must be occupied at affordable rents.
- ☐ Low-Moderate Jobs (LMJ):
- ☐ Addresses Conditions of Slum and Blight
- ☐ Meets an Urgent Community Need

11. Select the activity that is most appropriate for your agency's proposed project:

- ☐ Battered & Abused Spouses Services
- ☐ Centers: includes for child care, disabled, youth, seniors, facilities for AIDS patients, etc
- ☐ Code Enforcement (internal City department applications only)
- ☐ Crime Prevention & Awareness Services
- ☐ Direct Financial Assistance to Homebuyers
- ☐ Education
- ☐ Employment Services / Job Training
- ☐ Fair Housing Services
- ☐ Health Services: includes mental health
- ☒ Homeless Services: includes facilities, shelters, etc
- ☐ Facility Improvements
- ☐ Infrastructure Improvements
- ☐ Housing Rehabilitation & Historic Preservation (currently not accepting applications for these activities)
- ☐ Senior Services
- ☐ Youth Services
- ☐ Adult Services
- ☐ "Other-please explain:"

PROJECT BENEFIT TO LOW AND MODERATE INCOME CLIENTS/HOUSEHOLDS

12. Select all populations to be served by your proposed project:

- ☐ Adults
- ☒ Homeless
- ☐ Persons with Disabilities
- ☐ Persons with Mental Illness

- ☐ Senior Citizens: must be age 62 and over
- ☐ Victims of Child Abuse
- ☐ Victims of Domestic Abuse
- ☐ Youth
- ☐ "Other - please explain:"

PROJECT ACTIVITY

13. Describe the proposed project & provide: 1. Detailed description 2. Number of beneficiaries to be served 3. Timeline for completion 4. Frequency of service 5. How the service is provided (as group, class, one on one mtg, phone referrals, etc)

If you are proposing an infrastructure/facilities project include: 1. Proposed scope of work/Tract # w/ block group 2. Timeline for completion: Bidding process, site prep, final occupancy, etc 3. Address prevailing wage & federal reporting

The goal is to provide Emergency Shelter services such as: Essential Services (case management = assessing arranging, coordinating, and monitoring individuated services) and Shelter Operations – costs to operate and maintain emergency shelter activities and also provide other emergency lodging when appropriate *maintenance, rent, security, fuel, insurance, utilities, food, furnishings, equipment) to approximately 175 persons. Services will be provided up to 90 consecutive days. During reassessment if additional services are needed a stay extension. Funds will be used from July 1, 2019-June 30, 2020.

PROJECT INFORMATION

14. Provide a description of the service area and/or target area/neighborhood boundaries to be served.

Funds will be used to provide shelter operations and essential services to individuals sheltered at the Centralized Service Center.

15. Indicate & explain the method that your agency will use to track family size, ethnicity, income levels and verify income.

Example: computer software; Application/Manual Collection or Other

The City uses the HUD approved HMIS data entry system to track and log services from point of entry to exit.

16. Indicate if this project will result in the provision of a NEW SERVICE for City of Pomona residents?

If it will, describe how the direct service proposed is not a duplication of existing services available to the target population previously identified

This is an increase in service that already exists in the city of Pomona.

17. Indicate if this project will result in a quantifiable increase in the level of service of an existing service.

If it will, describe how the direct service proposed demonstrates a quantifiable increase in access and the level of an existing service currently provided.

The City of Pomona will use the CDBG funds to expand the homeless services program that already exists. The expansion will include supportive services and other essentials that support HUD's housing first model. The goal is to offer Homeless services such as: Essential Services (case management = assessing arranging, coordinating, and monitoring individuated services) and Shelter Operations – costs to run and support emergency shelter activities and give other emergency lodging when proper *maintenance, rent, security, fuel, insurance, utilities, food, furnishings, equipment) 18. Indicate if this project will charge fees to the CDBG clientele for any of the project activities previously

18. Indicate if this project will charge fees to the CDBG clientele for any of the project activities previously described?

If it will, describe what fees are collected, justification for the fees, what is the fee schedule (amounts charged), and how the fees will be expended.

No fees are charged for the project.

RECORD KEEPING PROCEDURES

19. Describe the procedures your agency will use to track and monitor the progress of the project:

The City shall maintain full and accurate records with respect to all services and matters funded by CDBG Homeless services program. Using an excel spread sheet each client and services will be tracked and monitor from entry to exit of the program. All supportive services a client received under this grant provided will be logged electronically and logged in file.

20. Describe your agency's record keeping procedures, with regards to the proposed project:

Each project has its own project folder where expenditures are recorded, tracked and monitored. No project shall exceed the

amount awarded and all activities shall be compared to the scope of the project. For example, beds and services provided to each person shall be tracked per individual to ensure no double count. Files are kept for review for 7 years.

21. Describe the procedures your agency will use to separate and track CDBG activities and expenditures from other funds:

The City uses Mitchell Humphrey & Co. for its financial management system. This system provides the City with some flexibility regarding account number structures to ensure accurate reporting of financial activity. Account number structure includes four parts to separate financial information according to: fund, department, line item and project number. This system allows the City to separate CDBG expenditure with other Federal, State or local funds.

ORGANIZATIONAL CAPACITY

22. Has your agency ever done this type of activity before?

☒ YES

☐ NO

23. Describe your agency's experience in completing projects and highlight past accomplishments:

The CDBG homeless services program has been an integral part of the City's plan to address homelessness. The city has utilized the funds to benefit a total of 175 homeless clients. The funds provided for essential services including has a decent, warm and safe place to sleep year-round. The winter shelter program have resulted in providing an improve quality of life for Pomona homeless people, a mission of the city of Pomona.

24. Describe your agency's experience with CDBG or other Federal grant programs:

The City of Pomona Staff have extensive experience including in the administration of multiple federal and state funds for various programs including CDBG Homeless Services Programs. Current staff member successfully implemented the Homeless Service Program with support of the CDBG funds for the last 3 years, and other programs using Emergency Solution Funds, and CoC continuum of Care. Among its personnel, there in over 100 years of combined grant administration, oversight and housing implementation experience.

25. Describe your agency's current capacity, including staff and volunteer qualifications, in carrying out the proposed activity:

City staff will oversee the administrative component and VOALA has been contracted to be the direct service provider.

26. Describe your agency's administrative systems by indicating YES or NO for each item that exists within your agency's organizational structure.

<input type="checkbox"/>	yes	Are written procedures in place? (Formal Personnel System)
<input type="checkbox"/>	yes	Can staff salary be tracked by funding source?
<input type="checkbox"/>	yes	Are formal written accounting procedures in place? (Audit System)
<input type="checkbox"/>	yes	Are there Record keeping Systems/Separate tracking system for each funding source?
<input type="checkbox"/>	yes	Are there formal written Cash Management Practices (includes proper security measures)
<input type="checkbox"/>	yes	Are hard copy files and or computer records systems with security and back-up in place?
<input type="checkbox"/>	yes	Are internal monitoring/evaluation systems in place?
<input type="checkbox"/>	yes	Are internal monitoring/evaluation systems procedures in compliance with Sarbanes-Oxley?
<input type="checkbox"/>	yes	Is client's eligibility verified?
<input type="checkbox"/>	yes	Is client demographic data collected and a reporting system in place?
<input type="checkbox"/>	yes	Are there written formal procurement policies/procedures in place?
<input type="checkbox"/>	yes	Are Conflict of Interest Policies in place?
<input type="checkbox"/>	yes	Are Client Grievance Policies in place?
<input type="checkbox"/>	yes	Does your agency generate annual fundraising revenue?
<input type="checkbox"/>	yes	Is there Financial Oversight by the Board of Directors?
<input type="checkbox"/>	N/A	Is there Program Oversight by the Board of Directors?
<input type="text" value="0.00"/>	TOTAL	

27. If any gap exists in your agency's administrative systems, describe what they are and how they will be

addressed, as well as the timing for resolving?

There are no gaps existing in the City's administrative systems.

28. Indicate your agency's Financial System

- ☐ Cash Basis
- ☒ Accrual Basis

29. Select your agency's Fiscal Year Term:

- ☐ January - December
- ☒ July - June
- ☐ October - September
- ☐ "Other - please explain:"

ACCESSIBILITY FOR PERSONS WITH PHYSICAL DISABILITIES

30. Federal regulations require that all program services, housing, and facilities assisted with CDBG funds be accessible to the disabled, whenever feasible. Does the service site currently, or will it, meet ADA standards for accessibility?

Includes: ramps, parking, bathroom grab bars, top of toilet seats that meet required height from the floor, wheelchair maneuverability, accessible water fountains, access between floors, other improvements including serving the blind & deaf.

- ☒ YES
- ☐ NO
- ☐ N/A

31. If No, describe accessibility problems and method to address problems, including funding and timetable:

n/a

EMPLOYMENT AND CLIENT PARTICIPATION

32. Do you notify the public that your agency does not discriminate based on race, color, religion, gender, sexual orientation, national origin, age or disabilities in hiring practices or provision of services?

- ☒ YES, please explain: ,
- ☐ NO, please explain: ,

33. If you answered 'YES' to question #32, indicate how:

The City Administrative Policy No. 6, "Equal Employment Opportunity" dated 5/14/97 and updated 3/20/12 is posted on the City's website. This policy ensures an employment environment free from discrimination based on actual or perceived race, color, religion, sex, national origin, ancestry, citizenship status, age, marital status, uniformed member status, disability, medical condition, genetic characteristics, sexual orientation, gender identity and expression, or other basis protected by law.

34. If you answered 'NO' to question #32, is the agency willing to adopt the practice?

- ☒ YES
- ☐ NO

35. Can this project proceed on July 1, 2019?

- ☒ YES
- ☐ NO

Budget [top](#)

Proposed FY 19-20 Budget	Request	Other Sources	Total CDBG Request
CDBG	\$ 75,000.00		\$ 75,000.00
HOME			\$ 0.00
ESG			\$ 0.00
Other Sources:			\$ 0.00
Total	\$ 75,000.00	\$ 0.00	\$ 75,000.00

Proposed Budget Details

	Request	Other Sources	Total CDBG Request
Staff -	\$ 0.00		\$ 0.00
Staff - Position Name	\$ 0.00		\$ 0.00
Staff - Position Name	\$ 0.00		\$ 0.00
Staff - Position Name	\$ 0.00		\$ 0.00
Consultant/Professional Services	\$ 53,900.00		\$ 53,900.00
Capital Improvements/Housing Rehab Demo			\$ 0.00
Capital Improvements/Housing Rehab Construction/Renovation			\$ 0.00
Architectural/Engineering Services			\$ 0.00
Fees and Permits			\$ 0.00
Trash Service	\$ 3,700.00		\$ 3,700.00
Portable Potties	\$ 4,600.00		\$ 4,600.00
Propane	\$ 2,000.00		\$ 2,000.00
Security Services	\$ 9,800.00		\$ 9,800.00
Office Supplies	\$ 1,000.00		\$ 1,000.00
Postage			\$ 0.00
Printing			\$ 0.00
Rent/Lease			\$ 0.00
Telephone			\$ 0.00
Transportation			\$ 0.00
OTHER:	\$ 0.00		\$ 0.00
Total	\$ 75,000.00	\$ 0.00	\$ 75,000.00

Budget Narrative

The funding will be used on items needed to support the Centralized Service Center.

Required Documents [top](#)**Documents Requested *****Required? Attached Documents ***

Certification of Application download template	✓	Certification of Application
Certification Regarding Lobbying download template	✓	Certification Regarding Lobbying
Certification Regarding Debarment and Suspension download template	✓	Certification Regarding Debarment
Certification Regarding a Drug Free Workplace download template	✓	Certification Regarding a Drug Free Workplace
Certification Regarding Reservation of Rights download template	✓	Cert. Reg. Reservation of Rights
Certification Regarding Section 504 download template	✓	Cert. Reg. Section 504
Certification Regarding Section 3 (if applicable) download template		
Certification Regarding Use of Real Property (if applicable) download template		
Certification of Compliance with Conflict of Interest & Procurement Policies download template	✓	Cert. Reg. Compliance w/Conflict of Interest
Certification- Assurance of Audit Requirements download template	✓	Cert. Reg. Assurance of Audit Requirement
Certification of Affiliation download template	✓	Cert. of Affiliation
Certification- Project Contact Information download template	✓	Cert.-Project Contact Info.
Certification- Signature Authorization Form	✓	Cert. Signature of Athorization

[download template](#)

Certification Regarding Board of Directors/Governing Boards Economic Interest



[Cert. Reg. Board of Dir. Economic Interest](#)

[download template](#)

State and Federal Tax Exemption Determination Letter



[Cert. Reg. State & Fed. Tax Exemption](#)

Written Financial Management Procedures



[Cert. Written Finan. Mngmt. Procedures](#)

Written minute action and/or Board approval documentation signed by the Board President authorizing submittal of the CDBG application and authorizing the Board President or Agency Representative to sign the application.



[Approval of Application Submittal](#)

Written documentation of the construction schedule developed for the proposed infrastructure/facilities projects only

Written documentation of all bidding process undertaken for the infrastructure/facilities proposed projects only

Job descriptions of all staff charged for the proposed project. Job descriptions should be limited to the specific duties/responsibilities associated with the proposed project, rather than a general agency description.(if applicable)

Contractors receiving \$750,000 or more of federal funding, when that funding represents more than 10% of the orgs annual budget, must submit salary and wage ranges for each of their job classifications, inc. executive salaries/benefits(if applicable)

Fiscal Documents for all NON-PROFIT AGENCIES (No exceptions) A. FY 2017 Financial Statements/Income Statement, AND B. Fully signed copy of the FY 2017 federal tax form 990, AND C. Fully signed copy of the FY 2017 State tax form 199



[Fiscal documents](#)

Copy of City of Pomona Business License



[Business License](#)

Copy of Proof of Registration in SAM.GOV



[SAM.GOV](#)

Copy of Proof of Insurance Coverage - General Liability (min. \$1,000,000, per occurrence and \$2,000,000 aggregate), Auto Liability (min. \$1,000,000, per occurrence) & Workers' Compensation.



[Proof of Insurance](#)

Copy of Organization By-Laws



[By-Laws](#)

Copy of Organization Articles of Incorporation



[Articles of Indorporation](#)

Copy of Limited English Proficiency Plan (L.E.P)



[LEP](#)

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Application ID: 130894

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City of Pomona
Neighborhood Services Department - Housing Division
Community Development Block Grant Program (PY) 2019-2020
2/8/2019 deadline

City of Pomona
HOUSING IMPROVEMENT PROGRAM

Jump to: [Application Questions](#) [Budget](#) [Required Documents](#)

\$ 200,000.00 Requested

Submitted: 12/10/2018 11:17:58 AM (Pacific)

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none entered

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Neighborhood Services Director

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Application Questions [top](#)

AGENCY DESCRIPTION

1. What is the date of Incorporation?

January 6, 1988

2. Select the type of organization: (check all that apply)

☐ Faith Based

☐ Non-Profit

☒ Government/Public Agency

3. How many total years of prior CDBG experience does your agency have?

The City's Housing Services Division has been using CDBG for its Housing Improvement Program for approximately 10 years.

4. Enter the total amount of CDBG funds received from all sources for the years in question:

\$100,721 FY 2018-2019

\$73,001 FY 2017-2018

\$1,000 FY 2016-2017

\$60,000 FY 2015-2016

\$121,241 FY 2014-2015

355,963.00 **TOTAL**

5. List the Federal award and funding amount your agency has received for the past five (5) years:

List year, source and total amount awarded. (Do Not Include CDBG)

The Housing Services Division has received the following awards/funding:

1. Lead Hazard Control and Healthy Homes Program

2016-2019: \$1,676,489

2. Home Investment Partnership Act (HOME) - Housing Rehabilitation Program

2018-2019: \$602,783

2017-2018: \$199,309

2016-2017: \$540,757

2015-2016: \$641,941

2014-2015: \$207,894

TOTAL: \$2,192,684

3. HOME First Time Homebuyer Program

2018-2019: \$381,357

2017-2018: \$506,548

2016-2017: \$0

2015-2016: \$0

2014-2015: \$1,084,025

TOTAL: \$1,971,930

Grand Total Funding for Non-CDBG Housing Programs: \$5,841,103

6. Provide the agency Mission Statement:

The City of Pomona's mission statement is to "improve the quality of life for our diverse community". The Housing Improvement Program, which is funded by the CDBG Program, plays an important role in fulfilling this mission. CDBG funds are used to undertake emergency repairs such as heating and cooling replacement, sewer repair, plumbing or electrical repairs, accessibility improvements and roof repairs. Program These repairs correct unsanitary and unsafe living conditions, thereby improving the quality of life of programs' beneficiaries -- the low-income Pomona homeowners.

CDBG funds are also used to undertake minor exterior improvements such as color coating, trim painting, front window and door replacement. These repairs improve the exterior appearance of the a home, thus creating a positive impact to the neighborhood.

7. Select one (1) HUD OBJECTIVE and one (1) HUD OUTCOME that is best suited for your proposed project:

HUD has instituted performance measures to gather information and determine the effectiveness of programs funded with CDBG. Information obtained will be reported by the City to HUD.

- ☐ OBJECTIVE: SUITABLE LIVING ENVIRONMENT- This project objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment (such as poor quality infrastructure) to social issues, such as crime prevention, child care, literacy, or elderly health services. It includes improving the safety and livability of neighborhoods, increasing access to quality facilities and services, and revitalizing deteriorating neighborhoods.
- ☒ OBJECTIVE: DECENT HOUSING- This project objective focuses on housing programs possible under CDBG where the purpose of the program is to meet individual, family, or community needs and not programs where housing is an element of a larger effort, since such programs would be more appropriately reported under suitable living environment.
- ☐ OBJECTIVE: CREATING/EXPANDING ECONOMIC OPPORTUNITY- This project objective applies to the types of activities related to economic development, commercial revitalization or job creation.
- ☐ OUTCOME: NEW OR IMPROVED AVAILABILITY/ACCESSIBILITY- This outcome applies to activities that make services, infrastructure, public facilities, employment opportunities, housing or shelters available or accessible to low/moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income persons where they live.
- ☐ OUTCOME: AFFORDABILITY- This outcome applies to activities that provide affordability in a variety of ways in the lives of low/moderate income people. It can include the creation or maintenance of affordable housing or basic infrastructure hook-ups, or services such as transportation or day care.
- ☐ OUTCOME: SUSTAINABILITY- This outcome applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to low/moderate income persons.

PRIORITIES

8. Select the following GOALS, STRATEGIES, INITIATIVES and/or CORE VALUES your project will address:

Refer to the RESOURCE tab for additional data.

- ☒ Consolidated Plan Goals
- ☐ Strategies to Help Pomona's Homeless
- ☐ Pomona's Promise Initiatives
- ☒ City's Core Values

9. Explain how the proposed project addresses the outcome(s) selected above.

Include any supporting statistics or other factual information related to supporting the importance of addressing the need, including any increase and/or improvement to services provided.

The Housing Improvement Program directly addresses the Consolidated Plan Goals of a) preserving existing housing stock by making decent housing accessible to low-income homeowners, and b) neighborhood preservation by eliminating blighted conditions.

The City of Pomona has an aged housing stock. According to the 2018-2023 Consolidated Plan, 72% of all housing in Pomona was developed between 1950 and 1989 with almost 57% of the City's housing stock being over 40 years old. These housing are more likely to be in need of some measure of repair or rehabilitation. The Consolidated Plan indicated that 45.3% of housing units have physical defects or have indications of being substandard, such as overcrowding, lack of complete plumbing, and other issues associated with older housing. On the other hand, 44% of Pomona households are low income or have incomes that are below 80% of the area median income. Limited income makes it difficult specifically for residents with older homes to address housing defects.

The Housing Improvement Program provides low-income homeowners with funds to undertake the health and safety repairs they need. These funds are granted with no repayment conditions, except that owners must live in their home for at least five years. By addressing issues such as lack of plumbing, broken sewer system, faulty electrical wiring, leaking and/or unstable roof, and no ADA access to name a few, low-income homeowners are able to live in a safe, sanitary and suitable living environment.

At the same time, experience dictates that exterior repairs creates a "domino effect" and encourages other homeowners within the neighborhood to also make exterior home improvement. By providing low-income homeowners with the funds to undertake minor exterior repairs and by encouraging other homeowners to do the same, the overall look of the community/neighborhood is improved and blight is eliminated.

NATIONAL OBJECTIVES

10. To be eligible for CDBG funding from the City, the project must meet only one of the following National Objectives below that benefit low to moderate income persons.

- ☐ Low-Moderate Clientele (LMC): Benefit clientele that is generally presumed to be low to moderate-income: abused children, battered spouses, elderly persons (62 yrs. and over), severely disabled adults, homeless persons, illiterate adults, persons with AIDS and migrant farm workers.
- ☐ Low-Moderate Clientele (LMC): Require documentation on family size and income in order to show that at least 51 percent of the clientele are LMI.
- ☐ Low-Moderate Clientele (LMC): Have income eligibility requirements limiting the activity to LMI persons only.
- ☐ Low-Moderate Clientele (LMC): Be of such a nature and in such a location that it can be concluded that clients are primarily LMI (i.e. – day care center in a public housing complex)
- ☐ Low-Moderate Clientele (LMC): Serve to remove material or architectural barriers to the mobility or accessibility of elderly persons (62 yrs. and over) or severely disabled adults. (ADA accessibility)
- ☐ Low Moderate Area (LMA): To qualify under this subcategory, at least 51% of the residents within the targeted activity area are Low to Moderate income persons. Refer to the CDBG Eligible Area Map located in the
- ☒ Low-Moderate Housing (LMH): To qualify under this subcategory, the activity must result in housing that will be occupied by Low to Moderate income persons upon completion. The housing can be either owner or renter occupied and can be either one family or multi-unit structures. Rental housing must be occupied at affordable rents.
- ☐ Low-Moderate Jobs (LMJ):
- ☐ Addresses Conditions of Slum and Blight
- ☐ Meets an Urgent Community Need

11. Select the activity that is most appropriate for your agency's proposed project:

- ☐ Battered & Abused Spouses Services
- ☐ Centers: includes for child care, disabled, youth, seniors, facilities for AIDS patients, etc
- ☐ Code Enforcement (internal City department applications only)
- ☐ Crime Prevention & Awareness Services
- ☐ Direct Financial Assistance to Homebuyers
- ☐ Education
- ☐ Employment Services / Job Training
- ☐ Fair Housing Services
- ☐ Health Services: includes mental health
- ☐ Homeless Services: includes facilities, shelters, etc
- ☐ Facility Improvements
- ☐ Infrastructure Improvements
- ☒ Housing Rehabilitation & Historic Preservation (currently not accepting applications for these activities)
- ☐ Senior Services
- ☐ Youth Services
- ☐ Adult Services
- ☐ "Other-please explain:"

PROJECT BENEFIT TO LOW AND MODERATE INCOME CLIENTS/HOUSEHOLDS

12. Select all populations to be served by your proposed project:

- ☒ Adults
- ☐ Homeless
- ☒ Persons with Disabilities
- ☐ Persons with Mental Illness
- ☒ Senior Citizens: must be age 62 and over
- ☐ Victims of Child Abuse
- ☐ Victims of Domestic Abuse
- ☐ Youth
- ☐ "Other - please explain:"

PROJECT ACTIVITY

13. Describe the proposed project & provide: 1. Detailed description 2. Number of beneficiaries to be served 3. Timeline for completion 4. Frequency of service 5. How the service is provided (as group, class, one on one mtg, phone referrals, etc)

If you are proposing an infrastructure/facilities project include: 1. Proposed scope of work/Tract # w/ block group 2. Timeline for completion: Bidding process, site prep, final occupancy, etc 3. Address prevailing wage & federal reporting

Project Description:

The Housing Improvement Program is designed to assist eligible low-income households with health and safety repairs and minor exterior improvements. Funds of up to \$5,000 will be provided as a grant for emergency repairs such as heating & cooling, sewer repair, electrical repair or accessibility improvements. Minor exterior repair must improve the outer appearance of the home such as color coating, trim painting and front door or window replacement. When there are multiple health and safety issues present in a home, funding of up to \$10,000 may be granted; however, this will require approval of the City's Housing Manager. Funds may also be used for roof repairs involving a maximum of \$10,000.

Only owner-occupied, single-family homes are eligible under this program. While the program is a grant, it requires that the home assisted with CDBG funds remain owner-occupied for at least five years; otherwise, funds will be repaid equivalent to the portion of the grant when the home was sold or leased (e.g. \$1,000 if the home was sold in year 5).

Repairs are undertaken by contractors who have been pre-qualified by City staff to meet HUD's and the City's vendor requirements.

Number of Beneficiaries to Be Served:

Funding in the amount of \$200,000 is being requested. This will serve 27 households (14 households at \$5,000 each; 3 households with multiple issues at \$10,000 each; and 10 households for roof repairs).

Timeline for Completion:

The project can be started and completed during the fiscal year. A typical timeline for a HIP project is between 3 to 4 months, as follows:

- 1) Eligibility review and approval: 1 week
- 2) Inspection scheduling, inspection and preparing inspection report: 1 week
- 3) Bid solicitation (by owner): 2 weeks to 3 weeks
- 4) Bid submitted and in-house estimate: 2 days
- 5) Grant Agreement and contract signing and scheduling: 1 week
- 6) Purchase requisition and Purchase Order issuance: 1 1/2 weeks
- 7) Rehabilitation: 2 to 3 weeks
- 8) Final inspection: 1 days
- 9) Correction of any punch list item/s and re-inspection: 1 week
- 10) Submission of invoice, invoice processing: 1 week
- 11) Submission of payment in system and issuance of check payment: per City schedule is approximately 2 weeks

Frequency of Service:

The HIP is a one-time grant for Pomona homeowners.

PROJECT INFORMATION

14. Provide a description of the service area and/or target area/neighborhood boundaries to be served.

The Housing Improvement Program will be implemented City-wide.

15. Indicate & explain the method that your agency will use to track family size, ethnicity, income levels and verify income.

Example: computer software; Application/Manual Collection or Other

The City uses a hard copy application form, which gathers information on household size, ethnicity and family income. To determine household composition, the application form includes a household composition worksheet where the applicant is required to indicate the names and age of ALL household members. The household composition worksheet must be supported by IDs for each household member, which include driver's license and/or birth certificates.

To track ethnicity, a race and ethnicity questionnaire is also included in the application form, which replicates the ethnicity categories required by OMB to facilitate reporting in IDIS or the HUD reporting system.

Income is determined by requiring submission of source documentation from all household members that are 18 years of age and over. Source documentation include pay stubs, Income Tax Returns, retirement income, disability payments and bank statements. Zero or no income must also be supported by providing a letter from the prior employer or via school records. To determine income eligibility, the 24 CFR Part V method for income calculation is used, which is the only method accepted by HUD for determining household income. It projects the average of 2 months most recent income over a 12-month period and adds the imputed value of assets over \$5,000. The calculated income must not exceed 80% of the Los Angeles County area median income that is published by HUD on an annual basis.

Information are inputted and stored electronically via an excel data base by fiscal year. The data base also collects other information that are required for Federal reporting such as grant amounts, income categories, and female headed households.

16. Indicate if this project will result in the provision of a NEW SERVICE for City of Pomona residents?

If it will, describe how the direct service proposed is not a duplication of existing services available to the target population previously identified

N/A. This is not a public service project.

17. Indicate if this project will result in a quantifiable increase in the level of service of an existing service.

If it will, describe how the direct service proposed demonstrates a quantifiable increase in access and the level of an existing service currently provided.

N/A. This is not a public service project.

18. Indicate if this project will charge fees to the CDBG clientele for any of the project activities previously described?

If it will, describe what fees are collected, justification for the fees, what is the fee schedule (amounts charged), and how the fees will be expended.

No fees will be charged for the project.

RECORD KEEPING PROCEDURES

19. Describe the procedures your agency will use to track and monitor the progress of the project:

On a program-wide basis, a tracking sheet is maintained on the status of projects: # eligibility review; # under bidding; # for agreement and contract signing; # under construction; and # projects completed. The number of units completed is compared against the annual goals on a quarterly basis. The status of each project is discussed regularly during team meetings to determine and resolve any production bottlenecks.

On a per project basis, the rehabilitation specialist conducts site visits on a regular basis to monitor project status and ensure the work are completed in a journeyman-like fashion. The work is compared against the scope of work per an executed contract between the owner and the contractor. The work is also compared against trade standards and City Codes. Deviations from the scope and standards are noted and addressed. The inspections are recorded in an inspection form, whether initial, progress, or final inspection. Before and after photos are also taken and maintained in the project files.

20. Describe your agency's record keeping procedures, with regards to the proposed project:

Each project will have a project file consisting of two folders: 1) an intake file; and 2) a rehabilitation file. The file organization and stacking order are provided below:

7-PART INTAKE FILE

PART 1 - APPROVAL INFORMATION

- A. Project Qualification Form
- B. Cost Estimate
- C. City Approval
- D. Rehab Specialist Approval
- E. Request for Inspection

PART 2 - NOTATION TO FILE

- A. Inter-Office Notes
- B. Memos

PART 3 - GRANT DOCUMENTS

- A. Fund Disbursement
- B. Grantee Acknowledgement
- C. Owner Acknowledgement

PART 4 - CORRESPONDENCE

- A. Letters to/from applicant

PART 5 - PROPERTY REVIEW AND INFORMATION

- A. SHPO/Environmental Review
- B. Criminal Activity
- C. Property Profile

PART 6 - APPLICANT REVIEW AND INFORMATION

- A. Income Summary - Part 5
- B. Tax Returns
- C. Pay Stubs/Proof of Income
- D. Bank Statements
- E. Grant Deed/Property Tax Bill
- F. Grant Application
- G. HOME Release Form
- H. Household Member Worksheet
- I. Social Security Card
- J. Copy of ID/Driver's License
- K. Property Owner Acknowledgement
- L. Miscellaneous

4-PART REHABILITATION FILE

PART 1 - NOTATION TO FILE & CORRESPONDENCES

PART 2 - DISBURSEMENTS/EXPENDITURE TRACKING (with copies of invoices, material receipts and check payments)

PART 3 - BID TRACKING FORM/BIDS RECEIVED

PART 4 - CONSTRUCTION CONTRACT/NOTICE TO PROCEED/OTHER CONSTRUCTION INFORMATION

At the close of each project, after payments have been issued, the rehabilitation file is inserted in the intake file and the consolidated file is stored at the Housing vault.

21. Describe the procedures your agency will use to separate and track CDBG activities and expenditures from other funds:

The City uses Mitchell Humphrey and Co. for its financial management system. This system provides the City with some flexibility regarding account number structures to ensure accurate reporting of financial activity. Account number structure includes four parts to separate financial information according to fund, department, line item and project number. This system allows the City to separate CDBG budgets and expenditures with other Federal state, federal or local funds.

ORGANIZATIONAL CAPACITY

22. Has your agency ever done this type of activity before?

☒ YES

☐ NO

23. Describe your agency's experience in completing projects and highlight past accomplishments:

The CDBG Housing Improvement Program has been an integral part of the City's housing rehabilitation programs for the past nine years. The amount of CDBG funds expended is estimated at \$1,540,209, which benefitted a total of 306 families or households. These funds were used to: assist families without heating or cooling systems; install ADA lifts and ramps; assist individuals in wheelchairs; undertake ADA bathroom retrofit; repair leaking roofs (added in FY 2018-2019); address broken sewer lines or faulty electrical wiring, etc. Funds were also used to assist homeowners in making minor exterior repairs to improve the outer appearance of their homes. These 2 uses of funds under the Housing Improvement Program have resulted in an improved quality of life for Pomona homeowners and have contributed to the revitalization of neighborhoods.

Of importance, the Housing Improvement Program was combined with other Federal and state funded housing programs such as the HOME and CALHOME Rehabilitation Programs, and the Lead Hazard Control and Healthy Homes Program. This resulted in stretching each program's dollars and maximized the benefits for low-income homeowners.

24. Describe your agency's experience with CDBG or other Federal grant programs:

Staff has extensive experience in the administration of housing rehabilitation programs, and has been utilizing Federal and State funds for housing related projects for approximately 34 years. Current staff members have successfully implemented the Housing Improvement Program under CDBG for approximately 10 years. Other housing programs that are being implemented using Federal funds are: Home Investment Partnership Act (HOME) Rehabilitation Program; HOME First Time Homebuyer Program; and, Lead Hazard Control and Healthy Homes Program. Among its personnel, staff has over 100 years of combined grants administration, oversight and housing programs implementation experience to allow successful implementation of the program.

25. Describe your agency's current capacity, including staff and volunteer qualifications, in carrying out the proposed activity:

The Housing Team is composed of qualified and experienced personnel, as follows: 1 Housing Grants Supervisor; 3 Rehabilitation Specialists (1 full time and 2 part time); 1 Loan Coordinator; 1 Housing Technician; and 2 part time technical specialists.

Maria Siacunco (Grants Supervisor)

Qualification: Over 18 years housing related experience in direct program management and fiscal administration of various housing programs. Housing programs handled include CDBG, Lead Hazard Control and Healthy Homes Program, HOME and CALHOME Program funds.

Mike Cravens (Full Time Rehabilitation Specialist)

Qualification: Over 35 years experience in the trade industry. Practices LEED standards in green building for housing improvement projects.

John Sottek (Part Time/Consultant Lead)

Qualification: Over 20 years of experience working with cities overseeing the substantial rehabilitation of both single and multi-family residences, including lead abatement and development of detailed rehabilitation specifications, contractor bid walks, bid selection, contract/document preparation, pre-construction conferences, project monitoring, and inspections

Priscilla Davila (Part Time/Consultant Rehabilitation Specialist)

Qualification: Over 18 years experience in the coordination, administration and project management of Federal programs to include CDBG, HOME and ESG.

Antoinette Perez (Loan Coordinator)

Qualification: Over 22 years experience in the implementation of housing improvement programs, including eligibility review,

agreement contracting, IDIS set-ups and drawdowns; underwriting; funds monitoring, etc. Antoinette is also a notary public.

Jacqueline Contreras (Housing Technician)

Qualification: Over 2 years experience in project implementation, particularly of the Lead Hazard Control and Healthy Homes Program. Related activities involved marketing and outreach, eligibility review, contractor qualification, bid walks, project inspections, and processing of contractor invoices.

Vanessa Garcia (Part Time Technical Specialist)

Qualification: 2 years experience in the promotion and outreach of the Lead Hazard Control and Healthy Homes Program. Proficient in the use of FMS, to include preparing Purchase Requisitions and vendor payments.

Vanessa Leon (Part Time Technical Specialist)

Qualification: New employee. Prior experience involves program outreach and marketing.

26. Describe your agency's administrative systems by indicating YES or NO for each item that exists within your agency's organizational structure.

<input type="checkbox"/>	Yes	Are written procedures in place? (Formal Personnel System)
<input type="checkbox"/>	Yes	Can staff salary be tracked by funding source?
<input type="checkbox"/>	Yes	Are formal written accounting procedures in place? (Audit System)
<input type="checkbox"/>	Yes	Are there Record keeping Systems/Separate tracking system for each funding source?
<input type="checkbox"/>	Yes	Are there formal written Cash Management Practices (includes proper security measures)
<input type="checkbox"/>	Yes	Are hard copy files and or computer records systems with security and back-up in place?
<input type="checkbox"/>	Yes	Are internal monitoring/evaluation systems in place?
<input type="checkbox"/>	Yes	Are internal monitoring/evaluation systems procedures in compliance with Sarbanes-Oxley?
<input type="checkbox"/>	Yes	Is client's eligibility verified?
<input type="checkbox"/>	Yes	Is client demographic data collected and a reporting system in place?
<input type="checkbox"/>	Yes	Are there written formal procurement policies/procedures in place?
<input type="checkbox"/>	Yes	Are Conflict of Interest Policies in place?
<input type="checkbox"/>	Yes	Are Client Grievance Policies in place?
<input type="checkbox"/>	No	Does your agency generate annual fundraising revenue?
<input type="checkbox"/>	N/A	Is there Financial Oversight by the Board of Directors?
<input type="checkbox"/>	N/A	Is there Program Oversight by the Board of Directors?
<input type="checkbox"/>	0.00	TOTAL

27. If any gap exists in your agency's administrative systems, describe what they are and how they will be addressed, as well as the timing for resolving?

There is no gap existing in the City's administrative systems.

28. Indicate your agency's Financial System

- ☐ Cash Basis
- ☒ Accrual Basis

29. Select your agency's Fiscal Year Term:

- ☐ January - December
- ☒ July - June
- ☐ October - September
- ☐ "Other - please explain:"

ACCESSIBILITY FOR PERSONS WITH PHYSICAL DISABILITIES

30. Federal regulations require that all program services, housing, and facilities assisted with CDBG funds be

accessible to the disabled, whenever feasible. Does the service site currently, or will it, meet ADA standards for accessibility?

Includes: ramps, parking, bathroom grab bars, top of toilet seats that meet required height from the floor, wheelchair maneuverability, accessible water fountains, access between floors, other improvements including serving the blind & deaf.

- ☒ YES
☐ NO
☐ N/A

31. If No, describe accessibility problems and method to address problems, including funding and timetable:

The Housing Improvement Program Office is located at City Hall, which meets ADA accessibility requirements. In addition, as part of program policy and upon request, staff provides reasonable accommodation to applicants and clients with physical/developmental handicap and with special needs.

EMPLOYMENT AND CLIENT PARTICIPATION

32. Do you notify the public that your agency does not discriminate based on race, color, religion, gender, sexual orientation, national origin, age or disabilities in hiring practices or provision of services?

- ☒ YES, please explain: ,
☐ NO, please explain: ,

33. If you answered 'YES' to question #32, indicate how:

The City Administrative Policy No. 6, "Equal Employment Opportunity" dated 5/14/97 and updated 3/20/12 is posted on the City's website. This policy ensures an environment that is free from discrimination based on actual or perceived race, color, religion, sex, national origin, ancestry, citizenship status, age, marital status, uniformed member status, disability, medical condition, genetic characteristics, sexual orientation, gender identity and expression, or other basis protected by law.

34. If you answered 'NO' to question #32, is the agency willing to adopt the practice?

- ☒ YES
☐ NO

35. Can this project proceed on July 1, 2019?

- ☒ YES
☐ NO

Budget [top](#)

Proposed FY 19-20 Budget	Request	Other Sources	Total CDBG Request
CDBG	\$ 200,000.00		\$ 200,000.00
HOME			\$ 0.00
ESG			\$ 0.00
Other Sources:			\$ 0.00
Total	\$ 200,000.00	\$ 0.00	\$ 200,000.00

Proposed Budget Details	Request	Other Sources	Total CDBG Request
Staff - Position Name			\$ 0.00
Staff - Position Name			\$ 0.00
Staff - Position Name			\$ 0.00
Staff - Position Name			\$ 0.00
Consultant/Professional Services			\$ 0.00
Capital Improvements/Housing Rehab Demo			\$ 0.00
Capital Improvements/Housing Rehab Construction/Renovation			\$ 0.00
Architectural/Engineering Services			\$ 0.00
Fees and Permits			\$ 0.00
Equipment Maintenance			\$ 0.00
Equipment Purchase			\$ 0.00
Equipment Rental			\$ 0.00
Internet Service			\$ 0.00

Office Supplies			\$ 0.00
Postage			\$ 0.00
Printing			\$ 0.00
Rent/Lease			\$ 0.00
Telephone			\$ 0.00
Transportation			\$ 0.00
OTHER: Housing Rehabilitation	\$ 200,000.00		\$ 200,000.00
Total	\$ 200,000.00	\$ 0.00	\$ 200,000.00

Budget Narrative

The funding will be used to fund emergency rehabilitation and minor exterior improvements of qualified low-income, owner-occupied households. Funds will specifically be used to pay contractors who will undertake the improvements, per a construction contract between the homeowner and selected contractor.

Required Documents [top](#)

Documents Requested *	Required?	Attached Documents *
Certification of Application download template	✓	Certification of Application
Certification Regarding Lobbying download template	✓	Certification Regarding Lobbying
Certification Regarding Debarment and Suspension download template	✓	Certificatin Regarding Debarment
Certification Regarding a Drug Free Workplace download template	✓	Certification Regarding Drug Free Workplace
Certification Regarding Reservation of Rights download template	✓	Certification Regarding Reservation of Rights
Certification Regarding Section 504 download template	✓	Certification Regarding Section 504
Certification Regarding Section 3 (if applicable) download template		
Certification Regarding Use of Real Property (if applicable) download template		
Certification of Compliance with Conflict of Interest & Procurement Policies download template	✓	Conflict of Interest
Certification- Assurance of Audit Requirements download template	✓	Assurance of Audit Requirements
Certification of Affiliation download template	✓	Certification Regarding Affiliation
Certification- Project Contact Information download template	✓	Project Contact Information
Certification- Signature Authorization Form download template	✓	Signature Authorization Form
Certification Regarding Board of Directors/Governing Boards Economic Interest download template	✓	Certification Regarding Economic Interest
State and Federal Tax Exemption Determination Letter	✓	Not Applicable
Written Financial Management Procedures	✓	Not Applicable
Written minute action and/or Board approval documentation signed by the Board President authorizing submittal of the CDBG application and authorizing the Board President or Agency	✓	Not Applicable

Representative to sign the application.

Written documentation of the construction schedule developed for the proposed infrastructure/facilities projects only

Written documentation of all bidding process undertaken for the infrastructure/facilities proposed projects only

Job descriptions of all staff charged for the proposed project. Job descriptions should be limited to the specific duties/responsibilities associated with the proposed project, rather than a general agency description.(if applicable)

Contractors receiving \$750,000 or more of federal funding, when that funding represents more than 10% of the orgs annual budget, must submit salary and wage ranges for each of their job classifications, inc. executive salaries/benefits(if applicable)

Fiscal Documents for all NON-PROFIT AGENCIES (No exceptions) A. FY 2017 Financial Statements/Income Statement, AND B. Fully signed copy of the FY 2017 federal tax form 990, AND C. Fully signed copy of the FY 2017 State tax form 199	✓	Not Applicable
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Copy of City of Pomona Business License	✓	Not Applicable
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Copy of Proof of Registration in SAM.GOV	✓	City of Pomona SAM.gov
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Copy of Proof of Insurance Coverage - General Liability (min. \$1,000,000, per occurrence and \$2,000,000 aggregate), Auto Liability (min. \$1,000,000, per occurrence) & Workers' Compensation.	✓	Not Applicable
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Copy of Organization By-Laws	✓	Not Applicable
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Copy of Organization Articles of Incorporation	✓	Not Applicable
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Copy of Limited English Proficiency Plan (L.E.P)	✓	City of Pomona LEP
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Application ID: 130946

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City of Pomona
Neighborhood Services Department - Housing Division
Community Development Block Grant Program (PY) 2019-2020
2/12/2019 deadline

City of Pomona Housing Services

Jump to: [Application Questions](#) [Budget](#) [Required Documents](#)

\$ 150,000.00 Requested

Submitted: 2/11/2019 3:32:31 PM (Pacific)

Project Contact

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Additional Contacts

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Neighborhood Services Director

Benita DeFrank

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Application Questions [top](#)

AGENCY DESCRIPTION

1. What is the date of Incorporation?

January 6, 1988

2. Select the type of organization: (check all that apply)

- ☐ Faith Based
☐ Non-Profit
☒ Government/Public Agency

3. How many total years of prior CDBG experience does your agency have?

The City's Housing Services Division has been using CDBG for Housing Services for approximately 10 years to support HOME TBRA, FTHB, Substantial Rehabilitation Loan Programs, and CHDO activities.

4. Enter the total amount of CDBG funds received from all sources for the years in question:

FY 2018-2019

FY 2017-2018

FY 2016-2017

FY 2015-2016

FY 2014-2015

TOTAL

5. List the Federal award and funding amount your agency has received for the past five (5) years:

List year, source and total amount awarded. (Do Not Include CDBG)

The Housing Division has received the following housing-related Federal awards:

1. Lead Hazard Control and Healthy Homes Program

2016-2019: \$1,676,489

2. Home Investment Partnership Act Program (HOME) - Housing Rehabilitation Program

2018-2019: \$602,783

2017-2018: \$199,309

2016-2017: \$ 540,757

2015-2016: \$ 641,941

2014-2015: \$207,894

TOTAL: \$2,192,684

3. HOME First Time Homebuyer Program

2018-2019: \$381,357

2017-2018: \$506,548

2016-2017: \$0

2015-2016: \$0

2014-2015: \$1,084,025

TOTAL: \$1,971,930

Grand Total Funding for Non-CDBG Housing Programs: \$5,841,103

6. Provide the agency Mission Statement:

The City of Pomona's mission statement is to "improve the quality of life for our diverse community." Housing services, which is funded by CDBG, plays an important role in fulfilling this mission. Housing Services supports HOME funded activities in connection with the Housing Rehabilitation Program, Mortgage Assistance Program, and CHDO activities. It funds activities involving program administration, and related activities such as: inquiries about the program; contractor solicitation and vetting for eligibility to participate in Federally-funded programs; management of HOME loans; monitoring of HOME funded projects to ensure continuing affordability and owner occupancy, to name a few. The Programs result in an improved quality of life (i.e. rehabilitated homes and homebuyer assistance for low income families who would not necessarily have not been able to purchase the homes). Related/supportive activities necessary to effectively and efficiently administer the programs contribute to this mission statement by: ensuring that HOME funded programs continue to benefit intended low-income beneficiaries (through monitoring); ensuring information on HOME programs are available to the low income residents; assisting or responding to program beneficiaries' requests regarding their loans.

7. Select one (1) HUD OBJECTIVE and one (1) HUD OUTCOME that is best suited for your proposed project:

HUD has instituted performance measures to gather information and determine the effectiveness of programs funded with CDBG. Information obtained will be reported by the City to HUD.

- ☐ OBJECTIVE: SUITABLE LIVING ENVIRONMENT- This project objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment (such as poor quality infrastructure) to social issues, such as crime prevention, child care, literacy, or elderly health services. It includes improving the safety and livability of neighborhoods, increasing access to quality facilities and services, and revitalizing deteriorating neighborhoods.
- ☒ OBJECTIVE: DECENT HOUSING- This project objective focuses on housing programs possible under CDBG where the purpose of the program is to meet individual, family, or community needs and not programs where housing is an element of a larger effort, since such programs would be more appropriately reported under suitable living environment.
- ☐ OBJECTIVE: CREATING/EXPANDING ECONOMIC OPPORTUNITY- This project objective applies to the types of activities related to economic development, commercial revitalization or job creation.
- ☐ OUTCOME: NEW OR IMPROVED AVAILABILITY/ACCESSIBILITY- This outcome applies to activities that make services, infrastructure, public facilities, employment opportunities, housing or shelters available or accessible to low/moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income persons where they live.
- ☒ OUTCOME: AFFORDABILITY- This outcome applies to activities that provide affordability in a variety of ways in the lives of low/moderate income people. It can include the creation or maintenance of affordable housing or basic infrastructure hook-ups, or services such as transportation or day care.
- ☐ OUTCOME: SUSTAINABILITY- This outcome applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to low/moderate income persons.

PRIORITIES

8. Select the following GOALS, STRATEGIES, INITIATIVES and/or CORE VALUES your project will address:

Refer to the RESOURCE tab for additional data.

- ☒ Consolidated Plan Goals
- ☐ Strategies to Help Pomona's Homeless
- ☐ Pomona's Promise Initiatives
- ☒ City's Core Values

9. Explain how the proposed project addresses the outcome(s) selected above.

Include any supporting statistics or other factual information related to supporting the importance of addressing the need, including any increase and/or improvement to services provided.

Housing Services addresses the Consolidated Plan Goal of Providing Decent and Affordable Housing -- it replicates the outcomes of the HOME funded programs. Housing Rehabilitation addresses physical defects and other indications of substandard housing such as lack of heating/cooling, structural collapse, leaking roofs, etc. It provides low-interest loans of up to \$60,000 to make repairs and improvements to the home. These loans do not have to be repaid until the owner sells, transfer title or re-finances the property and takes cash out. The Mortgage Assistance Program (MAP) provides low-income first time homebuyers with a bigger down payment to reduce their monthly mortgage payments, thus making the housing more affordable. It should be mentioned that the MAP program also meets the Decent Housing objective, since all homes purchased under the program are inspected and must meet HQS and Code requirements.

Related/supportive activities address the City's core values of excellent customer services, by the effective and efficient manner in which the HOME programs are implemented by staff and by the responsiveness of staff to requests of the program clientele and the public.

NATIONAL OBJECTIVES

10. To be eligible for CDBG funding from the City, the project must meet only one of the following National Objectives below that benefit low to moderate income persons.

- ☐ Low-Moderate Clientele (LMC): Benefit clientele that is generally presumed to be low to moderate-income: abused children, battered spouses, elderly persons (62 yrs. and over), severely disabled adults, homeless persons, illiterate adults, persons with AIDS and migrant farm workers.
- ☐ Low-Moderate Clientele (LMC): Require documentation on family size and income in order to show that at least 51 percent of the clientele are LMI.
- ☐ Low-Moderate Clientele (LMC): Have income eligibility requirements limiting the activity to LMI persons only.
- ☐ Low-Moderate Clientele (LMC): Be of such a nature and in such a location that it can be concluded that clients are primarily LMI (i.e. – day care center in a public housing complex)
- ☐ Low-Moderate Clientele (LMC): Serve to remove material or architectural barriers to the mobility or accessibility of elderly persons (62 yrs. and over) or severely disabled adults. (ADA accessibility)
- ☐ Low Moderate Area (LMA): To qualify under this subcategory, at least 51% of the residents within the targeted activity area are Low to Moderate income persons. Refer to the CDBG Eligible Area Map located in the
- ☒ Low-Moderate Housing (LMH): To qualify under this subcategory, the activity must result in housing that will be occupied by Low to Moderate income persons upon completion. The housing can be either owner or renter occupied and can be either one family or multi-unit structures. Rental housing must be occupied at affordable rents.
- ☐ Low-Moderate Jobs (LMJ):
- ☐ Addresses Conditions of Slum and Blight
- ☐ Meets an Urgent Community Need

11. Select the activity that is most appropriate for your agency's proposed project:

- ☐ Battered & Abused Spouses Services
- ☐ Centers: includes for child care, disabled, youth, seniors, facilities for AIDS patients, etc
- ☐ Code Enforcement (internal City department applications only)
- ☐ Crime Prevention & Awareness Services
- ☒ Direct Financial Assistance to Homebuyers
- ☐ Education

- ☐ Employment Services / Job Training
- ☐ Fair Housing Services
- ☐ Health Services: includes mental health
- ☐ Homeless Services: includes facilities, shelters, etc
- ☐ Facility Improvements
- ☐ Infrastructure Improvements
- ☒ Housing Rehabilitation & Historic Preservation (currently not accepting applications for these activities)
- ☐ Senior Services
- ☐ Youth Services
- ☐ Adult Services
- ☐ "Other-please explain:"

PROJECT BENEFIT TO LOW AND MODERATE INCOME CLIENTS/HOUSEHOLDS

12. Select all populations to be served by your proposed project:

- ☒ Adults
- ☐ Homeless
- ☐ Persons with Disabilities
- ☐ Persons with Mental Illness
- ☒ Senior Citizens: must be age 62 and over
- ☐ Victims of Child Abuse
- ☐ Victims of Domestic Abuse
- ☐ Youth
- ☐ "Other - please explain:"

PROJECT ACTIVITY

13. Describe the proposed project & provide: 1. Detailed description 2. Number of beneficiaries to be served 3. Timeline for completion 4. Frequency of service 5. How the service is provided (as group, class, one on one mtg, phone referrals, etc)

If you are proposing an infrastructure/facilities project include: 1. Proposed scope of work/Tract # w/ block group 2. Timeline for completion: Bidding process, site prep, final occupancy, etc 3. Address prevailing wage & federal reporting

Housing Services will fund personnel salaries and benefits, both full and part time, as well as pay for consultants, who are involved in administering the HOME funded Housing Rehabilitation, First Time Homebuyer Programs, and CHDO activities. Program Administration includes, but is not limited to:

- 1) Unit inspections (preliminary, progress and final) and report preparation;
- 2) Loan processing and underwriting;
- 3) Client eligibility reviews;
- 4) Scope of work preparation;
- 5) Facilitation of the rehabilitation work between contractor and owners, and coordinating close of escrow for the FTHB program;
- 6) Loan signing;
- 7) Contracting;
- 8) Processing of contractor payments; and,
- 9) CHDO eligibility review and capacity building.

In addition, Personnel paid under Housing Services will undertake HOME related activities to include:

- 1) Solicitation of contractors to participate in the City's rehabilitation programs, contractor screening to ensure eligibility to participate in Federally-funded and City programs; and, contractor training about City requirements and processes;
- 2) Management of HOME funded loans. This covers providing loan balances on an annual basis in support of the City's annual audit and to individual borrowers upon request; providing pay-off demands for borrowers wishing to pay the City of Pomona loan; receipt and recording of beneficiary payments in Loan Ledger; turn-over of funds to the City's Finance Department; issuance of lien releases; recording of new loans in loan ledger and discounting when full amounts are not utilized; reconciliation of loan ledger accounts with the City's Finance Department.
- 3) Providing information to various sector regarding the HOME funded programs. This can cover general public inquiry about the programs and terms; inquiry from beneficiaries about the terms and conditions for repayments; requests for public

information from prior program beneficiaries and by contractors; contractors requests for inclusion in the City of Pomona's courtesy list of contractors; requests for information by lenders for participation in the City's First Time Homebuyer Program; etc.

4) Monitoring for affordability and continuing occupancy. To ensure continued owner-occupancy in assisted HOME programs, annual certificate of occupancy are released to verify whether assisted units remain owner occupied. Submission of supporting documents such as driver's license and utility bills must be submitted with the required verification form. For rental and HOME rental development projects, the monitoring involves ensuring that tenants are low-income and are not charged more than required HOME rents (either Low or High HOME rents), and that assisted units continue to meet HQS and Building standards. The monitoring is done throughout the affordability period of the HOME-funded program.

Housing Services will begin on July 1, 2019 and will be completed on June 30, 2020.

PROJECT INFORMATION

14. Provide a description of the service area and/or target area/neighborhood boundaries to be served.

Housing Services' coverage is City-wide.

15. Indicate & explain the method that your agency will use to track family size, ethnicity, income levels and verify income.

Example: computer software; Application/Manual Collection or Other

Family size, ethnicity, income levels and income verification are being tracked for the HOME programs. A hard copy application form is utilized. To determine household composition, the application includes a household composition worksheet where the applicant is required to indicate the names and age of all household members. The household composition worksheet must be supported by IDs for each household members, such as driver's license or birth certificates.

To track ethnicity, a race and ethnicity questionnaire is included in the application form. The form replicates the categories required by OMB to facilitate Federal reporting.

Income is determined by requiring submission of source documentation from all household members that are 18 years of age and over. Source documentation include pay stubs, Income Tax Returns, retirement income, disability payments and bank statements. Zero or no income must be supported by providing a letter from a prior employer or via school records. To determine income eligibility, the 24 CFR Part V method for income calculation is used, which is the only method accepted by HUD for determining household income. It projects the average of 2 months most recent income over a 12 month period and adds the imputed value of assets over \$5,000. The calculated income must not exceed 80% of the Los Angeles County area median income published by HUD on an annual basis.

Information are inputted and stored electronically via an excel data base by fiscal year. The data base also collects other information that are required for Federal reporting such as grant amounts, income categories and female headed households.

16. Indicate if this project will result in the provision of a NEW SERVICE for City of Pomona residents?

If it will, describe how the direct service proposed is not a duplication of existing services available to the target population previously identified

N/A. This is not a public service project.

17. Indicate if this project will result in a quantifiable increase in the level of service of an existing service.

If it will, describe how the direct service proposed demonstrates a quantifiable increase in access and the level of an existing service currently provided.

N/A. This is not a public service project.

18. Indicate if this project will charge fees to the CDBG clientele for any of the project activities previously described?

If it will, describe what fees are collected, justification for the fees, what is the fee schedule (amounts charged), and how the fees will be expended.

No fees will be charged for Housing Services. Instead, Housing Services pays for staff salaries to respond to external requests so that the public will not need to pay for these services. For the last 5 years, CDBG funding for Housing Services amounted to \$954,157.

RECORD KEEPING PROCEDURES

19. Describe the procedures your agency will use to track and monitor the progress of the project:

Two performance indicators are used to track project performance: 1) number of HOME funded housing units completed during the period; and 2) the number of HOME client contacts/beneficiaries.

To track indicator #1, an excel-based spreadsheet is maintained to record the number of HOME units completed. A record of the client's income, income category and demographics to be able to meet Federal information requirements are also included in the spreadsheet. To track progress, the completion numbers are compared against annual goals. Regular team meetings are conducted to resolve program bottlenecks.

To track indicator #2, a client contact tracking is maintained to record: requests from the general public, HOME beneficiaries from prior years, lenders, contractors, etc. The requests range from inquiry about the availability of housing programs, request for public information, inquiry on the terms of the City loans, to requests for payment demands, contractors' request for inclusion in the courtesy list of pre-qualified contractors. The tracking sheet indicates the following: 1) date and time the requests were made; 2) the name of the staff who received the request; 3) the name and contact information of the person making the request; 4) the sector (i.e. beneficiary, lender, contractor); 5) the City program involved; 6) the nature of the request; and 7) action taken by City staff. Goals are set based on the number of requests received and acted upon during prior years.

20. Describe your agency's record keeping procedures, with regards to the proposed project:

For completed housing units, the record keeping procedures are discussed below:

HOME FUNDED SUBSTANTIAL REHABILITATION. Each file consists of two folders:

FOLDER 1: 7 PART INTAKE FILE

PART 1 - APPROVAL INFORMATION

A. Project Qualification Form

B. Cost Estimate

C. City Approval

D. Rehab Specialist Approval

E. Request for Inspection

PART 2 - NOTATION TO FILE

A. Inter-Office Notes

B. Memos

PART 3 - GRANT DOCUMENTS

A. Fund Disbursement

B. Grantee Acknowledgement

C. Owner Acknowledgement

PART 4 - CORRESPONDENCE

A. Letters to/from Applicant

PART 5 - PROPERTY REVIEW AND INFORMATION

A. SHPO/Environmental Review

B. Criminal Activity

C. Property Profile

PART 6 - APPLICANT REVIEW AND INFORMATION

A. Income Summary - Part 5

B. Tax Returns

C. Pay Stubs/Proof of Income

D. Bank Statements

E. Grant Deed/Property Tax Bill

F. Grant Application

G. HOME Release Form

H. Household Member Worksheet

I. Social Security Card

J. Copy of ID/Driver's License

K. Property Owner Acknowledgement

L. Miscellaneous

FOLDER 2: 4 PART REHABILITATION FILE

PART 1 - NOTATION TO FILE & CORRESPONDENCES

PART 2 - DISBURSEMENT/EXPENDITURE TRACKING (with copies of invoices, material receipts and check payments)

PART 3 - BID TRACKING FORMS/BIDS RECEIVED

PART 4 - CONSTRUCTION CONTRACT/NOTICE TO PROCEED/OTHER CONSTRUCTION INFORMATION

HOME FIRST TIME HOMEBUYER PROGRAM (FTHB). The HOME FTHB only has an intake file, but contains similar information as the Rehabilitation intake files. In addition, The file includes loan underwriting, funding reservation, escrow information and information and documentation related to a home-purchase and financing.

For client contacts, the record keeping procedures is described in item 19 above.

21. Describe the procedures your agency will use to separate and track CDBG activities and expenditures from other funds:

The City uses the Mitchell Humphrey and Co. for its financial management system. This system provides the City with some flexibility regarding account number structures to ensure accurate reporting of financial activity. Account number structure includes four parts to separate financial information according to fund, department, line item and project numbers. This system allows the City to separate CDBG funds and expenditures from other Federal, state or local funds.

ORGANIZATIONAL CAPACITY

22. Has your agency ever done this type of activity before?

☒ YES

☐ NO

23. Describe your agency's experience in completing projects and highlight past accomplishments:

Housing Services has been part of the City's CDBG funded programs for approximately 10 years. The amount of CDBG funds expended for Housing Services in the past 5 years is \$954,147, which delivered housing to approximately 800 beneficiaries. In addition, the funds were used to continue related housing and administrative services with the outcomes being:

- * General public awareness on the availability of housing programs for low and moderate income residents;
- * A Housing Contractor's courtesy list which has been pre-qualified to meet Federal and City contracting requirements;
- * Fiscal responsiveness to the funders via: 1) An updated Housing Loan Portfolio; and 2) On-going monitoring for affordability and owner occupancy throughout the loans' affordability/owner occupancy period, per HUD requirements;
- * Loan servicing/collection, lien releases;
- * Contractors' training;
- * CHDO capacity building; to name a few.

24. Describe your agency's experience with CDBG or other Federal grant programs:

Staff has extensive experience in the administration of CDBG and other Federal grant programs, with 34 years experience specifically in the provision of housing rehabilitation and mortgage programs. Federally funded housing programs being implemented are: HOME Mortgage Assistance Program, HOME Substantial Rehabilitation Loan Program; CHDO Activities; and, Lead Hazard Control and Healthy Homes Program. Among its personnel, staff has over 100 years of combined grants administration, oversight and housing programs implementation experience to ensure program success.

25. Describe your agency's current capacity, including staff and volunteer qualifications, in carrying out the proposed activity:

The Housing Team is composed of qualified and experienced personnel, as follows: 1 Housing Grants Supervisor; 3 Rehabilitation Specialists (1 full time and 2 part time); 1 Housing Technician; and 2 part time technical specialists.

Maria Siacunco (Grants Supervisor)

Qualification: Over 18 years housing related experience in direct program management and fiscal administration of various housing programs. Housing programs handled include: CDBG, HOME and CalHome Programs; and, Lead Hazard Control and Healthy Homes funds.

Mike Cravens (Full Time Rehabilitation Specialist)

Qualification: Over 35 years experience in the industry. Practices LEED standards in green building for housing projects.

John Sottek (Part Time Lead Program Consultant)

Qualification: Over 20 years of experience working with cities overseeing the substantial rehabilitation of both single and multi-family residences, including the lead abatement and development of detailed rehabilitation specifications, contractor bid walks, bid selection, contract/document preparation, pre-construction preferences, project monitoring and inspections.

Priscilla Davila (Part Time Rehabilitation Specialist)

Qualification: Over 18 years experience in the coordination, administration and project management of Federal programs to include CDBG, HOME and ESG.

Antoinette Perez (Loan Coordinator)

Qualification: Over 22 years experience in the implementation of housing programs, including eligibility review, agreement signing, IDIS set-ups and drawdowns, underwriting, funds monitoring, etc. Antoinette is also a notary public.

Jacqueline Contreras (Housing Technician)

Qualification: Over 2 years experience in project implementation, particularly the Lead Hazard Control and Healthy Homes program and HOME First Time Homebuyer Program. Related activities involved marketing and outreach, eligibility review, contractor qualification, loan underwriting, and escrow closing coordination. Jacqueline Contreras is also a notary public.

Vanessa Garcia (Part Time Technical Specialist)

Qualification: 2 years experience in the promotion and outreach of the Lead Hazard Control and Healthy Homes Programs and the City's other housing programs; proficient in the use of FMS for purchase requisitions and vendor payments.

Vanessa Leon (Part Time Technical Specialist)

Qualification: New employee. Prior experience involves program outreach and marketing.

26. Describe your agency's administrative systems by indicating YES or NO for each item that exists within your agency's organizational structure.

<input type="checkbox"/>	YES	Are written procedures in place? (Formal Personnel System)
<input type="checkbox"/>	YES	Can staff salary be tracked by funding source?
<input type="checkbox"/>	YES	Are formal written accounting procedures in place? (Audit System)
<input type="checkbox"/>	YES	Are there Record keeping Systems/Separate tracking system for each funding source?
<input type="checkbox"/>	YES	Are there formal written Cash Management Practices (includes proper security measures)
<input type="checkbox"/>	YES	Are hard copy files and or computer records systems with security and back-up in place?
<input type="checkbox"/>	YES	Are internal monitoring/evaluation systems in place?
<input type="checkbox"/>	YES	Are internal monitoring/evaluation systems procedures in compliance with Sarbanes-Oxley?
<input type="checkbox"/>	YES	Is client's eligibility verified?
<input type="checkbox"/>	YES	Is client demographic data collected and a reporting system in place?
<input type="checkbox"/>	YES	Are there written formal procurement policies/procedures in place?
<input type="checkbox"/>	YES	Are Conflict of Interest Policies in place?
<input type="checkbox"/>	YES	Are Client Grievance Policies in place?
<input type="checkbox"/>	NO	Does your agency generate annual fundraising revenue?
<input type="checkbox"/>	N/A	Is there Financial Oversight by the Board of Directors?
<input type="checkbox"/>	N/A	Is there Program Oversight by the Board of Directors?
<input type="text" value="0.00"/>	TOTAL	

27. If any gap exists in your agency's administrative systems, describe what they are and how they will be addressed, as well as the timing for resolving?

There are no gaps existing in the City's administrative systems.

28. Indicate your agency's Financial System

- ☐ Cash Basis
- ☒ Accrual Basis

29. Select your agency's Fiscal Year Term:

- ☐ January - December
- ☒ July - June
- ☐ October - September
- ☐ "Other - please explain:"

ACCESSIBILITY FOR PERSONS WITH PHYSICAL DISABILITIES

30. Federal regulations require that all program services, housing, and facilities assisted with CDBG funds be accessible to the disabled, whenever feasible. Does the service site currently, or will it, meet ADA standards for accessibility?

Includes: ramps, parking, bathroom grab bars, top of toilet seats that meet required height from the floor, wheelchair maneuverability, accessible water fountains, access between floors, other improvements including serving the blind & deaf.

- ☒ YES
- ☐ NO
- ☐ N/A

31. If No, describe accessibility problems and method to address problems, including funding and timetable:

There are no accessibility problems at City Hall.

EMPLOYMENT AND CLIENT PARTICIPATION

32. Do you notify the public that your agency does not discriminate based on race, color, religion, gender, sexual orientation, national origin, age or disabilities in hiring practices or provision of services?

☒ YES, please explain: ,

☐ NO, please explain: ,

33. If you answered 'YES' to question #32, indicate how:

The City's Administrative Policy No. 6, "Equal Employment Opportunity" dated 5/14/97 and updated 3/20/12 is posted on the City's website. This policy ensures an environment that is free from discrimination based on actual or perceived race, color, religion, sex, national origin, ancestry, citizenship status, age, marital status, uniformed member status, disability, medical condition, genetic characteristics, sexual orientation, gender identity and expression, and other basis protected by law.

34. If you answered 'NO' to question #32, is the agency willing to adopt the practice?

☒ YES

☐ NO

35. Can this project proceed on July 1, 2019?

☒ YES

☐ NO

Budget [top](#)

Proposed FY 19-20 Budget	Request	Other Sources	Total CDBG Request
CDBG	\$ 150,000.00		\$ 150,000.00
HOME			\$ 0.00
ESG			\$ 0.00
Other Sources:			\$ 0.00
Total	\$ 150,000.00	\$ 0.00	\$ 150,000.00

Proposed Budget Details	Request	Other Sources	Total CDBG Request
Maria Siacunco-Hsg Grants Supervisor			\$ 0.00
Antoinette Perez-Loan Coordinator I			\$ 0.00
Jacqueline Contreras-Hsg Technician			\$ 0.00
Mike Cravens-Rehab Specialist			\$ 0.00
Priscila Davila-PT Rehab Specialist			\$ 0.00
John Sottek-Lead Program Consultant			\$ 0.00
OTHER:			\$ 0.00
Total	\$ 0.00	\$ 0.00	\$ 0.00

Budget Narrative

The budget will be used to fund a portion of the salaries and benefits of personnel implementing HOME funded activities.

Required Documents [top](#)

Documents Requested *	Required?	Attached Documents *
Certification of Application download template	<input checked="" type="checkbox"/>	Certification of Application
Certification Regarding Lobbying download template	<input checked="" type="checkbox"/>	Certification Regarding Lobbying
Certification Regarding Debarment and Suspension download template	<input checked="" type="checkbox"/>	Certification Regarding Debarment & Suspension

Certification Regarding a Drug Free Workplace download template	✓	Certification Regarding Drug Free Work Place
Certification Regarding Reservation of Rights download template	✓	Certification Regarding Reservation of Rights
Certification Regarding Section 504 download template	✓	Certification Regarding Section 504
Certification Regarding Section 3 (if applicable) download template		
Certification Regarding Use of Real Property (if applicable) download template		
Certification of Compliance with Conflict of Interest & Procurement Policies download template	✓	Certification re Compliance with Conflict of Interest
Certification- Assurance of Audit Requirements download template	✓	Assurance of Audit Requirements
Certification of Affiliation download template	✓	Certification of Affiliation
Certification- Project Contact Information download template	✓	Project Contact Information
Certification- Signature Authorization Form download template	✓	Signature Authorization
Certification Regarding Board of Directors/Governing Boards Economic Interest download template	✓	Certification Regarding Economic Interest
State and Federal Tax Exemption Determination Letter	✓	Not Applicable
Written Financial Management Procedures	✓	Not Applicable
Written minute action and/or Board approval documentation signed by the Board President authorizing submittal of the CDBG application and authorizing the Board President or Agency Representative to sign the application.	✓	Not Applicable
Written documentation of the construction schedule developed for the proposed infrastructure/facilities projects only		Not Applicable
Written documentation of all bidding process undertaken for the infrastructure/facilities proposed projects only		Not Applicable
Job descriptions of all staff charged for the proposed project. Job descriptions should be limited to the specific duties/responsibilities associated with the proposed project, rather than a general agency description.(if applicable)		Housing Grants Supervisor Housing Loan Coordinator I Housing Technician Housing Rehab Specialist
Contractors receiving \$750,000 or more of federal funding, when that funding represents more than 10% of the orgs annual budget, must submit salary and wage ranges for each of their job classifications, inc. executive salaries/benefits(if applicable)		
Fiscal Documents for all NON-PROFIT AGENCIES (No exceptions) A. FY 2017 Financial Statements/Income Statement, AND B. Fully signed copy of the FY 2017 federal tax form 990, AND C. Fully signed copy of the FY 2017 State tax form 199	✓	Not Applicable
Copy of City of Pomona Business License	✓	Not Applicable
Copy of Proof of Registration in SAM.GOV	✓	City of Pomona SAM.gov

Copy of Proof of Insurance Coverage - General Liability (min. \$1,000,000, per occurrence and \$2,000,000 aggregate), Auto Liability (min. \$1,000,000, per occurrence) & Workers' Compensation.



[Not Applicable](#)

Copy of Organization By-Laws



[Not Applicable](#)

Copy of Organization Articles of Incorporation



[Not Applicable](#)

Copy of Limited English Proficiency Plan (L.E.P)



[City of Pomona LEP](#)

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City of Pomona
Neighborhood Services Department - Housing Division
Community Development Block Grant Program (PY) 2019-2020
2/8/2019 deadline

Pomona Police Department
FY 2019-20 Enhanced Community Problem Oriented Policing (CPOP)
Program

Jump to: [Application Questions](#) [Budget](#) [Required Documents](#)

\$ 202,016.00 Requested

Submitted: 1/3/2019 12:49:41 PM (Pacific)

Project Contact

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none entered

Pomona Police Department

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Application Questions [top](#)

AGENCY DESCRIPTION

1. What is the date of Incorporation?

January 1888

2. Select the type of organization: (check all that apply)

- ☐ Faith Based
- ☐ Non-Profit
- ☒ Government/Public Agency

3. How many total years of prior CDBG experience does your agency have?

5

4. Enter the total amount of CDBG funds received from all sources for the years in question:

FY 2018-2019

FY 2017-2018

FY 2016-2017

FY 2015-2016

FY 2014-2015

TOTAL

5. List the Federal award and funding amount your agency has received for the past five (5) years:

List year, source and total amount awarded. (Do Not Include CDBG)

2018 BJA Bulletproof Vest Grant = \$25,334

FY 2017-18 JAG = \$60,778

FY 2016-17 JAG = \$69,550

FY 2015-16 JAG = \$67,924

FY 2014-15 JAG = \$77,187

FY 2013-14 JAG = \$70,341

6. Provide the agency Mission Statement:

To commit to a high level of police services and security to the citizens of Pomona through:

--The reduction of crime;

--An organization of caring professionals who deliver services to the community in a realistic, sensitive and positive manner; and,

--The pursuit of positive organizational and personnel development.

7. Select one (1) HUD OBJECTIVE and one (1) HUD OUTCOME that is best suited for your proposed project:

HUD has instituted performance measures to gather information and determine the effectiveness of programs funded with CDBG. Information obtained will be reported by the City to HUD.

- ☒ OBJECTIVE: SUITABLE LIVING ENVIRONMENT- This project objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment (such as poor quality infrastructure) to social issues, such as crime prevention, child care, literacy, or elderly health services. It includes improving the safety and livability of neighborhoods, increasing access to quality facilities and services, and revitalizing deteriorating neighborhoods.
- ☐ OBJECTIVE: DECENT HOUSING- This project objective focuses on housing programs possible under CDBG where the purpose of the program is to meet individual, family, or community needs and not programs where housing is an element of a larger effort, since such programs would be more appropriately reported under suitable living environment.
- ☐ OBJECTIVE: CREATING/EXPANDING ECONOMIC OPPORTUNITY- This project objective applies to the types of activities related to economic development, commercial revitalization or job creation.
- ☐ OUTCOME: NEW OR IMPROVED AVAILABILITY/ACCESSIBILITY- This outcome applies to activities that make services, infrastructure, public facilities, employment opportunities, housing or shelters available or accessible to low/moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income persons where they live.
- ☐ OUTCOME: AFFORDABILITY- This outcome applies to activities that provide affordability in a variety of ways in the lives of low/moderate income people. It can include the creation or maintenance of affordable housing or basic infrastructure hook-ups, or services such as transportation or day care.
- ☐ OUTCOME: SUSTAINABILITY- This outcome applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to low/moderate income persons.

PRIORITIES

8. Select the following GOALS, STRATEGIES, INITIATIVES and/or CORE VALUES your project will address:

Refer to the RESOURCE tab for additional data.

- ☐ Consolidated Plan Goals
- ☐ Strategies to Help Pomona's Homeless
- ☐ Pomona's Promise Initiatives
- ☒ City's Core Values

9. Explain how the proposed project addresses the outcome(s) selected above.

Include any supporting statistics or other factual information related to supporting the importance of addressing the need, including any increase and/or improvement to services provided.

The project consists of providing enhanced City-wide Community Problem Oriented Policing (CPOP) programs by funding one (1) Police Corporal position that is fully dedicated to CPOP projects that address specific public safety and crime prevention needs in Low-Mod CDBG eligible neighborhoods.

NATIONAL OBJECTIVES

10. To be eligible for CDBG funding from the City, the project must meet only one of the following National Objectives below that benefit low to moderate income persons.

- ☐ Low-Moderate Clientele (LMC): Benefit clientele that is generally presumed to be low to moderate-income: abused children, battered spouses, elderly persons (62 yrs. and over), severely disabled adults, homeless persons, illiterate adults, persons with AIDS and migrant farm workers.
- ☐ Low-Moderate Clientele (LMC): Require documentation on family size and income in order to show that at least 51 percent of the clientele are LMI.
- ☐ Low-Moderate Clientele (LMC): Have income eligibility requirements limiting the activity to LMI persons only.
- ☐ Low-Moderate Clientele (LMC): Be of such a nature and in such a location that it can be concluded that clients are primarily LMI (i.e. – day care center in a public housing complex)
- ☐ Low-Moderate Clientele (LMC): Serve to remove material or architectural barriers to the mobility or accessibility of elderly persons (62 yrs. and over) or severely disabled adults. (ADA accessibility)
- ☒ Low Moderate Area (LMA): To qualify under this subcategory, at least 51% of the residents within the targeted activity area are Low to Moderate income persons. Refer to the CDBG Eligible Area Map located in the
- ☐ Low-Moderate Housing (LMH): To qualify under this subcategory, the activity must result in housing that will be occupied by Low to Moderate income persons upon completion. The housing can be either owner or renter occupied and can be either one family or multi-unit structures. Rental housing must be occupied at affordable rents.
- ☐ Low-Moderate Jobs (LMJ):
- ☐ Addresses Conditions of Slum and Blight
- ☐ Meets an Urgent Community Need

11. Select the activity that is most appropriate for your agency's proposed project:

- ☐ Battered & Abused Spouses Services
- ☐ Centers: includes for child care, disabled, youth, seniors, facilities for AIDS patients, etc
- ☐ Code Enforcement (internal City department applications only)
- ☒ Crime Prevention & Awareness Services
- ☐ Direct Financial Assistance to Homebuyers
- ☐ Education
- ☐ Employment Services / Job Training
- ☐ Fair Housing Services
- ☐ Health Services: includes mental health
- ☐ Homeless Services: includes facilities, shelters, etc
- ☐ Facility Improvements
- ☐ Infrastructure Improvements
- ☐ Housing Rehabilitation & Historic Preservation (currently not accepting applications for these activities)
- ☐ Senior Services
- ☐ Youth Services
- ☐ Adult Services
- ☐ "Other-please explain:"

PROJECT BENEFIT TO LOW AND MODERATE INCOME CLIENTS/HOUSEHOLDS

12. Select all populations to be served by your proposed project:

- ☐ Adults
- ☐ Homeless
- ☐ Persons with Disabilities
- ☐ Persons with Mental Illness
- ☐ Senior Citizens: must be age 62 and over
- ☒ Victims of Child Abuse
- ☒ Victims of Domestic Abuse
- ☐ Youth
- ☒ "Other - please explain:" Victims of "Other" crimes

PROJECT ACTIVITY

13. Describe the proposed project & provide: 1. Detailed description 2. Number of beneficiaries to be served 3. Timeline for completion 4. Frequency of service 5. How the service is provided (as group, class, one on one mtg, phone referrals, etc)

If you are proposing an infrastructure/facilities project include: 1. Proposed scope of work/Tract # w/ block group 2. Timeline for completion: Bidding process, site prep, final occupancy, etc 3. Address prevailing wage & federal reporting

The project consists of providing enhanced City-wide Community Problem Oriented Policing (CPOP) programs by funding one (1) Police Corporal position that is fully dedicated to CPOP projects that address specific public safety needs in Low-Mod CDBG eligible neighborhoods. CPOP is a crime reduction strategy that seeks to identify specific crimes and public safety concerns through the active involvement, input and cooperation of neighborhood area residents and the CPOP representative. Working in tandem with affected neighborhood residents, the CPOP Police Corporal is able to identify specific community crime problems and concerns for which long-term reduction and/or elimination programs can be specifically tailored to eradicate the problems afflicting the City.

PROJECT INFORMATION

14. Provide a description of the service area and/or target area/neighborhood boundaries to be served.

Low-Mod CDBG eligible areas City-wide.

15. Indicate & explain the method that your agency will use to track family size, ethnicity, income levels and verify income.

Example: computer software; Application/Manual Collection or Other

Track the overall number of attendees at Neighborhood Watch meetings and other community functions.

16. Indicate if this project will result in the provision of a NEW SERVICE for City of Pomona residents?

If it will, describe how the direct service proposed is not a duplication of existing services available to the target population previously identified

This project will be a continuance of existing project parameters already in place.

17. Indicate if this project will result in a quantifiable increase in the level of service of an existing service.

If it will, describe how the direct service proposed demonstrates a quantifiable increase in access and the level of an existing service currently provided.

This project will be a continuation of a City service presence in the affected/targeted areas to be visible to residents and business owners.

18. Indicate if this project will charge fees to the CDBG clientele for any of the project activities previously described?

If it will, describe what fees are collected, justification for the fees, what is the fee schedule (amounts charged), and how the fees will be expended.

Not applicable.

RECORD KEEPING PROCEDURES

19. Describe the procedures your agency will use to track and monitor the progress of the project:

Review statistics through Crime Analysis to determine overall effectiveness and continued education on Crime Prevention techniques.

20. Describe your agency's record keeping procedures, with regards to the proposed project:

Maintain monthly statistics through the use of Crime Analysis and attendance through Neighborhood Watch and other community involved meetings and functions.

21. Describe the procedures your agency will use to separate and track CDBG activities and expenditures from other funds:

Maintain statistical data specifically related to the affected/targeted areas through programmatic spreadsheets and databases.

ORGANIZATIONAL CAPACITY

22. Has your agency ever done this type of activity before?

✓ YES

☐ NO

23. Describe your agency's experience in completing projects and highlight past accomplishments:

Past accomplishments include, most importantly, bridging the gap between Police and target area citizens to build that trust and confidence to address quality of life issues. This has shown significant decreases in area crime as it relates to reporting and citizen ownership of their area/s.

24. Describe your agency's experience with CDBG or other Federal grant programs:

There have been numerous Federal grant programs that have addressed gang and gun violence and quality of life issues throughout the years. They have provided the building blocks that continue to address the needs of the community through positive interaction and cooperation between citizens, business owners and Police.

25. Describe your agency's current capacity, including staff and volunteer qualifications, in carrying out the proposed activity:

Currently, there is one (1) Police Corporal that spearheads the identified activities for the targeted areas. Assistance is also provided through the Crime Prevention Unit's staff and other Police personnel.

26. Describe your agency's administrative systems by indicating YES or NO for each item that exists within your agency's organizational structure.

<input type="text" value="YES"/>	Are written procedures in place? (Formal Personnel System)
<input type="text" value="YES"/>	Can staff salary be tracked by funding source?
<input type="text" value="YES"/>	Are formal written accounting procedures in place? (Audit System)
<input type="text" value="YES"/>	Are there Record keeping Systems/Separate tracking system for each funding source?
<input type="text" value="YES"/>	Are there formal written Cash Management Practices (includes proper security measures)
<input type="text" value="YES"/>	Are hard copy files and or computer records systems with security and back-up in place?
<input type="text" value="YES"/>	Are internal monitoring/evaluation systems in place?
<input type="text" value="YES"/>	Are internal monitoring/evaluation systems procedures in compliance with Sarbanes-Oxley?
<input type="text" value="YES"/>	Is client's eligibility verified?
<input type="text" value="YES"/>	Is client demographic data collected and a reporting system in place?
<input type="text" value="YES"/>	Are there written formal procurement policies/procedures in place?
<input type="text" value="YES"/>	Are Conflict of Interest Policies in place?
<input type="text" value="YES"/>	Are Client Grievance Policies in place?
<input type="text" value="YES"/>	Does your agency generate annual fundraising revenue?
<input type="text" value="YES"/>	Is there Financial Oversight by the Board of Directors?
<input type="text" value="YES"/>	Is there Program Oversight by the Board of Directors?
<input type="text" value="0.00"/>	TOTAL

27. If any gap exists in your agency's administrative systems, describe what they are and how they will be addressed, as well as the timing for resolving?

Not applicable.

28. Indicate your agency's Financial System

- ☐ Cash Basis
☒ Accrual Basis

29. Select your agency's Fiscal Year Term:

- ☐ January - December
☒ July - June
☐ October - September
☐ "Other - please explain:"

ACCESSIBILITY FOR PERSONS WITH PHYSICAL DISABILITIES

30. Federal regulations require that all program services, housing, and facilities assisted with CDBG funds be

accessible to the disabled, whenever feasible. Does the service site currently, or will it, meet ADA standards for accessibility?

Includes: ramps, parking, bathroom grab bars, top of toilet seats that meet required height from the floor, wheelchair maneuverability, accessible water fountains, access between floors, other improvements including serving the blind & deaf.

- ☒ YES
☐ NO
☐ N/A

31. If No, describe accessibility problems and method to address problems, including funding and timetable:

Not applicable.

EMPLOYMENT AND CLIENT PARTICIPATION

32. Do you notify the public that your agency does not discriminate based on race, color, religion, gender, sexual orientation, national origin, age or disabilities in hiring practices or provision of services?

- ☒ YES, please explain: ,
☐ NO, please explain: ,

33. If you answered 'YES' to question #32, indicate how:

Policies are provided by the City's Human Resources Department and are available to the public via the City's website or may be requested.

34. If you answered 'NO' to question #32, is the agency willing to adopt the practice?

- ☒ YES
☐ NO

35. Can this project proceed on July 1, 2019?

- ☒ YES
☐ NO

Budget [top](#)

Proposed FY 19-20 Budget	Request	Other Sources	Total CDBG Request
CDBG	\$ 202,016.00	\$ 0.00	\$ 202,016.00
HOME			\$ 0.00
ESG			\$ 0.00
Other Sources:			\$ 0.00
Total	\$ 202,016.00	\$ 0.00	\$ 202,016.00

Proposed Budget Details	Request	Other Sources	Total CDBG Request
Police Corporal	\$ 202,016.00	\$ 0.00	\$ 202,016.00
Staff - Position Name			\$ 0.00
Staff - Position Name			\$ 0.00
Staff - Position Name			\$ 0.00
Consultant/Professional Services			\$ 0.00
Capital Improvements/Housing Rehab Demo			\$ 0.00
Capital Improvements/Housing Rehab Construction/Renovation			\$ 0.00
Architectural/Engineering Services			\$ 0.00
Fees and Permits			\$ 0.00
Equipment Maintenance			\$ 0.00
Equipment Purchase			\$ 0.00
Equipment Rental			\$ 0.00
Internet Service			\$ 0.00
Office Supplies			\$ 0.00
Postage			\$ 0.00
Printing			\$ 0.00
Rent/Lease			\$ 0.00
Telephone			\$ 0.00

Transportation			\$ 0.00
OTHER:			\$ 0.00
Total	\$ 202,016.00	\$ 0.00	\$ 202,016.00

Budget Narrative

The budget relates to the total amount of direct salary and benefits for the Police Corporal tasked with the oversight of this project and implementing its parameters.

Required Documents [top](#)

Documents Requested *	Required?	Attached Documents *
Certification of Application download template	✓	Cert of Application
Certification Regarding Lobbying download template	✓	Lobbying Certification
Certification Regarding Debarment and Suspension download template	✓	Debarment/Suspension
Certification Regarding a Drug Free Workplace download template	✓	Drug Free Workplace
Certification Regarding Reservation of Rights download template	✓	Reservation of Rights
Certification Regarding Section 504 download template	✓	Section 504
Certification Regarding Section 3 (if applicable) download template		
Certification Regarding Use of Real Property (if applicable) download template		
Certification of Compliance with Conflict of Interest & Procurement Policies download template	✓	Conflict of Interest
Certification- Assurance of Audit Requirements download template	✓	Audit Requirements
Certification of Affiliation download template	✓	Cert of Affiliation
Certification- Project Contact Information download template	✓	Project Contact Information
Certification- Signature Authorization Form download template	✓	Signature Authorization
Certification Regarding Board of Directors/Governing Boards Economic Interest download template	✓	Economic Interest
State and Federal Tax Exemption Determination Letter	✓	Tax Exemption
Written Financial Management Procedures	✓	Financial Management Procedures
Written minute action and/or Board approval documentation signed by the Board President authorizing submittal of the CDBG application and authorizing the Board President or Agency Representative to sign the application.	✓	Minute Action
Written documentation of the construction schedule developed for the proposed infrastructure/facilities projects only		
Written documentation of all bidding process undertaken for the infrastructure/facilities proposed		

projects only

Job descriptions of all staff charged for the proposed project. Job descriptions should be limited to the specific duties/responsibilities associated with the proposed project, rather than a general agency description.(if applicable)

Contractors receiving \$750,000 or more of federal funding, when that funding represents more than 10% of the orgs annual budget, must submit salary and wage ranges for each of their job classifications, inc. executive salaries/benefits(if applicable)

Fiscal Documents for all NON-PROFIT AGENCIES (No exceptions) A. FY 2017 Financial Statements/Income Statement, AND B. Fully signed copy of the FY 2017 federal tax form 990, AND C. Fully signed copy of the FY 2017 State tax form 199



[Non-Profit Agencies](#)

Copy of City of Pomona Business License



[Business License](#)

Copy of Proof of Registration in SAM.GOV



[Registration in SAM.gov](#)

Copy of Proof of Insurance Coverage - General Liability (min. \$1,000,000, per occurrence and \$2,000,000 aggregate), Auto Liability (min. \$1,000,000, per occurrence) & Workers' Compensation.



[Proof of Insurance](#)

Copy of Organization By-Laws



[Organization By-Laws](#)

Copy of Organization Articles of Incorporation



[Articles of Incorporation](#)

Copy of Limited English Proficiency Plan (L.E.P)



[Limited English](#)

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

Application ID: 131223

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City of Pomona
Neighborhood Services Department - Housing Division
Community Development Block Grant Program (PY) 2019-2020
2/8/2019 deadline

Pomona Hope Year Round with Pomona Hope

Jump to: [Application Questions](#) [Budget](#) [Required Documents](#)

\$ 7,000.00 Requested

Submitted: 1/7/2019 3:13:29 PM (Pacific)

Project Contact

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Pomona Hope

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Telephone(909) 921-3618

Fax

Web www.pomonahope.org

Acting Executive Director

Jeff Johanssen
jeff@pomonahope.org

Application Questions [top](#)

AGENCY DESCRIPTION

1. What is the date of Incorporation?

June 9, 2003

2. Select the type of organization: (check all that apply)

- ☒ Faith Based
- ☒ Non-Profit
- ☐ Government/Public Agency

3. How many total years of prior CDBG experience does your agency have?

1

4. Enter the total amount of CDBG funds received from all sources for the years in question:

<input type="text" value="4,000"/>	FY 2018-2019
<input type="text" value="0"/>	FY 2017-2018
<input type="text" value="0"/>	FY 2016-2017
<input type="text" value="0"/>	FY 2015-2016
<input type="text" value="0"/>	FY 2014-2015
<input type="text" value="4,000.00"/>	TOTAL

5. List the Federal award and funding amount your agency has received for the past five (5) years:

List year, source and total amount awarded. (Do Not Include CDBG)

0

6. Provide the agency Mission Statement:

We are a community-driven, faith-based non-profit whose local partnerships and holistic programs cultivate meaningful relationships and empower people of all backgrounds, particularly at-risk youth and their families, to work together toward personal and community transformation.

7. Select one (1) HUD OBJECTIVE and one (1) HUD OUTCOME that is best suited for your proposed project:

HUD has instituted performance measures to gather information and determine the effectiveness of programs funded with CDBG. Information obtained will be reported by the City to HUD.

- ✓ OBJECTIVE: SUITABLE LIVING ENVIRONMENT- This project objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment (such as poor quality infrastructure) to social issues, such as crime prevention, child care, literacy, or elderly health services. It includes improving the safety and livability of neighborhoods, increasing access to quality facilities and services, and revitalizing deteriorating neighborhoods.
- Ⓔ OBJECTIVE: DECENT HOUSING- This project objective focuses on housing programs possible under CDBG where the purpose of the program is to meet individual, family, or community needs and not programs where housing is an element of a larger effort, since such programs would be more appropriately reported under suitable living environment.
- Ⓔ OBJECTIVE: CREATING/EXPANDING ECONOMIC OPPORTUNITY- This project objective applies to the types of activities related to economic development, commercial revitalization or job creation.
- Ⓔ OUTCOME: NEW OR IMPROVED AVAILABILITY/ACCESSIBILITY- This outcome applies to activities that make services, infrastructure, public facilities, employment opportunities, housing or shelters available or accessible to low/moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income persons where they live.
- Ⓔ OUTCOME: AFFORDABILITY- This outcome applies to activities that provide affordability in a variety of ways in the lives of low/moderate income people. It can include the creation or maintenance of affordable housing or basic infrastructure hook-ups, or services such as transportation or day care.
- ✓ OUTCOME: SUSTAINABILITY- This outcome applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to low/moderate income persons.

PRIORITIES

8. Select the following GOALS, STRATEGIES, INITIATIVES and/or CORE VALUES your project will address:

Refer to the RESOURCE tab for additional data.

- ✓ Consolidated Plan Goals
- Ⓔ Strategies to Help Pomona's Homeless
- ✓ Pomona's Promise Initiatives
- ✓ City's Core Values

9. Explain how the proposed project addresses the outcome(s) selected above.

Include any supporting statistics or other factual information related to supporting the importance of addressing the need, including any increase and/or improvement to services provided.

Pomona Hope began over 15 years ago with a conversation among neighbors about how to make Pomona a better place to live. Since then, we have developed an innovative K-12 after school and summer enrichment program (Year Round with Pomona Hope). Today, if you come for a visit, you will find that you are a welcome neighbor and we will invite you to participate in our mission of transforming the city, one family at a time.

Every year, we are seeing students in our programs graduate from high school and excel at college, new jobs, or vocation training that lead them to more fulfilling lives. Through the arts, technology education, daily homework help and physical activity, community garden workshops, character building, and even a support group for parents, our young people are learning their value as whole people. We are serious about growing with our constituency to be part of deep and intentional change, facilitating one-on-one guidance and mentorship tailored to each child's talents and passions. We have journeyed with entire families and, in so doing, cultivated a community of hope and opportunity.

We had 6 seniors who graduated at the end of the 2017-18 academic year. Monserrat, who has been with us for almost 10 years, was accepted into approximately twenty 4-year colleges after showing exceptional diligence and perseverance throughout her journey with us. Hector, who has also been here for nearly a decade and received one-on-one support from our staff during the application process, was accepted to Cal Poly Pomona, the only 4-year school he applied to.

NATIONAL OBJECTIVES

10. To be eligible for CDBG funding from the City, the project must meet only one of the following National Objectives below that benefit low to moderate income persons.

- ☐ Low-Moderate Clientele (LMC): Benefit clientele that is generally presumed to be low to moderate-income: abused children, battered spouses, elderly persons (62 yrs. and over), severely disabled adults, homeless persons, illiterate adults, persons with AIDS and migrant farm workers.
- ☒ Low-Moderate Clientele (LMC): Require documentation on family size and income in order to show that at least 51 percent of the clientele are LMI.
- ☐ Low-Moderate Clientele (LMC): Have income eligibility requirements limiting the activity to LMI persons only.
- ☐ Low-Moderate Clientele (LMC): Be of such a nature and in such a location that it can be concluded that clients are primarily LMI (i.e. – day care center in a public housing complex)
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- ☐ Low-Moderate Housing (LMH): To qualify under this subcategory, the activity must result in housing that will be occupied by Low to Moderate income persons upon completion. The housing can be either owner or renter occupied and can be either one family or multi-unit structures. Rental housing must be occupied at affordable rents.
- ☐ Low-Moderate Jobs (LMJ):
- ☐ Addresses Conditions of Slum and Blight
- ☐ Meets an Urgent Community Need

11. Select the activity that is most appropriate for your agency's proposed project:

- ☐ Battered & Abused Spouses Services
- ☐ Centers: includes for child care, disabled, youth, seniors, facilities for AIDS patients, etc
- ☐ Code Enforcement (internal City department applications only)
- ☐ Crime Prevention & Awareness Services
- ☐ Direct Financial Assistance to Homebuyers
- ☒ Education
- ☐ Employment Services / Job Training
- ☐ Fair Housing Services
- ☐ Health Services: includes mental health
- ☐ Homeless Services: includes facilities, shelters, etc
- ☐ Facility Improvements
- ☐ Infrastructure Improvements
- ☐ Housing Rehabilitation & Historic Preservation (currently not accepting applications for these activities)
- ☐ Senior Services
- ☐ Youth Services
- ☐ Adult Services
- ☐ "Other-please explain:"

PROJECT BENEFIT TO LOW AND MODERATE INCOME CLIENTS/HOUSEHOLDS

12. Select all populations to be served by your proposed project:

- ☐ Adults
- ☐ Homeless
- ☐ Persons with Disabilities
- ☐ Persons with Mental Illness
- ☐ Senior Citizens: must be age 62 and over
- ☐ Victims of Child Abuse
- ☐ Victims of Domestic Abuse
- ☒ Youth

PROJECT ACTIVITY

13. Describe the proposed project & provide: 1. Detailed description 2. Number of beneficiaries to be served 3. Timeline for completion 4. Frequency of service 5. How the service is provided (as group, class, one on one mtg, phone referrals, etc)

If you are proposing an infrastructure/facilities project include: 1. Proposed scope of work/Tract # w/ block group 2. Timeline for completion: Bidding process, site prep, final occupancy, etc 3. Address prevailing wage & federal reporting

1) During the school year, the Monday through Thursday (4 hours/day) program includes a daily healthy meal and recreation time, forty minutes of homework / learning time daily (at minimum), weekly customized tutoring in Language Arts for K-8th grade, forty minutes of physical activity daily, bi-weekly computer lessons, bi-weekly lessons in visual or performing arts, optional weekly Bible studies, and weekly workshops in collaboration with Center Street Community Garden. Pomona Hope also schedules field trips to colleges, art exhibits, and museums throughout Southern California.

In the summer (Monday through Thursday for 4 hours/day), our emphasis shifts to sharpening reading, math, visual and performing arts, science, and computer skills through innovative workshops and tutoring. In addition to daily grade-level practice in Common Core-based reading and language arts objectives, all students experience hands-on science lessons, occupational math workshops, education in the arts in partnership with local colleges and Pomona Arts Colony and in preparation for their end of summer performing arts production. Students also spend extended time exploring ecology, environmentalism, and nutrition at Center Street Community Garden and have daily use and exploration of technology. At our annual open house, students show off their hard work through a performance and visual art displays. Here, neighbors, family, friends, and the greater Pomona Hope community come out to support our young people.

Our summer enrichment program component is a critical addition to the success of Pomona Hope. According to the National Summer Learning Association, "more than half of the achievement gap between lower- and higher-income youth can be explained by unequal access to summer learning opportunities. As a result, low-income youth are less likely to graduate from high school or enter college."

2) Pomona Hope serves 75 students in grades K-12, stemming from 49 families. Our year-round program allows young people to gain support in a safe environment. Here they thrive and develop their academic potential, life skills, and personal character—we believe these opportunities should be afforded to every child.

3) Our proposed timeline for Year Round with Pomona Hope is July 1, 2019 - May 31, 2020.

4) During the school year, the program occurs Monday through Thursday for 4 hours per day, with optional Friday art workshops. During the summer, the program also occurs Monday through Thursday for 4 hours per day.

5) Divided into groups according to grade level (K-1st; 2nd-3rd; Upper Elementary; Middle School; High School), students spend most of their time in group workshops during our program. Additionally, they have at least forty minutes of individualized daily homework help. On site staff facilitate the day, directing each workshop and transition, attending to discipline and incentive concerns and communicating with parents and volunteers. Volunteers and interns from local colleges, churches, and community groups are assigned to each group or workshop and guide, lead, and mentor the groups throughout their day.

PROJECT INFORMATION

14. Provide a description of the service area and/or target area/neighborhood boundaries to be served.

California is one of the richest states in the nation, yet according to EducationWeek, it ranks 43rd out of 50 states in per-pupil funding. According to the California Teachers' Association, California is currently ranked last in student-to-teacher ratios and would need 100,000 additional teachers right now just to bring that ratio to the national average. There are still significant challenges in recruiting highly-qualified teachers in Math, Science and Special Education, and in high-poverty school districts. With schools underfunded and a teacher shortage statewide, students need after school programs to receive the individualized attention and well-rounded curriculum that they might not otherwise find.

Meanwhile, our community in Pomona continues to struggle with low education and systemic poverty. Recent U.S. Census data show that only 65% of the residents in the neighborhood surrounding Pomona Hope are citizens of the United States. 23% of adults in the neighborhood have a high school education and 16% have completed college. The majority of those who are employed are hourly-rate and mostly non-union workers in industry (42%) or in service jobs (22%). 88% of Pomona Hope's 49 families don't make a living wage, and 38% of them live below the Federal Poverty Level. With fewer financial resources, our local youth do not have as much access to academic, social, and extracurricular activities and support for them or their families.

15. Indicate & explain the method that your agency will use to track family size, ethnicity, income levels and verify

income.

Example: computer software; Application/Manual Collection or Other

We use a data collecting software called nFocus to generate reports for household size, ethnicity, and income levels of the Pomona Hope population. We will verify income through W-2 forms or MediCal eligibility.

16. Indicate if this project will result in the provision of a NEW SERVICE for City of Pomona residents?

If it will, describe how the direct service proposed is not a duplication of existing services available to the target population previously identified

N/A

17. Indicate if this project will result in a quantifiable increase in the level of service of an existing service.

If it will, describe how the direct service proposed demonstrates a quantifiable increase in access and the level of an existing service currently provided.

N/A

18. Indicate if this project will charge fees to the CDBG clientele for any of the project activities previously described?

If it will, describe what fees are collected, justification for the fees, what is the fee schedule (amounts charged), and how the fees will be expended.

Pomona Hope's programs are free of charge to the community.

RECORD KEEPING PROCEDURES

19. Describe the procedures your agency will use to track and monitor the progress of the project:

a. Through administering pre and post tests, we will see an increase in basic understanding and proficiency in a range of subjects, including language arts, math, and science.

b. Participants improve and/or maintain a 3.0 or higher grade point average. We will collect students' report cards at the end of each semester. The expected result is that 75% of students will have a B average or higher.

We have used these objectives for several years and compare our results each year in an annual report to donors and other funding partners.

20. Describe your agency's record keeping procedures, with regards to the proposed project:

We track daily student and volunteer attendance through nFocus. We also track income levels and household and demographic data through nFocus.

Through our own requirements, we collect report cards at the end of each semester, make copies, and keep them on file for seven years in our database. At the beginning of each program cycle, we give students pre-tests in Common Core-based language arts and keep results on file for seven years. We keep relevant information for pre and post-testing, grades, extra curriculum, and pages completed on file for seven years.

21. Describe the procedures your agency will use to separate and track CDBG activities and expenditures from other funds:

We will create a spreadsheet dedicated to the CDBG funds, earmark all receipts/expenditure records, and enter them into the spreadsheet. We will enter the block grant into its own class on our financial software QuickBooks.

ORGANIZATIONAL CAPACITY

22. Has your agency ever done this type of activity before?

☒ YES

☐ NO

23. Describe your agency's experience in completing projects and highlight past accomplishments:

Average grades

17/18: 83% B average or above.

16/17: 73% B average or above

15/16: 95% B average or above

During Summer Enrichment 2018, all our students devoted a quarter of their program hours to reading improvement, along with visual and performing arts, science, and math/art graphing. In language arts proficiency, our 1st and 2nd graders improved

22%, and overall our students improved 7.5%. Additionally, after a summer of hard work and personal development in our program, our 4 High School Apprentices received Young Adult Scholarships of \$1,000 to go toward their continued education.

To broaden their creative and cultural horizons, students took field trips to a chalk festival, a monthly art walk, and various museums, and also presented their work in 3 student art showcases at Pomona Hope and Mosaic Gallery. Our young adults learned self-development and career and college advice from weekly leadership classes and our annual Campus Crash, which consists of tours of 5 local college campuses. Our youth have engaged in a diverse curriculum that not only develops their academic skills, but also expands their minds and builds relationships with fellow students, volunteers, and staff.

Across a wide spectrum of academic subjects (Language Arts/English, Math, Listening/Speaking, Health, History, PE, and Science), at least 33% of the students improved, with 60% of students improving in math and 44% of students improving in English. Each year for the last 3 years, more of our students are graduating from high school and going into higher education or their careers. We have seen children in our year-round program flourish into confident young adults who can overcome their personal challenges and dream about their future.

This past year, we had the largest graduating senior class in our 15-year history. One of our students said about his volunteering experience: "Pomona Hope gave me the resources to get a high school degree. This is my chance to give back to the community."

Externally, Pomona Hope has established itself as a trusted community partner with schools, law enforcement, civic organizations, and faith communities. To offer programming centered on the community's holistic well-being, Pomona Hope formally partners with ten churches, eight educational institutions, three civic organizations, and three local organizations. Pomona Hope participates in the Education and Career Readiness Initiative of Pomona's Promise (2015). The Pomona Unified School District (2016) partners in offering Footsteps2Brilliance, an early elementary, technology-based literacy program. The Fremont Academy of Engineering and Design (2014) allows students to explore career possibilities through volunteering at Year Round with Pomona Hope. The dA Center for the Arts (2013) leads workshops for students. Mosaic Art Gallery (2016) hosts an annual exhibit of Pomona Hope students' art. These are just a few examples of our partnerships with local organizations.

24. Describe your agency's experience with CDBG or other Federal grant programs:

We received \$4,000 from CDBG for the 2018-19 fiscal year to fund a portion our building rent and Program Director Liz Hawisher's salary as she was running Year Round with Pomona Hope.

25. Describe your agency's current capacity, including staff and volunteer qualifications, in carrying out the proposed activity:

Before joining the team at Pomona Hope in 2012, Acting Executive Director Jeff Johannsen spent six years on staff at KidWorks, an After-School Program located in central Santa Ana. He also served on the Pomona Hope board from 2010-2012. Jeff holds a BA in Management Engineering and a BS in Electrical Engineering and Computer Science.

Program Director Liz Hawisher has an MA in Public Policy, with emphases in Local Economic Development and Nonprofit Leadership & Management. She has extensive experience at organizations like OneLA, Providence Children's Home, and La Verne Heights Presbyterian Church in volunteer coordination and training, intensive mentoring of at-risk youth, leadership development, event planning, and fundraising. Liz joined the Pomona Hope staff in 2012.

Outreach Director Madeleine Edwards first came to Pomona Hope in 2016 when she participated in the Summer Internship Program. Since then, Madeleine has served as a Media and Development Intern and weekly volunteer with Year Round with Pomona Hope. She graduated in 2018 from Scripps College with a BA in Latin American & Caribbean Studies and Sociology.

Our volunteers undergo fingerprinting and two hour training in Pomona Hope values and regulations and are supervised by staff. Volunteers leading different workshops and activities will be interviewed before they are invited to do so. Qualifications include experience in relevant areas and proven responsibility.

Through the Pomona College Internship Program (2014), interns lead Academics, Arts, Technology, Fitness, and Media at Pomona Hope. Scripps Communities of Resources and Empowerment (2013) provides Leadership and College Success Classes for students. The Center for Community Engagement & Professor Teresa Lloro-Bidart at Cal Poly Pomona (2015) and the Claremont Colleges' Professor Todd Honma (2017) provide volunteers and interns to complete service projects and develop workshops. Professor Robin Wilson from Cal Poly Pomona and Professor Gail Tang from University of La Verne (2018) work with college students and High School Advocates to develop and guide a math leadership class.

26. Describe your agency's administrative systems by indicating YES or NO for each item that exists within your agency's organizational structure.

☒ Yes Are written procedures in place? (Formal Personnel System)

☒ Yes Can staff salary be tracked by funding source?

☒ Yes Are formal written accounting procedures in place? (Audit System)

<input type="radio"/>	Yes	Are there Record keeping Systems/Separate tracking system for each funding source?
<input type="radio"/>	Yes	Are there formal written Cash Management Practices (includes proper security measures)
<input type="radio"/>	Yes	Are hard copy files and or computer records systems with security and back-up in place?
<input type="radio"/>	Yes	Are internal monitoring/evaluation systems in place?
<input type="radio"/>	No	Are internal monitoring/evaluation systems procedures in compliance with Sarbanes-Oxley?
<input type="radio"/>	Yes	Is client's eligibility verified?
<input type="radio"/>	Yes	Is client demographic data collected and a reporting system in place?
<input type="radio"/>	Yes	Are there written formal procurement policies/procedures in place?
<input type="radio"/>	Yes	Are Conflict of Interest Policies in place?
<input type="radio"/>	Yes	Are Client Grievance Policies in place?
<input type="radio"/>	Yes	Does your agency generate annual fundraising revenue?
<input type="radio"/>	Yes	Is there Financial Oversight by the Board of Directors?
<input type="radio"/>	Yes	Is there Program Oversight by the Board of Directors?
<input type="text" value="0.00"/>	TOTAL	

27. If any gap exists in your agency's administrative systems, describe what they are and how they will be addressed, as well as the timing for resolving?

N/A

28. Indicate your agency's Financial System

- ☐ Cash Basis
- ☒ Accrual Basis

29. Select your agency's Fiscal Year Term:

- ☐ January - December
- ☒ July - June
- ☐ October - September
- ☐ "Other - please explain:"

ACCESSIBILITY FOR PERSONS WITH PHYSICAL DISABILITIES

30. Federal regulations require that all program services, housing, and facilities assisted with CDBG funds be accessible to the disabled, whenever feasible. Does the service site currently, or will it, meet ADA standards for accessibility?

Includes: ramps, parking, bathroom grab bars, top of toilet seats that meet required height from the floor, wheelchair maneuverability, accessible water fountains, access between floors, other improvements including serving the blind & deaf.

- ☒ YES
- ☐ NO
- ☐ N/A

31. If No, describe accessibility problems and method to address problems, including funding and timetable:

N/A

EMPLOYMENT AND CLIENT PARTICIPATION

32. Do you notify the public that your agency does not discriminate based on race, color, religion, gender, sexual orientation, national origin, age or disabilities in hiring practices or provision of services?

- ☒ YES, please explain: ,
- ☐ NO, please explain: ,

33. If you answered 'YES' to question #32, indicate how:

We have non-discrimination posters posted in the Sign-In Room, the kitchen, and on our HR board.

34. If you answered 'NO' to question #32, is the agency willing to adopt the practice?

☒ YES

☐ NO

35. Can this project proceed on July 1, 2019?

☒ YES

☐ NO

Budget [top](#)

Proposed FY 19-20 Budget	Request	Other Sources	Total CDBG Request
CDBG	\$ 7,000.00	\$ 0.00	\$ 7,000.00
The Stamps Foundation		\$ 5,000.00	\$ 5,000.00
United Way Foundation		\$ 10,000.00	\$ 10,000.00
Charleys Kids Foundation		\$ 6,120.00	\$ 6,120.00
The Sister Fund		\$ 25,000.00	\$ 25,000.00
Magistro Family Foundation		\$ 17,500.00	\$ 17,500.00
Liferay Foundation		\$ 3,500.00	\$ 3,500.00
Janet Aiko Sekiguchi Foundation		\$ 1,000.00	\$ 1,000.00
Individual Contributions		\$ 72,435.00	\$ 72,435.00
		\$ 0.00	\$ 0.00
Total	\$ 7,000.00	\$ 140,555.00	\$ 147,555.00

Proposed Budget Details	Request	Other Sources	Total CDBG Request
Staff - Liz Hawisher - Program Director	\$ 6,000.00	\$ 34,000.00	\$ 40,000.00
Staff - Madeleine Edwards - Outreach Director		\$ 38,000.00	\$ 38,000.00
Staff - Barbara Evans (1/3) - Garden Administrator		\$ 2,600.00	\$ 2,600.00
Summer Intern		\$ 2,000.00	\$ 2,000.00
Arts Intern		\$ 3,000.00	\$ 3,000.00
Snacks		\$ 1,500.00	\$ 1,500.00
Curriculum		\$ 300.00	\$ 300.00
Outings/Events		\$ 1,200.00	\$ 1,200.00
Student Supplies		\$ 400.00	\$ 400.00
Recreational Equipment and Supplies		\$ 300.00	\$ 300.00
Visual and Performing Arts		\$ 725.00	\$ 725.00
Supplies and Materials		\$ 8,000.00	\$ 8,000.00
Incentive Prizes		\$ 1,550.00	\$ 1,550.00
Community Garden Expenses		\$ 1,900.00	\$ 1,900.00
Payroll taxes/fees and workers comp (2/3)		\$ 13,400.00	\$ 13,400.00
Grant Writing and Fundraising		\$ 7,280.00	\$ 7,280.00
Bookkeeping	\$ 0.00	\$ 3,000.00	\$ 3,000.00
Volunteer Training and Appreciation		\$ 1,100.00	\$ 1,100.00
Parenting Class		\$ 1,500.00	\$ 1,500.00
Rent	\$ 1,000.00	\$ 18,800.00	\$ 19,800.00
Total	\$ 7,000.00	\$ 140,555.00	\$ 147,555.00

Budget Narrative

As the full-time Program Director for Year Round with Pomona Hope, Liz Hawisher is responsible for the practical operations of all Pomona Hope child and youth programming, including coordinating volunteers and students and offering high-quality leadership development and college success opportunities for 9th-12th grade students.

Rent includes a portion (5%) of the overall total rent we pay to occupy 3 floors and over 15 rooms in a 25,000 square foot building, year-round. These rooms include a gym, kitchen/cafeteria, computer lab, art room, and numerous classrooms where workshops and academic support take place.

The total budget for Year Round with Pomona Hope, including program staffing expenses, is \$147,550.

Required Documents [top](#)

Documents Requested *

Certification of Application
[download template](#)

Certification Regarding Lobbying
[download template](#)

Certification Regarding Debarment and Suspension
[download template](#)

Certification Regarding a Drug Free Workplace
[download template](#)

Certification Regarding Reservation of Rights
[download template](#)

Certification Regarding Section 504
[download template](#)

Certification Regarding Section 3 (if applicable)
[download template](#)

Certification Regarding Use of Real Property (if applicable)
[download template](#)

Certification of Compliance with Conflict of Interest & Procurement Policies
[download template](#)

Certification- Assurance of Audit Requirements
[download template](#)

Certification of Affiliation
[download template](#)

Certification- Project Contact Information
[download template](#)

Certification- Signature Authorization Form
[download template](#)

Certification Regarding Board of Directors/Governing Boards Economic Interest
[download template](#)

State and Federal Tax Exemption Determination Letter

Written Financial Management Procedures

Written minute action and/or Board approval documentation signed by the Board President authorizing submittal of the CDBG application and authorizing the Board President or Agency Representative to sign the application.

Written documentation of the construction schedule developed for the proposed infrastructure/facilities projects only

Written documentation of all bidding process undertaken for the infrastructure/facilities proposed projects only

Job descriptions of all staff charged for the proposed project. Job descriptions should be limited to the specific duties/responsibilities associated with the proposed project, rather than a general agency description.(if applicable)

Contractors receiving \$750,000 or more of federal funding, when that funding represents more than 10% of the orgs annual budget, must submit salary and

Required? Attached Documents *



[Certification of Application](#)



[Certification Regarding Lobbying](#)



[Certification Regarding Debarment](#)



[Certification Regarding Drug Free Workplace](#)



[Certification Regarding Reservation of Rights](#)



[Certification Regarding Section 504](#)



[Certification of Compliance with Conflict of Interest](#)



[Certification Assurance of Audit Requirements](#)



[Certification Regarding Affiliation](#)



[Certification - Project Contact Information](#)



[Certification - Signature Authorization Form](#)



[Certification Regarding BOD Economic Interest](#)



[Federal Tax Exemption Letter](#)
[State Tax Exemption Letter](#)



[Financial Management Procedures](#)



[Board Approval of CDBG Application](#)

[Programs Director Job Description](#)

wage ranges for each of their job classifications, inc. executive salaries/benefits(if applicable)

Fiscal Documents for all NON-PROFIT AGENCIES (No exceptions) A. FY 2017 Financial Statements/Income Statement, AND B. Fully signed copy of the FY 2017 federal tax form 990, AND C. Fully signed copy of the FY 2017 State tax form 199



[Financial Statements 2018](#)

[990/199 Forms 2018](#)

Copy of City of Pomona Business License



[Business License](#)

Copy of Proof of Registration in SAM.GOV



[SAM.GOV Registration](#)

Copy of Proof of Insurance Coverage - General Liability (min. \$1,000,000, per occurrence and \$2,000,000 aggregate), Auto Liability (min. \$1,000,000, per occurrence) & Workers' Compensation.



[Certificate of Liability Insurance](#)

[Certificate of Insurance Workers Comp](#)

Copy of Organization By-Laws



[By-Laws](#)

Copy of Organization Articles of Incorporation



[Articles of Incorporation](#)

Copy of Limited English Proficiency Plan (L.E.P)



[LEP Plan](#)

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

Application ID: 128248

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City of Pomona
Neighborhood Services Department - Housing Division
Community Development Block Grant Program (PY) 2019-2020
2/8/2019 deadline

**Pomona Unified School District
PUSD-JROTC**

Jump to: [Application Questions](#) [Budget](#) [Required Documents](#)

\$ 30,000.00 Requested

Submitted: 1/9/2019 3:54:16 PM (Pacific)

Project Contact

Luis Paredes

Luis.Paredes@pusd.org

Tel: 909-397-5081

Additional Contacts

none entered

Pomona Unified School District

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Pomona, CA 91766

Telephone 909-397-4800

Fax 909-622-8163

Web edline.pusd.org

Superintendent

Martinez Richard

Richard.Martinez@pusd.org

Application Questions [top](#)

AGENCY DESCRIPTION

1. What is the date of Incorporation?

July 1, 1954

2. Select the type of organization: (check all that apply)

☐ Faith Based

☐ Non-Profit

☒ Government/Public Agency

3. How many total years of prior CDBG experience does your agency have?

15

4. Enter the total amount of CDBG funds received from all sources for the years in question:

FY 2018-2019

FY 2017-2018

FY 2016-2017

FY 2015-2016

FY 2014-2015

TOTAL

5. List the Federal award and funding amount your agency has received for the past five (5) years:

List year, source and total amount awarded. (Do Not Include CDBG)

None

6. Provide the agency Mission Statement:

The Pomona Unified School District, in partnership with parents and community, provides a well-rounded, challenging, and quality educational program that develops character and integrity. Students are equipped and empowered through academic opportunities, career and technical experiences, and whole-student supports needed for college and career success. A service culture of operational excellence, collaboration, and continuous improvement empowers all to flourish with trust and pride.

7. Select one (1) HUD OBJECTIVE and one (1) HUD OUTCOME that is best suited for your proposed project:

HUD has instituted performance measures to gather information and determine the effectiveness of programs funded with CDBG. Information obtained will be reported by the City to HUD.

- ☒ **OBJECTIVE: SUITABLE LIVING ENVIRONMENT-** This project objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment (such as poor quality infrastructure) to social issues, such as crime prevention, child care, literacy, or elderly health services. It includes improving the safety and livability of neighborhoods, increasing access to quality facilities and services, and revitalizing deteriorating neighborhoods.
- ☐ **OBJECTIVE: DECENT HOUSING-** This project objective focuses on housing programs possible under CDBG where the purpose of the program is to meet individual, family, or community needs and not programs where housing is an element of a larger effort, since such programs would be more appropriately reported under suitable living environment.
- ☐ **OBJECTIVE: CREATING/EXPANDING ECONOMIC OPPORTUNITY-** This project objective applies to the types of activities related to economic development, commercial revitalization or job creation.
- ☐ **OUTCOME: NEW OR IMPROVED AVAILABILITY/ACCESSIBILITY-** This outcome applies to activities that make services, infrastructure, public facilities, employment opportunities, housing or shelters available or accessible to low/moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income persons where they live.
- ☐ **OUTCOME: AFFORDABILITY-** This outcome applies to activities that provide affordability in a variety of ways in the lives of low/moderate income people. It can include the creation or maintenance of affordable housing or basic infrastructure hook-ups, or services such as transportation or day care.
- ☒ **OUTCOME: SUSTAINABILITY-** This outcome applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to low/moderate income persons.

PRIORITIES

8. Select the following GOALS, STRATEGIES, INITIATIVES and/or CORE VALUES your project will address:

Refer to the RESOURCE tab for additional data.

- ☐ Consolidated Plan Goals
- ☐ Strategies to Help Pomona's Homeless
- ☐ Pomona's Promise Initiatives
- ☒ City's Core Values

9. Explain how the proposed project addresses the outcome(s) selected above.

Include any supporting statistics or other factual information related to supporting the importance of addressing the need, including any increase and/or improvement to services provided.

The JROTC programs at Ganesha, Garey, and Pomona High Schools motivate students to participate in after school and weekend community service activities such as clean-ups, drill/sport competitions, and leadership camps. The program also offers activities such as color guards, drill teams, sports teams and after school student monitoring. The JROTC program supports the City of Pomona Core Strategies (#4) by conducting community and school cleanups, and it also supports the Youth and Family Master Plan by providing leadership and citizenship training thus reducing favorable youth attitudes towards antisocial behavior.

NATIONAL OBJECTIVES

10. To be eligible for CDBG funding from the City, the project must meet only one of the following National Objectives below that benefit low to moderate income persons.

- ☐ **Low-Moderate Clientele (LMC):** Benefit clientele that is generally presumed to be low to moderate-income: abused

children, battered spouses, elderly persons (62 yrs. and over), severely disabled adults, homeless persons, illiterate adults, persons with AIDS and migrant farm workers.

- ✓ Low-Moderate Clientele (LMC): Require documentation on family size and income in order to show that at least 51 percent of the clientele are LMI.
- ☐ Low-Moderate Clientele (LMC): Have income eligibility requirements limiting the activity to LMI persons only.
- ☐ Low-Moderate Clientele (LMC): Be of such a nature and in such a location that it can be concluded that clients are primarily LMI (i.e. – day care center in a public housing complex)
- ☐ Low-Moderate Clientele (LMC): Serve to remove material or architectural barriers to the mobility or accessibility of elderly persons (62 yrs. and over) or severely disabled adults. (ADA accessibility)
- ☐ Low Moderate Area (LMA): To qualify under this subcategory, at least 51% of the residents within the targeted activity area are Low to Moderate income persons. Refer to the CDBG Eligible Area Map located in the
- ☐ Low-Moderate Housing (LMH): To qualify under this subcategory, the activity must result in housing that will be occupied by Low to Moderate income persons upon completion. The housing can be either owner or renter occupied and can be either one family or multi-unit structures. Rental housing must be occupied at affordable rents.
- ☐ Low-Moderate Jobs (LMJ):
- ☐ Addresses Conditions of Slum and Blight
- ☐ Meets an Urgent Community Need

11. Select the activity that is most appropriate for your agency's proposed project:

- ☐ Battered & Abused Spouses Services
- ☐ Centers: includes for child care, disabled, youth, seniors, facilities for AIDS patients, etc
- ☐ Code Enforcement (internal City department applications only)
- ☐ Crime Prevention & Awareness Services
- ☐ Direct Financial Assistance to Homebuyers
- ✓ Education
- ☐ Employment Services / Job Training
- ☐ Fair Housing Services
- ☐ Health Services: includes mental health
- ☐ Homeless Services: includes facilities, shelters, etc
- ☐ Facility Improvements
- ☐ Infrastructure Improvements
- ☐ Housing Rehabilitation & Historic Preservation (currently not accepting applications for these activities)
- ☐ Senior Services
- ✓ Youth Services
- ☐ Adult Services
- ☐ "Other-please explain:"

PROJECT BENEFIT TO LOW AND MODERATE INCOME CLIENTS/HOUSEHOLDS

12. Select all populations to be served by your proposed project:

- ☐ Adults
- ☐ Homeless
- ☐ Persons with Disabilities
- ☐ Persons with Mental Illness
- ☐ Senior Citizens: must be age 62 and over
- ☐ Victims of Child Abuse
- ☐ Victims of Domestic Abuse
- ✓ Youth
- ☐ "Other - please explain:"

PROJECT ACTIVITY

13. Describe the proposed project & provide: 1. Detailed description 2. Number of beneficiaries to be served 3. Timeline for completion 4. Frequency of service 5. How the service is provided (as group, class, one on one mtg,

phone referrals, etc)

If you are proposing an infrastructure/facilities project include: 1. Proposed scope of work/Tract # w/ block group 2. Timeline for completion: Bidding process, site prep, final occupancy, etc 3. Address prevailing wage & federal reporting

The JROTC programs at Pomona Unified School District motivate students to participate in after school and weekend community service activities. JROTC accomplishes this by providing after school activities that focus on leadership and service to the community, such as clean-ups, drill/sport competitions, and leadership camps. The program also offers activities such as color guards, drill teams, sports teams and after school student monitoring. JROTC-PUSD will work with the city and schools to support city and school activities. These activities include but are not limited to clean-ups, city council meetings, and city sponsored presentations. All program activities support the JROTC mission of motivating students in becoming better citizens. The funds requested are needed so that the JROTC Programs will be able to effectively support the needs of the City of Pomona by providing 300 cadets the chance to be involved in activities that develop leadership skills and community involvement. See attached benchmarks and outcomes for specifics.

PROJECT INFORMATION

14. Provide a description of the service area and/or target area/neighborhood boundaries to be served.

The service area encompasses the surrounding areas of the school district high schools affecting district 1, 2, 3,4 and 6 of the city. The target neighborhoods are the ones linked directly to Garey, Ganesha and Pomona High School.

15. Indicate & explain the method that your agency will use to track family size, ethnicity, income levels and verify income.

Example: computer software; Application/Manual Collection or Other

All data will be tracked manually and placed in students portfolios. An intake form will be collected with all appropriate/required data (see intake form attachment). Income verification and eligibility will be confirmed by the district in accordance with the free and reduced lunch program.

16. Indicate if this project will result in the provision of a NEW SERVICE for City of Pomona residents?

If it will, describe how the direct service proposed is not a duplication of existing services available to the target population previously identified

JROTC is a unique program that motivates students to be better citizens. The activities that are conducted in JROTC can't be duplicated by other agencies.

17. Indicate if this project will result in a quantifiable increase in the level of service of an existing service.

If it will, describe how the direct service proposed demonstrates a quantifiable increase in access and the level of an existing service currently provided.

No other existing service

18. Indicate if this project will charge fees to the CDBG clientele for any of the project activities previously described?

If it will, describe what fees are collected, justification for the fees, what is the fee schedule (amounts charged), and how the fees will be expended.

No additional fees will be collected.

RECORD KEEPING PROCEDURES

19. Describe the procedures your agency will use to track and monitor the progress of the project:

See attached track and monitor spreadsheet.

20. Describe your agency's record keeping procedures, with regards to the proposed project:

PUSD Policy: 3581 AR Maintenance of District Records: Before January 1, the Superintendent will review documents and papers originating during the prior school year and classify them as Class 1 (Permanent), Class 2 (Optional), or Class 3 (Disposable). Documents shall not be classified during the year of their origination. Records of continuing nature shall not be classified until such usefulness has ceased. A student's cumulative record is a continuing record until the student ceases to be enrolled in the district.

1. Class 1 - Permanent Record The original of each of the following records, or one exact copy of it when the original is required by law to be filed with another agency, is a Class 1 Record and shall be retained indefinitely unless microfilmed in accordance with Administrative Code, Title 5, Section 16022(e):a. Annual Reports, including: official budget; financial reports of all funds, including cafeteria and student body funds; audit of all funds; average daily attendance, including Period 1 and Period 2 reports; other major annual reports, including those containing information relating to property, activities, financial condition, or transactions, and those declared by Board minutes to be permanent.

b. Official Actions1. Employees All detailed records relating to employment, assignment, amounts and dates of service rendered, termination or dismissal of an employee in any position, sick leave record, rate of compensation, salaries or compensation paid, deductions or withholdings made and the person or agency to whom such amounts were paid. In lieu of

the detailed records, a complete proven summary payroll record for each employee containing the same data may be classified as Class 1, and the detailed records may then be classified as Class 3. Class 2 – Optional records: Any record considered worth keeping, but which is not a Class 1 Record, may be classified as Class 2 and shall be retained until it is reclassified as Class 3. If by agreement of the Board and Superintendent, classification of the prior year records has not been made before January 1, all records of the prior year may be classified Class 2 until they are classified as required in Section 16022 of the Administrative Code, Title 5, which must be within one year. Class 3 - Disposable Records All records not classified as Class 1 or as Class 2 shall be classified as Class 3. These include, but are not limited to: detailed records basic to audit, including those relating to attendance, average daily attendance, or business or financial transactions; detailed records used in preparing another report; teachers' registers if all information required in Administrative Code, Title 5, Section 432 is retained in other records or if the General Records pages are removed from the register and classified as Class 1; and periodic reports, including daily, weekly and monthly reports, bulletins and instructions.

21. Describe the procedures your agency will use to separate and track CDBG activities and expenditures from other funds:

PUSD uses standardized account code structure (SACS) to track CDBG revenue and expenditure. CDBG funding is assigned a resource account number # 90800 for financial reporting.

ORGANIZATIONAL CAPACITY

22. Has your agency ever done this type of activity before?

☒ YES

☐ NO

23. Describe your agency's experience in completing projects and highlight past accomplishments:

This is the 15th year of successful CDBG projects with JROTC. The funds allocated provide hundreds of students the chance to be involved in activities that develop leadership skills and community involvement.

24. Describe your agency's experience with CDBG or other Federal grant programs:

15 years of successful CDBG projects with annual audits that exceed standards.

25. Describe your agency's current capacity, including staff and volunteer qualifications, in carrying out the proposed activity:

Various staff offices and school programs support this CDBG project. At the school level, we have 6 military instructors who execute the JROTC programs at each high school site. They work directly with the students and beneficiaries of the funds. At the district level, the accounting office works with controlling and monitoring proper usage of CDBG funds.

26. Describe your agency's administrative systems by indicating YES or NO for each item that exists within your agency's organizational structure.

<input type="text"/>	Yes	Are written procedures in place? (Formal Personnel System)
<input type="text"/>	Yes	Can staff salary be tracked by funding source?
<input type="text"/>	Yes	Are formal written accounting procedures in place? (Audit System)
<input type="text"/>	Yes	Are there Record keeping Systems/Separate tracking system for each funding source?
<input type="text"/>	Yes	Are there formal written Cash Management Practices (includes proper security measures)
<input type="text"/>	Yes	Are hard copy files and or computer records systems with security and back-up in place?
<input type="text"/>	Yes	Are internal monitoring/evaluation systems in place?
<input type="text"/>	Yes	Are internal monitoring/evaluation systems procedures in compliance with Sarbanes-Oxley?
<input type="text"/>	Yes	Is client's eligibility verified?
<input type="text"/>	Yes	Is client demographic data collected and a reporting system in place?
<input type="text"/>	Yes	Are there written formal procurement policies/procedures in place?
<input type="text"/>	Yes	Are Conflict of Interest Policies in place?
<input type="text"/>	Yes	Are Client Grievance Policies in place?
<input type="text"/>	Yes	Does your agency generate annual fundraising revenue?
<input type="text"/>	Yes	Is there Financial Oversight by the Board of Directors?
<input type="text"/>	Yes	Is there Program Oversight by the Board of Directors?

27. If any gap exists in your agency's administrative systems, describe what they are and how they will be addressed, as well as the timing for resolving?

None exist

28. Indicate your agency's Financial System

- ☐ Cash Basis
- ☒ Accrual Basis

29. Select your agency's Fiscal Year Term:

- ☐ January - December
- ☒ July - June
- ☐ October - September
- ☐ "Other - please explain:"

ACCESSIBILITY FOR PERSONS WITH PHYSICAL DISABILITIES

30. Federal regulations require that all program services, housing, and facilities assisted with CDBG funds be accessible to the disabled, whenever feasible. Does the service site currently, or will it, meet ADA standards for accessibility?

Includes: ramps, parking, bathroom grab bars, top of toilet seats that meet required height from the floor, wheelchair maneuverability, accessible water fountains, access between floors, other improvements including serving the blind & deaf.

- ☒ YES
- ☐ NO
- ☐ N/A

31. If No, describe accessibility problems and method to address problems, including funding and timetable:

N/A

EMPLOYMENT AND CLIENT PARTICIPATION

32. Do you notify the public that your agency does not discriminate based on race, color, religion, gender, sexual orientation, national origin, age or disabilities in hiring practices or provision of services?

- ☒ YES, please explain: ,
- ☐ NO, please explain: ,

33. If you answered 'YES' to question #32, indicate how:

Pomona Unified School District (PUSD) is an equal opportunity employer. The district is one of the largest employers in the City of Pomona with more than 4,000 employees. PUSD does not discriminate on the basis of race, color, religion, gender, sexual orientation, national origin, age or disabilities. They notify the public through its web page and job announcement flyers.

http://www.edlinesites.net/files/_5PFy6_/3bb26a7ebbe890d73745a49013852ec4/BP_0410_EEO-NonDiscrimination.pdf

34. If you answered 'NO' to question #32, is the agency willing to adopt the practice?

- ☒ YES
- ☐ NO

35. Can this project proceed on July 1, 2019?

- ☒ YES
- ☐ NO

Budget [top](#)

Proposed FY 19-20 Budget	Request	Other Sources	Total CDBG Request
CDBG	\$ 30,000.00	\$ 0.00	\$ 30,000.00

HOME			\$ 0.00
ESG			\$ 0.00
Other Sources:			\$ 0.00
Total	\$ 30,000.00	\$ 0.00	\$ 30,000.00

Proposed Budget Details

	Request	Other Sources	Total CDBG Request
Staff - Position Name			\$ 0.00
Staff - Position Name			\$ 0.00
Staff - Position Name			\$ 0.00
Staff - Position Name			\$ 0.00
Consultant/Professional Services			\$ 0.00
Capital Improvements/Housing Rehab Demo			\$ 0.00
Capital Improvements/Housing Rehab			\$ 0.00
Construction/Renovation			\$ 0.00
Architectural/Engineering Services			\$ 0.00
Fees and Permits			\$ 0.00
Equipment Maintenance			\$ 0.00
Equipment Purchase			\$ 0.00
Equipment Rental			\$ 0.00
Internet Service			\$ 0.00
Office Supplies	\$ 18,490.00	\$ 0.00	\$ 18,490.00
Postage			\$ 0.00
Printing			\$ 0.00
Rent/Lease			\$ 0.00
Telephone			\$ 0.00
Transportation	\$ 10,000.00	\$ 0.00	\$ 10,000.00
OTHER:	\$ 1,510.00	\$ 0.00	\$ 1,510.00
Total	\$ 30,000.00	\$ 0.00	\$ 30,000.00

Budget Narrative

The funds requested are needed so that the JROTC Programs will be able to effectively support the needs of the City of Pomona by providing 300 cadets the chance to be involved in activities that develop leadership skills and community involvement. Transportation funds will be used to transport students to and from the activities. Funds for supplies will include the use of specialty equipment for the activities (eg. flags for color guard ceremonies). The remaining funds will be used for operating expenses (district accounting costs).

Required Documents [top](#)

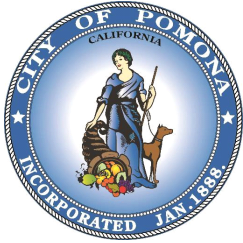
Documents Requested *	Required?	Attached Documents *
Certification of Application download template	✓	Application
Certification Regarding Lobbying download template	✓	Lobbying
Certification Regarding Debarment and Suspension download template	✓	Debarment
Certification Regarding a Drug Free Workplace download template	✓	Drug Free
Certification Regarding Reservation of Rights download template	✓	Rights
Certification Regarding Section 504 download template	✓	504
Certification Regarding Section 3 (if applicable) download template		
Certification Regarding Use of Real Property (if applicable) download template		

Certification of Compliance with Conflict of Interest & Procurement Policies download template	✓	Conflict
Certification- Assurance of Audit Requirements download template	✓	Audit
Certification of Affiliation download template	✓	Affiliation
Certification- Project Contact Information download template	✓	Contact
Certification- Signature Authorization Form download template	✓	Signature
Certification Regarding Board of Directors/Governing Boards Economic Interest download template	✓	Board Interest
State and Federal Tax Exemption Determination Letter	✓	Tax exempt
Written Financial Management Procedures	✓	Finacial Mng
Written minute action and/or Board approval documentation signed by the Board President authorizing submittal of the CDBG application and authorizing the Board President or Agency Representative to sign the application.	✓	Board Item
Written documentation of the construction schedule developed for the proposed infrastructure/facilities projects only		Track and monitor
Written documentation of all bidding process undertaken for the infrastructure/facilities proposed projects only		
Job descriptions of all staff charged for the proposed project. Job descriptions should be limited to the specific duties/responsibilities associated with the proposed project, rather than a general agency description.(if applicable)		Job Duties
Contractors receiving \$750,000 or more of federal funding, when that funding represents more than 10% of the orgs annual budget, must submit salary and wage ranges for each of their job classifications, inc. executive salaries/benefits(if applicable)		
Fiscal Documents for all NON-PROFIT AGENCIES (No exceptions) A. FY 2017 Financial Statements/Income Statement, AND B. Fully signed copy of the FY 2017 federal tax form 990, AND C. Fully signed copy of the FY 2017 State tax form 199	✓	PUSD Report
Copy of City of Pomona Business License	✓	Business License Email
Copy of Proof of Registration in SAM.GOV	✓	SAM
Copy of Proof of Insurance Coverage - General Liability (min. \$1,000,000, per occurrence and \$2,000,000 aggregate), Auto Liability (min. \$1,000,000, per occurrence) & Workers' Compensation.	✓	Insurance
Copy of Organization By-Laws	✓	District Bylaws
Copy of Organization Articles of Incorporation	✓	Organization
Copy of Limited English Proficiency Plan (L.E.P)	✓	LEP

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

Application ID: 132600

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City of Pomona
Neighborhood Services Department - Housing Division
Community Development Block Grant Program (PY) 2019-2020
2/8/2019 deadline

City of Pomona Public Works Department
ADA PATH OF TRAVEL- CW (FY 17-18 TO FY 19-20)

Jump to: [Application Questions](#) [Budget](#) [Required Documents](#)

\$ 550,000.00 Requested

Submitted: 1/7/2019 10:59:52 AM (Pacific)

Project Contact

Laura Lara

laura_lara@ci.pomona.ca.us

Tel: 909-620-2275

Additional Contacts

Matt_Pilarz@ci.pomona.ca.us

**City of Pomona Public Works
Department**

505 S Garey Ave
Pomona, CA 91769

N/A

N/A N/A

NA@ci.pomona.ca.us

Telephone 909-620-2275

Fax 909-620-2269

Web www.ci.pomona.ca.us

Application Questions [top](#)

AGENCY DESCRIPTION

1. What is the date of Incorporation?

1888

2. Select the type of organization: (check all that apply)

☐ Faith Based

☐ Non-Profit

☒ Government/Public Agency

3. How many total years of prior CDBG experience does your agency have?

30

4. Enter the total amount of CDBG funds received from all sources for the years in question:

779520 FY 2018-2019

722627 FY 2017-2018

719574 FY 2016-2017

675985 FY 2015-2016

717816 FY 2014-2015

3,615,522.00 **TOTAL**

5. List the Federal award and funding amount your agency has received for the past five (5) years:

List year, source and total amount awarded. (Do Not Include CDBG)

2017- \$860,000 STPL, 2017- \$2,010,000 ATPL, 2015- \$430,000 STPL

6. Provide the agency Mission Statement:

City of Pomona Mission Statement:

The City of Pomona Improves the Quality of Life for our Diverse Community.

Public Works Department Mission Statement:

Providing Essential Services and Infrastructure to Enhance our Community's Life Everyday.

7. Select one (1) HUD OBJECTIVE and one (1) HUD OUTCOME that is best suited for your proposed project:

HUD has instituted performance measures to gather information and determine the effectiveness of programs funded with CDBG. Information obtained will be reported by the City to HUD.

- ✓ OBJECTIVE: SUITABLE LIVING ENVIRONMENT- This project objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment (such as poor quality infrastructure) to social issues, such as crime prevention, child care, literacy, or elderly health services. It includes improving the safety and livability of neighborhoods, increasing access to quality facilities and services, and revitalizing deteriorating neighborhoods.
- Ⓔ OBJECTIVE: DECENT HOUSING- This project objective focuses on housing programs possible under CDBG where the purpose of the program is to meet individual, family, or community needs and not programs where housing is an element of a larger effort, since such programs would be more appropriately reported under suitable living environment.
- Ⓔ OBJECTIVE: CREATING/EXPANDING ECONOMIC OPPORTUNITY- This project objective applies to the types of activities related to economic development, commercial revitalization or job creation.
- Ⓔ OUTCOME: NEW OR IMPROVED AVAILABILITY/ACCESSIBILITY- This outcome applies to activities that make services, infrastructure, public facilities, employment opportunities, housing or shelters available or accessible to low/moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income persons where they live.
- Ⓔ OUTCOME: AFFORDABILITY- This outcome applies to activities that provide affordability in a variety of ways in the lives of low/moderate income people. It can include the creation or maintenance of affordable housing or basic infrastructure hook-ups, or services such as transportation or day care.
- ✓ OUTCOME: SUSTAINABILITY- This outcome applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to low/moderate income persons.

PRIORITIES

8. Select the following GOALS, STRATEGIES, INITIATIVES and/or CORE VALUES your project will address:

Refer to the RESOURCE tab for additional data.

- ✓ Consolidated Plan Goals
- Ⓔ Strategies to Help Pomona's Homeless
- Ⓔ Pomona's Promise Initiatives
- Ⓔ City's Core Values

9. Explain how the proposed project addresses the outcome(s) selected above.

Include any supporting statistics or other factual information related to supporting the importance of addressing the need, including any increase and/or improvement to services provided.

Work will promote an American Disability Act (ADA) accessible path of travel in eligible public right-of-way areas for benefit of the handicapped, disabled, elderly, and school children. Project will include new construction of sidewalk, curb ramps, and alley approaches. Work will also include rehabilitation of appurtenant sidewalk needed to meet requirements of an ADA accessible path of travel.

NATIONAL OBJECTIVES

10. To be eligible for CDBG funding from the City, the project must meet only one of the following National Objectives below that benefit low to moderate income persons.

- Ⓔ Low-Moderate Clientele (LMC): Benefit clientele that is generally presumed to be low to moderate-income: abused children, battered spouses, elderly persons (62 yrs. and over), severely disabled adults, homeless persons, illiterate adults, persons with AIDS and migrant farm workers.

- ☐ Low-Moderate Clientele (LMC): Require documentation on family size and income in order to show that at least 51 percent of the clientele are LMI.
- ☐ Low-Moderate Clientele (LMC): Have income eligibility requirements limiting the activity to LMI persons only.
- ☐ Low-Moderate Clientele (LMC): Be of such a nature and in such a location that it can be concluded that clients are primarily LMI (i.e. – day care center in a public housing complex)
- ☐ Low-Moderate Clientele (LMC): Serve to remove material or architectural barriers to the mobility or accessibility of elderly persons (62 yrs. and over) or severely disabled adults. (ADA accessibility)
- ☒ Low Moderate Area (LMA): To qualify under this subcategory, at least 51% of the residents within the targeted activity area are Low to Moderate income persons. Refer to the CDBG Eligible Area Map located in the
- ☐ Low-Moderate Housing (LMH): To qualify under this subcategory, the activity must result in housing that will be occupied by Low to Moderate income persons upon completion. The housing can be either owner or renter occupied and can be either one family or multi-unit structures. Rental housing must be occupied at affordable rents.
- ☐ Low-Moderate Jobs (LMJ):
- ☐ Addresses Conditions of Slum and Blight
- ☐ Meets an Urgent Community Need

11. Select the activity that is most appropriate for your agency's proposed project:

- ☐ Battered & Abused Spouses Services
- ☐ Centers: includes for child care, disabled, youth, seniors, facilities for AIDS patients, etc
- ☐ Code Enforcement (internal City department applications only)
- ☐ Crime Prevention & Awareness Services
- ☐ Direct Financial Assistance to Homebuyers
- ☐ Education
- ☐ Employment Services / Job Training
- ☐ Fair Housing Services
- ☐ Health Services: includes mental health
- ☐ Homeless Services: includes facilities, shelters, etc
- ☐ Facility Improvements
- ☒ Infrastructure Improvements
- ☐ Housing Rehabilitation & Historic Preservation (currently not accepting applications for these activities)
- ☐ Senior Services
- ☐ Youth Services
- ☐ Adult Services
- ☐ "Other-please explain:"

PROJECT BENEFIT TO LOW AND MODERATE INCOME CLIENTS/HOUSEHOLDS

12. Select all populations to be served by your proposed project:

- ☒ Adults
- ☒ Homeless
- ☒ Persons with Disabilities
- ☒ Persons with Mental Illness
- ☒ Senior Citizens: must be age 62 and over
- ☒ Victims of Child Abuse
- ☒ Victims of Domestic Abuse
- ☒ Youth
- ☐ "Other - please explain:"

PROJECT ACTIVITY

13. Describe the proposed project & provide: 1. Detailed description 2. Number of beneficiaries to be served 3. Timeline for completion 4. Frequency of service 5. How the service is provided (as group, class, one on one mtg, phone referrals, etc)

If you are proposing an infrastructure/facilities project include: 1. Proposed scope of work/Tract # w/ block group 2. Timeline

for completion: Bidding process, site prep, final occupancy, etc 3. Address prevailing wage & federal reporting

1. Proposed scope: Sidewalk rehabilitation, new sidewalk, curb and gutter, ADA related upgrades to existing curb ramps, and alley approaches

2. Timeline for completion: Preliminary engineering/Design- 2018/2019 Construction- 2019/2020, Completion 2021

3. Prevailing Wage and Federal Reporting: Federal Labor Standard Provisions, including prevailing wage requirements of the Davis-Bacon and Related Acts will be incorporated into contract documents and are enforced.

PROJECT INFORMATION

14. Provide a description of the service area and/or target area/neighborhood boundaries to be served.

Residential streets throughout the City within CDBG eligible areas.

15. Indicate & explain the method that your agency will use to track family size, ethnicity, income levels and verify income.

Example: computer software; Application/Manual Collection or Other

Areas of work will be within the CDBG Eligible LOW Mod boundaries

16. Indicate if this project will result in the provision of a NEW SERVICE for City of Pomona residents?

If it will, describe how the direct service proposed is not a duplication of existing services available to the target population previously identified

No the project will enhance quality of infrastructures and revitalize communities.

17. Indicate if this project will result in a quantifiable increase in the level of service of an existing service.

If it will, describe how the direct service proposed demonstrates a quantifiable increase in access and the level of an existing service currently provided.

Appurtenant ramps, sidewalk, and alley approaches will provide an increase in level of service for the disabled on the sidewalks adjacent to the streets being worked on.

18. Indicate if this project will charge fees to the CDBG clientele for any of the project activities previously described?

If it will, describe what fees are collected, justification for the fees, what is the fee schedule (amounts charged), and how the fees will be expended.

No fees will be charged as part of this project.

RECORD KEEPING PROCEDURES

19. Describe the procedures your agency will use to track and monitor the progress of the project:

Schedules, progress reports and weekly meetings will be used to evaluate the project's progress.

20. Describe your agency's record keeping procedures, with regards to the proposed project:

All records from Planning, design, Construction, and project closeout will have an organized hard file as well as digital office file.

21. Describe the procedures your agency will use to separate and track CDBG activities and expenditures from other funds:

Each contract is separated and tracked by Project number. Bid schedule/bid items and time is separated by these project numbers to keep track of CDBG eligible work/activities and non-eligible work/activities.

ORGANIZATIONAL CAPACITY

22. Has your agency ever done this type of activity before?

☒ YES

☐ NO

23. Describe your agency's experience in completing projects and highlight past accomplishments:

Numerous street, sidewalks, traffic, parks & facilities CIP projects have been completed in the past.

24. Describe your agency's experience with CDBG or other Federal grant programs:

Project managers have successfully completed Projects that are CDBG and other federally funded (STP-L, ATP-L,

25. Describe your agency's current capacity, including staff and volunteer qualifications, in carrying out the proposed activity:

Staff includes 2 full-time and 1 part-time Engineers, 1 full-time administrative assistant, 1 full-time management analyst and 2 full-time construction inspectors to work on completing the proposed project.

26. Describe your agency's administrative systems by indicating YES or NO for each item that exists within your agency's organizational structure.

<input type="text" value="YES"/>	Are written procedures in place? (Formal Personnel System)
<input type="text" value="YES"/>	Can staff salary be tracked by funding source?
<input type="text" value="YES"/>	Are formal written accounting procedures in place? (Audit System)
<input type="text" value="YES"/>	Are there Record keeping Systems/Separate tracking system for each funding source?
<input type="text" value="YES"/>	Are there formal written Cash Management Practices (includes proper security measures)
<input type="text" value="YES"/>	Are hard copy files and or computer records systems with security and back-up in place?
<input type="text" value="YES"/>	Are internal monitoring/evaluation systems in place?
<input type="text" value="YES"/>	Are internal monitoring/evaluation systems procedures in compliance with Sarbanes-Oxley?
<input type="text" value="YES"/>	Is client's eligibility verified?
<input type="text" value="YES"/>	Is client demographic data collected and a reporting system in place?
<input type="text" value="YES"/>	Are there written formal procurement policies/procedures in place?
<input type="text" value="YES"/>	Are Conflict of Interest Policies in place?
<input type="text" value="YES"/>	Are Client Grievance Policies in place?
<input type="text" value="N/A"/>	Does your agency generate annual fundraising revenue?
<input type="text" value="N/A"/>	Is there Financial Oversight by the Board of Directors?
<input type="text" value="N/A"/>	Is there Program Oversight by the Board of Directors?
<input type="text" value="0.00"/>	TOTAL

27. If any gap exists in your agency's administrative systems, describe what they are and how they will be addressed, as well as the timing for resolving?

There are no existing gaps in the City's administrative system

28. Indicate your agency's Financial System

- ☐ Cash Basis
- ☒ Accrual Basis

29. Select your agency's Fiscal Year Term:

- ☐ January - December
- ☒ July - June
- ☐ October - September
- ☐ "Other - please explain:"

ACCESSIBILITY FOR PERSONS WITH PHYSICAL DISABILITIES

30. Federal regulations require that all program services, housing, and facilities assisted with CDBG funds be accessible to the disabled, whenever feasible. Does the service site currently, or will it, meet ADA standards for accessibility?

Includes: ramps, parking, bathroom grab bars, top of toilet seats that meet required height from the floor, wheelchair maneuverability, accessible water fountains, access between floors, other improvements including serving the blind & deaf.

- ☒ YES
- ☐ NO
- ☐ N/A

31. If No, describe accessibility problems and method to address problems, including funding and timetable:

N/A

EMPLOYMENT AND CLIENT PARTICIPATION

32. Do you notify the public that your agency does not discriminate based on race, color, religion, gender, sexual orientation, national origin, age or disabilities in hiring practices or provision of services?

- ☒ YES, please explain: Equal Opportunity Plan (EOP),
☐ NO, please explain: Equal Opportunity Plan (EOP),

33. If you answered 'YES' to question #32, indicate how:

The EOP is on the City's website and on employee application.

34. If you answered 'NO' to question #32, is the agency willing to adopt the practice?

- ☒ YES
☐ NO

35. Can this project proceed on July 1, 2019?

- ☒ YES
☐ NO

Budget [top](#)

Proposed FY 19-20 Budget	Request	Other Sources	Total CDBG Request
CDBG	\$ 550,000.00		\$ 550,000.00
HOME			\$ 0.00
ESG			\$ 0.00
Other Sources:			\$ 0.00
Total	\$ 550,000.00	\$ 0.00	\$ 550,000.00

Proposed Budget Details	Request	Other Sources	Total CDBG Request
City Engineering	\$ 40,000.00		\$ 40,000.00
Staff - Position Name			\$ 0.00
Staff - Position Name			\$ 0.00
Staff - Position Name			\$ 0.00
Consultant/Professional Services	\$ 100,000.00		\$ 100,000.00
Capital Improvements/Housing Rehab Demo			\$ 0.00
Capital Improvements/Housing Rehab Construction/Renovation	\$ 400,000.00		\$ 400,000.00
Architectural/Engineering Services	\$ 10,000.00		\$ 10,000.00
Fees and Permits			\$ 0.00
Equipment Maintenance			\$ 0.00
Equipment Purchase			\$ 0.00
Equipment Rental			\$ 0.00
Internet Service			\$ 0.00
Office Supplies			\$ 0.00
Postage			\$ 0.00
Printing			\$ 0.00
Rent/Lease			\$ 0.00
Telephone			\$ 0.00
Transportation			\$ 0.00
OTHER:			\$ 0.00
Total	\$ 550,000.00	\$ 0.00	\$ 550,000.00

Budget Narrative

City Engineering- Estimated in-house City project management and inspection costs.

Consultant/Professional Services- Estimated Design, and as-needed project management and inspection costs.

CIP Cost- total estimated construction costs.

Architectural/ Engineering Services- estimated geotechnical services costs

Required Documents [top](#)

Documents Requested *	Required?	Attached Documents *
Certification of Application download template	✓	Certification of Application
Certification Regarding Lobbying download template	✓	Certification Regarding Lobbying
Certification Regarding Debarment and Suspension download template	✓	Certification Regarding Debarment and Required Suspension
Certification Regarding a Drug Free Workplace download template	✓	Certification Regarding a Drug Free Workplace
Certification Regarding Reservation of Rights download template	✓	Certification Regarding Reservation of Rights
Certification Regarding Section 504 download template	✓	Certification Regarding Section 504
Certification Regarding Section 3 (if applicable) download template		
Certification Regarding Use of Real Property (if applicable) download template		
Certification of Compliance with Conflict of Interest & Procurement Policies download template	✓	Certification of Compliance with Conflict of Interest & Procurement Policies
Certification- Assurance of Audit Requirements download template	✓	Certification- Assurance of Audit Requirements
Certification of Affiliation download template	✓	Certification of Affiliation
Certification- Project Contact Information download template	✓	Certification- Project Contact Information
Certification- Signature Authorization Form download template	✓	Certification- Signature Authorization Form
Certification Regarding Board of Directors/Governing Boards Economic Interest download template	✓	Certification Regarding Board of Directors/Governing Boards Economic Interest
State and Federal Tax Exemption Determination Letter	✓	N/A
Written Financial Management Procedures	✓	N/A
Written minute action and/or Board approval documentation signed by the Board President authorizing submittal of the CDBG application and authorizing the Board President or Agency Representative to sign the application.	✓	N/A
Written documentation of the construction schedule developed for the proposed infrastructure/facilities projects only		Construction Schedule
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Job descriptions of all staff charged for the proposed project. Job descriptions should be limited to the specific duties/responsibilities associated with the proposed project, rather than a general agency		Job Description-City Engineer Admin Asst Management Analyst

description.(if applicable)

[Engineering Associate](#)

[Engineering Assistant](#)

[Management Consultant](#)

[PW Inspector](#)

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[Public Works Director](#)

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✓

[N/A- not non-profit agency](#)

Copy of City of Pomona Business License

✓

[N/A](#)

Copy of Proof of Registration in SAM.GOV

✓

[N/A](#)

Copy of Proof of Insurance Coverage - General Liability (min. \$1,000,000, per occurrence and \$2,000,000 aggregate), Auto Liability (min. \$1,000,000, per occurrence) & Workers' Compensation.

✓

[N/A](#)

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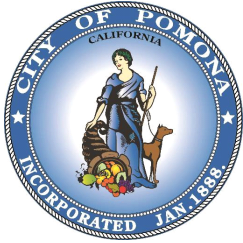
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[N/A](#)

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City of Pomona
Neighborhood Services Department - Housing Division
Community Development Block Grant Program (PY) 2019-2020
2/8/2019 deadline

City of Pomona Public Works Department
ALLEY IMPROVEMENTS- CW (CDBG) (FY 17-18 to FY 19-20)

Jump to: [Application Questions](#) [Budget](#) [Required Documents](#)

\$ 100,000.00 Requested

Submitted: 1/7/2019 11:09:46 AM (Pacific)

Project Contact

Laura Lara

laura_lara@ci.pomona.ca.us

Tel: 909-620-2275

Additional Contacts

Matt_Pilarz@ci.pomona.ca.us

**City of Pomona Public Works
Department**

505 S Garey Ave
Pomona, CA 91769

N/A

N/A N/A

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Telephone 909-620-2275

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Application Questions [top](#)

AGENCY DESCRIPTION

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☐ Non-Profit

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3. How many total years of prior CDBG experience does your agency have?

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3,615,522.00 **TOTAL**

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List year, source and total amount awarded. (Do Not Include CDBG)

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8. Select the following GOALS, STRATEGIES, INITIATIVES and/or CORE VALUES your project will address:

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- ☒ Consolidated Plan Goals
- ☐ Strategies to Help Pomona's Homeless
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9. Explain how the proposed project addresses the outcome(s) selected above.

Include any supporting statistics or other factual information related to supporting the importance of addressing the need, including any increase and/or improvement to services provided.

The project will reduce the number of alleys in poor condition and promote acceptable street condition index for the City. The project will improve serviceable pavement for 20-year design life and increase accessibility to and from residential areas in the City.

NATIONAL OBJECTIVES

10. To be eligible for CDBG funding from the City, the project must meet only one of the following National Objectives below that benefit low to moderate income persons.

- ☐ Low-Moderate Clientele (LMC): Benefit clientele that is generally presumed to be low to moderate-income: abused children, battered spouses, elderly persons (62 yrs. and over), severely disabled adults, homeless persons, illiterate adults, persons with AIDS and migrant farm workers.

- ☐ Low-Moderate Clientele (LMC): Require documentation on family size and income in order to show that at least 51 percent of the clientele are LMI.
- ☐ Low-Moderate Clientele (LMC): Have income eligibility requirements limiting the activity to LMI persons only.
- ☐ Low-Moderate Clientele (LMC): Be of such a nature and in such a location that it can be concluded that clients are primarily LMI (i.e. – day care center in a public housing complex)
- ☐ Low-Moderate Clientele (LMC): Serve to remove material or architectural barriers to the mobility or accessibility of elderly persons (62 yrs. and over) or severely disabled adults. (ADA accessibility)
- ✓ Low Moderate Area (LMA): To qualify under this subcategory, at least 51% of the residents within the targeted activity area are Low to Moderate income persons. Refer to the CDBG Eligible Area Map located in the
- ☐ Low-Moderate Housing (LMH): To qualify under this subcategory, the activity must result in housing that will be occupied by Low to Moderate income persons upon completion. The housing can be either owner or renter occupied and can be either one family or multi-unit structures. Rental housing must be occupied at affordable rents.
- ☐ Low-Moderate Jobs (LMJ):
- ☐ Addresses Conditions of Slum and Blight
- ☐ Meets an Urgent Community Need

11. Select the activity that is most appropriate for your agency's proposed project:

- ☐ Battered & Abused Spouses Services
- ☐ Centers: includes for child care, disabled, youth, seniors, facilities for AIDS patients, etc
- ☐ Code Enforcement (internal City department applications only)
- ☐ Crime Prevention & Awareness Services
- ☐ Direct Financial Assistance to Homebuyers
- ☐ Education
- ☐ Employment Services / Job Training
- ☐ Fair Housing Services
- ☐ Health Services: includes mental health
- ☐ Homeless Services: includes facilities, shelters, etc
- ☐ Facility Improvements
- ✓ Infrastructure Improvements
- ☐ Housing Rehabilitation & Historic Preservation (currently not accepting applications for these activities)
- ☐ Senior Services
- ☐ Youth Services
- ☐ Adult Services
- ☐ "Other-please explain:"

PROJECT BENEFIT TO LOW AND MODERATE INCOME CLIENTS/HOUSEHOLDS

12. Select all populations to be served by your proposed project:

- ✓ Adults
- ✓ Homeless
- ✓ Persons with Disabilities
- ✓ Persons with Mental Illness
- ✓ Senior Citizens: must be age 62 and over
- ✓ Victims of Child Abuse
- ✓ Victims of Domestic Abuse
- ✓ Youth
- ☐ "Other - please explain:"

PROJECT ACTIVITY

13. Describe the proposed project & provide: 1. Detailed description 2. Number of beneficiaries to be served 3. Timeline for completion 4. Frequency of service 5. How the service is provided (as group, class, one on one mtg, phone referrals, etc)

If you are proposing an infrastructure/facilities project include: 1. Proposed scope of work/Tract # w/ block group 2. Timeline for completion: Bidding process, site prep, final occupancy, etc 3. Address prevailing wage & federal reporting

1. Proposed scope: Work will include removals and reconstruction within the existing alley limits which generally begin (and end) at the adjacent street curb lines. Work will include removal of existing alley to a depth of 8 inches with an additional 6 inches of native soil being scarified and re-compacted as the subgrade for the new 8 inch Portland Cement Concrete (PCC) ribbon gutter, 6" PCC alley approaches on 6" of aggregate base at the street intersection and asphalt pavement for the alley resurfacing.
2. Timeline for completion: Preliminary engineering/Design- 2018/2019 Construction- 2019/2020, Completion 2021
3. Prevailing Wage and Federal Reporting: Federal Labor Standard Provisions, including prevailing wage requirements of the Davis-Bacon and Related Acts will be incorporated into contract documents and are enforced.

PROJECT INFORMATION

14. Provide a description of the service area and/or target area/neighborhood boundaries to be served.

Residential streets throughout the City within CDBG eligible areas.

15. Indicate & explain the method that your agency will use to track family size, ethnicity, income levels and verify income.

Example: computer software; Application/Manual Collection or Other

Areas of work will be within the CDBG Eligible LOW Mod boundaries

16. Indicate if this project will result in the provision of a NEW SERVICE for City of Pomona residents?

If it will, describe how the direct service proposed is not a duplication of existing services available to the target population previously identified

No the project will enhance quality of infrastructures and revitalize communities.

17. Indicate if this project will result in a quantifiable increase in the level of service of an existing service.

If it will, describe how the direct service proposed demonstrates a quantifiable increase in access and the level of an existing service currently provided.

Appurtenant ramps and alley approaches will provide an increase in level of service for the disabled on the sidewalks adjacent to the streets being worked on. The project will also increase accessibility to and from residential areas in the City.

18. Indicate if this project will charge fees to the CDBG clientele for any of the project activities previously described?

If it will, describe what fees are collected, justification for the fees, what is the fee schedule (amounts charged), and how the fees will be expended.

No fees will be charged as part of this project.

RECORD KEEPING PROCEDURES

19. Describe the procedures your agency will use to track and monitor the progress of the project:

Schedules, progress reports and weekly meetings will be used to evaluate the project's progress.

20. Describe your agency's record keeping procedures, with regards to the proposed project:

All records from Planning, design, Construction, and project closeout will have an organized hard file as well as digital office file.

21. Describe the procedures your agency will use to separate and track CDBG activities and expenditures from other funds:

Each contract is separated and tracked by Project number. Bid schedule/bid items and time is separated by these project numbers to keep track of CDBG eligible work/activities and non-eligible work/activities.

ORGANIZATIONAL CAPACITY

22. Has your agency ever done this type of activity before?

☒ YES

☐ NO

23. Describe your agency's experience in completing projects and highlight past accomplishments:

Numerous street, sidewalks, traffic, parks & facilities CIP projects have been completed in the past.

24. Describe your agency's experience with CDBG or other Federal grant programs:

Project managers have successfully completed Projects that are CDBG and other federally funded (STP-L, ATP-L, LACRPOSD Grants).

25. Describe your agency's current capacity, including staff and volunteer qualifications, in carrying out the proposed activity:

Staff includes 2 full-time and 1 part-time Engineers, 1 full-time administrative assistant, 1 full-time management analyst and 2 full-time construction inspectors to work on completing the proposed project.

26. Describe your agency's administrative systems by indicating YES or NO for each item that exists within your agency's organizational structure.

<input type="checkbox"/>	YES	Are written procedures in place? (Formal Personnel System)
<input type="checkbox"/>	YES	Can staff salary be tracked by funding source?
<input type="checkbox"/>	YES	Are formal written accounting procedures in place? (Audit System)
<input type="checkbox"/>	YES	Are there Record keeping Systems/Separate tracking system for each funding source?
<input type="checkbox"/>	YES	Are there formal written Cash Management Practices (includes proper security measures)
<input type="checkbox"/>	YES	Are hard copy files and or computer records systems with security and back-up in place?
<input type="checkbox"/>	YES	Are internal monitoring/evaluation systems in place?
<input type="checkbox"/>	YES	Are internal monitoring/evaluation systems procedures in compliance with Sarbanes-Oxley?
<input type="checkbox"/>	YES	Is client's eligibility verified?
<input type="checkbox"/>	YES	Is client demographic data collected and a reporting system in place?
<input type="checkbox"/>	YES	Are there written formal procurement policies/procedures in place?
<input type="checkbox"/>	YES	Are Conflict of Interest Policies in place?
<input type="checkbox"/>	YES	Are Client Grievance Policies in place?
<input type="checkbox"/>	N/A	Does your agency generate annual fundraising revenue?
<input type="checkbox"/>	N/A	Is there Financial Oversight by the Board of Directors?
<input type="checkbox"/>	N/A	Is there Program Oversight by the Board of Directors?
<input type="checkbox"/>	0.00	TOTAL

27. If any gap exists in your agency's administrative systems, describe what they are and how they will be addressed, as well as the timing for resolving?

There are no existing gaps in the City's administrative system

28. Indicate your agency's Financial System

- ☐ Cash Basis
- ☒ Accrual Basis

29. Select your agency's Fiscal Year Term:

- ☐ January - December
- ☒ July - June
- ☐ October - September
- ☐ "Other - please explain:"

ACCESSIBILITY FOR PERSONS WITH PHYSICAL DISABILITIES**30. Federal regulations require that all program services, housing, and facilities assisted with CDBG funds be accessible to the disabled, whenever feasible. Does the service site currently, or will it, meet ADA standards for accessibility?**

Includes: ramps, parking, bathroom grab bars, top of toilet seats that meet required height from the floor, wheelchair maneuverability, accessible water fountains, access between floors, other improvements including serving the blind & deaf.

- ☒ YES
- ☐ NO
- ☐ N/A

31. If No, describe accessibility problems and method to address problems, including funding and timetable:
N/A

EMPLOYMENT AND CLIENT PARTICIPATION

32. Do you notify the public that your agency does not discriminate based on race, color, religion, gender, sexual orientation, national origin, age or disabilities in hiring practices or provision of services?

- ☒ YES, please explain: Equal Opportunity Plan (EOP), Equal Opportunity Plan (EOP)
☐ NO, please explain: Equal Opportunity Plan (EOP), Equal Opportunity Plan (EOP)

33. If you answered 'YES' to question #32, indicate how:

The EOP is on the City's website and on employee application.

34. If you answered 'NO' to question #32, is the agency willing to adopt the practice?

- ☒ YES
☐ NO

35. Can this project proceed on July 1, 2019?

- ☒ YES
☐ NO

Budget [top](#)

Proposed FY 19-20 Budget	Request	Other Sources	Total CDBG Request
CDBG	\$ 100,000.00		\$ 100,000.00
HOME			\$ 0.00
ESG			\$ 0.00
Other Sources:			\$ 0.00
Total	\$ 100,000.00	\$ 0.00	\$ 100,000.00

Proposed Budget Details	Request	Other Sources	Total CDBG Request
City Engineering	\$ 8,000.00		\$ 8,000.00
Staff - Position Name			\$ 0.00
Staff - Position Name			\$ 0.00
Staff - Position Name			\$ 0.00
Consultant/Professional Services	\$ 13,000.00		\$ 13,000.00
Capital Improvements/Housing Rehab Demo			\$ 0.00
Capital Improvements/Housing Rehab Construction/Renovation	\$ 76,000.00		\$ 76,000.00
Architectural/Engineering Services	\$ 3,000.00		\$ 3,000.00
Fees and Permits			\$ 0.00
Equipment Maintenance			\$ 0.00
Equipment Purchase			\$ 0.00
Equipment Rental			\$ 0.00
Internet Service			\$ 0.00
Office Supplies			\$ 0.00
Postage			\$ 0.00
Printing			\$ 0.00
Rent/Lease			\$ 0.00
Telephone			\$ 0.00
Transportation			\$ 0.00
OTHER:			\$ 0.00
Total	\$ 100,000.00	\$ 0.00	\$ 100,000.00

Budget Narrative

City Engineering- Estimated in-house City project management and inspection costs.

Consultant/Professional Services- Estimated Design, and as-needed project management and inspection costs.

CIP Cost- total estimated construction costs.

Architectural/ Engineering Services- estimated geotechnical services costs

Required Documents [top](#)

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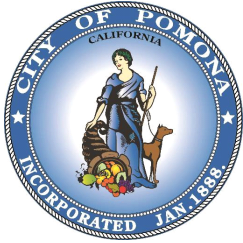
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City of Pomona Public Works Department
STREET IMPROVEMENTS- CW (CDBG) (FY 18-19 to FY 20-21)

Jump to: [Application Questions](#) [Budget](#) [Required Documents](#)

\$ 350,000.00 Requested

Submitted: 1/7/2019 11:06:13 AM (Pacific)

Project Contact

Laura Lara

laura_lara@ci.pomona.ca.us

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Additional Contacts

Matt_Pilarz@ci.pomona.ca.us

**City of Pomona Public Works
Department**

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Pomona, CA 91769

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Application Questions [top](#)

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- Ⓔ Low-Moderate Clientele (LMC): Require documentation on family size and income in order to show that at least 51 percent of the clientele are LMI.
- Ⓔ Low-Moderate Clientele (LMC): Have income eligibility requirements limiting the activity to LMI persons only.
- Ⓔ Low-Moderate Clientele (LMC): Be of such a nature and in such a location that it can be concluded that clients are primarily LMI (i.e. – day care center in a public housing complex)
- Ⓔ Low-Moderate Clientele (LMC): Serve to remove material or architectural barriers to the mobility or accessibility of elderly persons (62 yrs. and over) or severely disabled adults. (ADA accessibility)
- ✓ Low Moderate Area (LMA): To qualify under this subcategory, at least 51% of the residents within the targeted activity area are Low to Moderate income persons. Refer to the CDBG Eligible Area Map located in the
- Ⓔ Low-Moderate Housing (LMH): To qualify under this subcategory, the activity must result in housing that will be occupied by Low to Moderate income persons upon completion. The housing can be either owner or renter occupied and can be either one family or multi-unit structures. Rental housing must be occupied at affordable rents.
- Ⓔ Low-Moderate Jobs (LMJ):
- Ⓔ Addresses Conditions of Slum and Blight
- Ⓔ Meets an Urgent Community Need

11. Select the activity that is most appropriate for your agency's proposed project:

- Ⓔ Battered & Abused Spouses Services
- Ⓔ Centers: includes for child care, disabled, youth, seniors, facilities for AIDS patients, etc
- Ⓔ Code Enforcement (internal City department applications only)
- Ⓔ Crime Prevention & Awareness Services
- Ⓔ Direct Financial Assistance to Homebuyers
- Ⓔ Education
- Ⓔ Employment Services / Job Training
- Ⓔ Fair Housing Services
- Ⓔ Health Services: includes mental health
- Ⓔ Homeless Services: includes facilities, shelters, etc
- Ⓔ Facility Improvements
- ✓ Infrastructure Improvements
- Ⓔ Housing Rehabilitation & Historic Preservation (currently not accepting applications for these activities)
- Ⓔ Senior Services
- Ⓔ Youth Services
- Ⓔ Adult Services
- Ⓔ "Other-please explain:"

PROJECT BENEFIT TO LOW AND MODERATE INCOME CLIENTS/HOUSEHOLDS

12. Select all populations to be served by your proposed project:

- ✓ Adults
- ✓ Homeless
- ✓ Persons with Disabilities
- ✓ Persons with Mental Illness
- ✓ Senior Citizens: must be age 62 and over
- ✓ Victims of Child Abuse
- ✓ Victims of Domestic Abuse
- ✓ Youth
- Ⓔ "Other - please explain:"

PROJECT ACTIVITY

13. Describe the proposed project & provide: 1. Detailed description 2. Number of beneficiaries to be served 3. Timeline for completion 4. Frequency of service 5. How the service is provided (as group, class, one on one mtg, phone referrals, etc)

If you are proposing an infrastructure/facilities project include: 1. Proposed scope of work/Tract # w/ block group 2. Timeline for completion: Bidding process, site prep, final occupancy, etc 3. Address prevailing wage & federal reporting

1. Proposed scope: Street rehabilitation of residential street segments, full removal and/or 2" surface, sidewalk repairs, curb and gutter, and ADA related upgrades to existing curb ramps.
2. Timeline for completion: Preliminary engineering/Design- 2019/2020 Construction- 2020/2021, Completion 2021
3. Prevailing Wage and Federal Reporting: Federal Labor Standard Provisions, including prevailing wage requirements of the Davis-Bacon and Related Acts will be incorporated into contract documents and are enforced.

PROJECT INFORMATION

14. Provide a description of the service area and/or target area/neighborhood boundaries to be served.

Residential streets throughout the City within CDBG eligible areas.

15. Indicate & explain the method that your agency will use to track family size, ethnicity, income levels and verify income.

Example: computer software; Application/Manual Collection or Other

Areas of work will be within the CDBG Eligible LOW Mod boundaries

16. Indicate if this project will result in the provision of a NEW SERVICE for City of Pomona residents?

If it will, describe how the direct service proposed is not a duplication of existing services available to the target population previously identified

No the project will enhance quality of infrastructures and revitalize communities.

17. Indicate if this project will result in a quantifiable increase in the level of service of an existing service.

If it will, describe how the direct service proposed demonstrates a quantifiable increase in access and the level of an existing service currently provided.

Appurtenant ramps, sidewalk, and alley approaches will provide an increase in level of service for the disabled on the sidewalks adjacent to the streets being worked on.

18. Indicate if this project will charge fees to the CDBG clientele for any of the project activities previously described?

If it will, describe what fees are collected, justification for the fees, what is the fee schedule (amounts charged), and how the fees will be expended.

No fees will be charged as part of this project.

RECORD KEEPING PROCEDURES

19. Describe the procedures your agency will use to track and monitor the progress of the project:

Schedules, progress reports and weekly meetings will be used to evaluate the project's progress.

20. Describe your agency's record keeping procedures, with regards to the proposed project:

All records from Planning, design, Construction, and project closeout will have an organized hard file as well as digital office file.

21. Describe the procedures your agency will use to separate and track CDBG activities and expenditures from other funds:

Each contract is separated and tracked by Project number. Bid schedule/bid items and time is separated by these project numbers to keep track of CDBG eligible work/activities and non-eligible work/activities.

ORGANIZATIONAL CAPACITY

22. Has your agency ever done this type of activity before?

☒ YES

☐ NO

23. Describe your agency's experience in completing projects and highlight past accomplishments:

Numerous street, sidewalks, traffic, parks & facilities CIP projects have been completed in the past.

24. Describe your agency's experience with CDBG or other Federal grant programs:

Project managers have successfully completed Projects that are CDBG and other federally funded (STP-L, ATP-L, LACRPOSD Grants).

25. Describe your agency's current capacity, including staff and volunteer qualifications, in carrying out the proposed activity:

Staff includes 2 full-time and 1 part-time Engineers, 1 full-time administrative assistant, 1 full-time management analyst and 2 full-time construction inspectors to work on completing the proposed project.

26. Describe your agency's administrative systems by indicating YES or NO for each item that exists within your agency's organizational structure.

<input type="checkbox"/>	YES	Are written procedures in place? (Formal Personnel System)
<input type="checkbox"/>	YES	Can staff salary be tracked by funding source?
<input type="checkbox"/>	YES	Are formal written accounting procedures in place? (Audit System)
<input type="checkbox"/>	YES	Are there Record keeping Systems/Separate tracking system for each funding source?
<input type="checkbox"/>	YES	Are there formal written Cash Management Practices (includes proper security measures)
<input type="checkbox"/>	YES	Are hard copy files and or computer records systems with security and back-up in place?
<input type="checkbox"/>	YES	Are internal monitoring/evaluation systems in place?
<input type="checkbox"/>	YES	Are internal monitoring/evaluation systems procedures in compliance with Sarbanes-Oxley?
<input type="checkbox"/>	YES	Is client's eligibility verified?
<input type="checkbox"/>	YES	Is client demographic data collected and a reporting system in place?
<input type="checkbox"/>	YES	Are there written formal procurement policies/procedures in place?
<input type="checkbox"/>	YES	Are Conflict of Interest Policies in place?
<input type="checkbox"/>	YES	Are Client Grievance Policies in place?
<input type="checkbox"/>	N/A	Does your agency generate annual fundraising revenue?
<input type="checkbox"/>	N/A	Is there Financial Oversight by the Board of Directors?
<input type="checkbox"/>	N/A	Is there Program Oversight by the Board of Directors?
<input type="checkbox"/>	0.00	TOTAL

27. If any gap exists in your agency's administrative systems, describe what they are and how they will be addressed, as well as the timing for resolving?

There are no existing gaps in the City's administrative system

28. Indicate your agency's Financial System

- ☐ Cash Basis
- ☒ Accrual Basis

29. Select your agency's Fiscal Year Term:

- ☐ January - December
- ☒ July - June
- ☐ October - September
- ☐ "Other - please explain:"

ACCESSIBILITY FOR PERSONS WITH PHYSICAL DISABILITIES

30. Federal regulations require that all program services, housing, and facilities assisted with CDBG funds be accessible to the disabled, whenever feasible. Does the service site currently, or will it, meet ADA standards for accessibility?

Includes: ramps, parking, bathroom grab bars, top of toilet seats that meet required height from the floor, wheelchair maneuverability, accessible water fountains, access between floors, other improvements including serving the blind & deaf.

- ☒ YES
- ☐ NO
- ☐ N/A

31. If No, describe accessibility problems and method to address problems, including funding and timetable:

N/A

EMPLOYMENT AND CLIENT PARTICIPATION

32. Do you notify the public that your agency does not discriminate based on race, color, religion, gender, sexual orientation, national origin, age or disabilities in hiring practices or provision of services?

- ☒ YES, please explain: Equal Opportunity Plan (EOP), Equal Opportunity Plan (EOP)
☐ NO, please explain: Equal Opportunity Plan (EOP), Equal Opportunity Plan (EOP)

33. If you answered 'YES' to question #32, indicate how:

The EOP is on the City's website and on employee application.

34. If you answered 'NO' to question #32, is the agency willing to adopt the practice?

- ☒ YES
☐ NO

35. Can this project proceed on July 1, 2019?

- ☒ YES
☐ NO

Budget [top](#)

Proposed FY 19-20 Budget	Request	Other Sources	Total CDBG Request
CDBG	\$ 350,000.00		\$ 350,000.00
HOME			\$ 0.00
ESG			\$ 0.00
Other Sources:			\$ 0.00
Total	\$ 350,000.00	\$ 0.00	\$ 350,000.00

Proposed Budget Details	Request	Other Sources	Total CDBG Request
City Engineering	\$ 40,000.00		\$ 40,000.00
Staff - Position Name			\$ 0.00
Staff - Position Name			\$ 0.00
Staff - Position Name			\$ 0.00
Consultant/Professional Services	\$ 90,000.00		\$ 90,000.00
Capital Improvements/Housing Rehab Demo			\$ 0.00
Capital Improvements/Housing Rehab Construction/Renovation	\$ 208,000.00		\$ 208,000.00
Architectural/Engineering Services	\$ 12,000.00		\$ 12,000.00
Fees and Permits			\$ 0.00
Equipment Maintenance			\$ 0.00
Equipment Purchase			\$ 0.00
Equipment Rental			\$ 0.00
Internet Service			\$ 0.00
Office Supplies			\$ 0.00
Postage			\$ 0.00
Printing			\$ 0.00
Rent/Lease			\$ 0.00
Telephone			\$ 0.00
Transportation			\$ 0.00
OTHER:			\$ 0.00
Total	\$ 350,000.00	\$ 0.00	\$ 350,000.00

Budget Narrative

City Engineering- Estimated in-house City project management and inspection costs.

Consultant/Professional Services- Estimated Design, and as-needed project management and inspection costs.

CIP Cost- total estimated construction costs.

Required Documents [top](#)

Documents Requested *	Required?	Attached Documents *
Certification of Application download template	✓	Certification of Application
Certification Regarding Lobbying download template	✓	Certification Regarding Lobbying
Certification Regarding Debarment and Suspension download template	✓	Certification Regarding Debarment and Suspension
Certification Regarding a Drug Free Workplace download template	✓	Certification Regarding a Drug Free Workplace
Certification Regarding Reservation of Rights download template	✓	Certification Regarding Reservation of Rights
Certification Regarding Section 504 download template	✓	Certification Regarding Section 504
Certification Regarding Section 3 (if applicable) download template		
Certification Regarding Use of Real Property (if applicable) download template		
Certification of Compliance with Conflict of Interest & Procurement Policies download template	✓	Certification of Compliance with Conflict of Interest & Procurement Policies
Certification- Assurance of Audit Requirements download template	✓	Certification- Assurance of Audit Requirements
Certification of Affiliation download template	✓	Certification of Affiliation
Certification- Project Contact Information download template	✓	Project Contact Information
Certification- Signature Authorization Form download template	✓	Certification- Signature Authorization Form
Certification Regarding Board of Directors/Governing Boards Economic Interest download template	✓	Certification Regarding Board of Directors/Governing Boards Economic Interest
State and Federal Tax Exemption Determination Letter	✓	N/A
Written Financial Management Procedures	✓	N/A
Written minute action and/or Board approval documentation signed by the Board President authorizing submittal of the CDBG application and authorizing the Board President or Agency Representative to sign the application.	✓	N/A
Written documentation of the construction schedule developed for the proposed infrastructure/facilities projects only		Prelim Construction Schedule
Written documentation of all bidding process undertaken for the infrastructure/facilities proposed projects only		PMC Bidding Process
Job descriptions of all staff charged for the proposed project. Job descriptions should be limited to the specific duties/responsibilities associated with the proposed project, rather than a general agency description.(if applicable)		City Engineer Administrative Assistant Management Analyst Engineering Associate Engineering Assistant

[Management Consultant](#)

[Public Works Director](#)

[Public Works Inspector](#)

[Senior Civil Engineer](#)

Contractors receiving \$750,000 or more of federal funding, when that funding represents more than 10% of the orgs annual budget, must submit salary and wage ranges for each of their job classifications, inc. executive salaries/benefits(if applicable)

Fiscal Documents for all NON-PROFIT AGENCIES (No exceptions) A. FY 2017 Financial Statements/Income Statement, AND B. Fully signed copy of the FY 2017 federal tax form 990, AND C. Fully signed copy of the FY 2017 State tax form 199	✓	N/A
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Copy of City of Pomona Business License	✓	N/A
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Copy of Proof of Registration in SAM.GOV	✓	N/A
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Copy of Proof of Insurance Coverage - General Liability (min. \$1,000,000, per occurrence and \$2,000,000 aggregate), Auto Liability (min. \$1,000,000, per occurrence) & Workers' Compensation.	✓	N/A
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Copy of Organization By-Laws	✓	N/A
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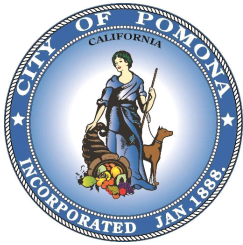
Copy of Organization Articles of Incorporation	✓	N/A
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Copy of Limited English Proficiency Plan (L.E.P)	✓	N/A
--	---	---------------------

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

Application ID: 132445

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City of Pomona
Neighborhood Services Department - Housing Division
Community Development Block Grant Program (PY) 2019-2020
2/8/2019 deadline

Youth & Family Club of Pomona Valley Homework Help and Tutoring Program

Jump to: [Application Questions](#) [Budget](#) [Required Documents](#)

\$ 50,000.00 Requested

Submitted: 1/10/2019 9:49:28 PM (Pacific)

Project Contact

Victor Caceres

vcaceres@earthlink.net

Tel: 310-863-2805

Additional Contacts

none entered

Youth & Family Club of Pomona Valley

1420 S. Garey Ave
Pomona, CA 91766

Executive Director

Victor Caceres

vcaceres@earthlink.net

Telephone 909-242-1110

Fax

Web THECLUBPomona.org

Application Questions [top](#)

AGENCY DESCRIPTION

1. What is the date of Incorporation?

1964

2. Select the type of organization: (check all that apply)

☐ Faith Based

☒ Non-Profit

☐ Government/Public Agency

3. How many total years of prior CDBG experience does your agency have?

Over 20

4. Enter the total amount of CDBG funds received from all sources for the years in question:

0 FY 2018-2019

0 FY 2017-2018

0 FY 2016-2017

0 FY 2015-2016

0 FY 2014-2015

0.00 **TOTAL**

5. List the Federal award and funding amount your agency has received for the past five (5) years:

List year, source and total amount awarded. (Do Not Include CDBG)

LA County Open Space Parks - \$65,000

LA County Sponsorship - \$1,000

Office of Justice Programs OJP - \$50,000

Health and Human Services - \$57,000

6. Provide the agency Mission Statement:

The mission of the Youth & Family Club of Pomona Valley is to inspire and enable all young people and their families, especially those who need us the most, to realize their full potential as productive, responsible and caring citizens.

7. Select one (1) HUD OBJECTIVE and one (1) HUD OUTCOME that is best suited for your proposed project:

HUD has instituted performance measures to gather information and determine the effectiveness of programs funded with CDBG. Information obtained will be reported by the City to HUD.

- ✓ OBJECTIVE: SUITABLE LIVING ENVIRONMENT- This project objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment (such as poor quality infrastructure) to social issues, such as crime prevention, child care, literacy, or elderly health services. It includes improving the safety and livability of neighborhoods, increasing access to quality facilities and services, and revitalizing deteriorating neighborhoods.
- Ⓔ OBJECTIVE: DECENT HOUSING- This project objective focuses on housing programs possible under CDBG where the purpose of the program is to meet individual, family, or community needs and not programs where housing is an element of a larger effort, since such programs would be more appropriately reported under suitable living environment.
- Ⓔ OBJECTIVE: CREATING/EXPANDING ECONOMIC OPPORTUNITY- This project objective applies to the types of activities related to economic development, commercial revitalization or job creation.
- Ⓔ OUTCOME: NEW OR IMPROVED AVAILABILITY/ACCESSIBILITY- This outcome applies to activities that make services, infrastructure, public facilities, employment opportunities, housing or shelters available or accessible to low/moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income persons where they live.
- ✓ OUTCOME: AFFORDABILITY- This outcome applies to activities that provide affordability in a variety of ways in the lives of low/moderate income people. It can include the creation or maintenance of affordable housing or basic infrastructure hook-ups, or services such as transportation or day care.
- Ⓔ OUTCOME: SUSTAINABILITY- This outcome applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to low/moderate income persons.

PRIORITIES

8. Select the following GOALS, STRATEGIES, INITIATIVES and/or CORE VALUES your project will address:

Refer to the RESOURCE tab for additional data.

- Ⓔ Consolidated Plan Goals
- Ⓔ Strategies to Help Pomona's Homeless
- ✓ Pomona's Promise Initiatives
- Ⓔ City's Core Values

9. Explain how the proposed project addresses the outcome(s) selected above.

Include any supporting statistics or other factual information related to supporting the importance of addressing the need, including any increase and/or improvement to services provided.

Our project will continue to address the Pomona's Promise Initiative pertaining to Education and Academic Success. The main goal of the project will be to offer free homework help and tutoring to youth that could not otherwise access these services. We provide group homework help, group tutoring as well as one on one help as well.

NATIONAL OBJECTIVES

10. To be eligible for CDBG funding from the City, the project must meet only one of the following National Objectives below that benefit low to moderate income persons.

- ✓ Low-Moderate Clientele (LMC): Benefit clientele that is generally presumed to be low to moderate-income: abused children, battered spouses, elderly persons (62 yrs. and over), severely disabled adults, homeless persons, illiterate

adults, persons with AIDS and migrant farm workers.

- ✓ Low-Moderate Clientele (LMC): Require documentation on family size and income in order to show that at least 51 percent of the clientele are LMI.
- ☐ Low-Moderate Clientele (LMC): Have income eligibility requirements limiting the activity to LMI persons only.
- ☐ Low-Moderate Clientele (LMC): Be of such a nature and in such a location that it can be concluded that clients are primarily LMI (i.e. – day care center in a public housing complex)
- ☐ Low-Moderate Clientele (LMC): Serve to remove material or architectural barriers to the mobility or accessibility of elderly persons (62 yrs. and over) or severely disabled adults. (ADA accessibility)
- ☐ Low Moderate Area (LMA): To qualify under this subcategory, at least 51% of the residents within the targeted activity area are Low to Moderate income persons. Refer to the CDBG Eligible Area Map located in the
- ☐ Low-Moderate Housing (LMH): To qualify under this subcategory, the activity must result in housing that will be occupied by Low to Moderate income persons upon completion. The housing can be either owner or renter occupied and can be either one family or multi-unit structures. Rental housing must be occupied at affordable rents.
- ☐ Low-Moderate Jobs (LMJ):
- ☐ Addresses Conditions of Slum and Blight
- ☐ Meets an Urgent Community Need

11. Select the activity that is most appropriate for your agency's proposed project:

- ☐ Battered & Abused Spouses Services
- ✓ Centers: includes for child care, disabled, youth, seniors, facilities for AIDS patients, etc
- ☐ Code Enforcement (internal City department applications only)
- ☐ Crime Prevention & Awareness Services
- ☐ Direct Financial Assistance to Homebuyers
- ☐ Education
- ☐ Employment Services / Job Training
- ☐ Fair Housing Services
- ☐ Health Services: includes mental health
- ☐ Homeless Services: includes facilities, shelters, etc
- ☐ Facility Improvements
- ☐ Infrastructure Improvements
- ☐ Housing Rehabilitation & Historic Preservation (currently not accepting applications for these activities)
- ☐ Senior Services
- ✓ Youth Services
- ☐ Adult Services
- ☐ "Other-please explain:"

PROJECT BENEFIT TO LOW AND MODERATE INCOME CLIENTS/HOUSEHOLDS

12. Select all populations to be served by your proposed project:

- ☐ Adults
- ✓ Homeless
- ☐ Persons with Disabilities
- ☐ Persons with Mental Illness
- ☐ Senior Citizens: must be age 62 and over
- ✓ Victims of Child Abuse
- ☐ Victims of Domestic Abuse
- ✓ Youth
- ☐ "Other - please explain:"

PROJECT ACTIVITY

13. Describe the proposed project & provide: 1. Detailed description 2. Number of beneficiaries to be served 3. Timeline for completion 4. Frequency of service 5. How the service is provided (as group, class, one on one mtg, phone referrals, etc)

If you are proposing an infrastructure/facilities project include: 1. Proposed scope of work/Tract # w/ block group 2. Timeline for completion: Bidding process, site prep, final occupancy, etc 3. Address prevailing wage & federal reporting

For 54 years the Youth & Family Club of Pomona Valley has been in the forefront of youth

Development, working with young people who come from disadvantaged socio-economic family circumstances. The Youth & Family Club of Pomona Valley has actively sought to enrich the lives of boys and girls and their families, in which other youth agencies have had abundant difficulties. We are dedicated to ensuring that our community's adolescents have greater access to quality programs and services that will enhance their lives and shape their futures. To be specific regarding access, our programs are provided at no cost or a very low cost to make sure that no one is turned away for the inability to pay.

Our community has identified a need for after school youth programs. encompassing educational and recreational; activities, as well as drug prevention programs, as outlined in the Community Needs from our Pomona's Promise Initiatives from the City of Pomona. The Youth & Family Club provides programs that address these needs and give our youth a sense of hope in this ever challenging world that they live in. The Club offers young people what they need and want most - adults who respect and listen to them a safe environment where they can have fun and be themselves, and interesting constructive activities that channel youthful energy into challenging pursuits.

The project will support the effort in continuing Homework Help and Tutoring services daily both in group and individual settings. We will serve at least 100 members with these services on a monthly basis. Members will have one hour of group homework and individual help and for those who need a one on one services, we will provide one hour per day, Monday through Friday.

It's important to note the the main reason that parents enroll their children during the school year as members of The Club is for homework help.

PROJECT INFORMATION

14. Provide a description of the service area and/or target area/neighborhood boundaries to be served.

The majority of members served by The Club come from south Pomona, but it's not limited to this area. We get youth from other areas of Pomona as well as the surrounding communities of Chino, Diamond Bar, Montclair, and San Dimas.

15. Indicate & explain the method that your agency will use to track family size, ethnicity, income levels and verify income.

Example: computer software; Application/Manual Collection or Other

We will continue to track family size, ethnicity, income levels and verify income through our membership application process and supporting documentation that is turned in during new member orientation.

16. Indicate if this project will result in the provision of a NEW SERVICE for City of Pomona residents?

If it will, describe how the direct service proposed is not a duplication of existing services available to the target population previously identified

This project is support the expansion of current homework and tutoring services. We will be able to serve additional youth who need our services.

17. Indicate if this project will result in a quantifiable increase in the level of service of an existing service.

If it will, describe how the direct service proposed demonstrates a quantifiable increase in access and the level of an existing service currently provided.

We plan to serve an additional 100 members with this project.

18. Indicate if this project will charge fees to the CDBG clientele for any of the project activities previously described?

If it will, describe what fees are collected, justification for the fees, what is the fee schedule (amounts charged), and how the fees will be expended.

We don't charge for group homework help and tutoring, in some instances parents are willing to pay an additional fee for intervention one on one tutoring when their children are failing a subject or need additional help above and beyond what The Club is already offering.

RECORD KEEPING PROCEDURES

19. Describe the procedures your agency will use to track and monitor the progress of the project:

All member check in on our membership tracking system when they come in and leave The Club daily. In addition we have all members sign in to activities that are offered at The Club. We also will collect report cards when starting the program and track academic progress with our participants.

20. Describe your agency's record keeping procedures, with regards to the proposed project:

We keep all records for at least 7 years in files in our offices. These records will be accessible to CDBG monitors when requested.

21. Describe the procedures your agency will use to separate and track CDBG activities and expenditures from other funds:

Through our QuickBooks accounting system we will have a CDBG line item on our chart of accounts.

ORGANIZATIONAL CAPACITY

22. Has your agency ever done this type of activity before?

☒ YES

☐ NO

23. Describe your agency's experience in completing projects and highlight past accomplishments:

We've had CDBG funding and other government funding in the past with goals and objectives, reporting benchmarks and program promotion and impact marketing.

- OJP Mentoring program
- CDBG Home work Help and Tutoring Services
- OJP Drug, Alcohol and Teen Pregnancy prevention program

24. Describe your agency's experience with CDBG or other Federal grant programs:

We've had CDBG funding and other government funding in the past with goals and objectives, reporting benchmarks and program promotion and impact marketing.

- OJP Mentoring program
- CDBG Home work Help and Tutoring Services
- OJP Drug, Alcohol and Teen Pregnancy prevention program

25. Describe your agency's current capacity, including staff and volunteer qualifications, in carrying out the proposed activity:

We have three full time staff members, six part-time staff members and 32 Volunteers. All employees are trained in the Youth Development Strategy.

Full time Executive Director -Oversees all administration and fund raising

Secretary- Clerical to include typesetting, graphic artwork, etc.

Program Director - Organizes and oversees all programs, staff and volunteers.

Part time Education coordinator, Arts & Crafts leader, Gameroom, Stomp leader, Dance leader, Drama leader, Drill Team leader, Sports Coordinator, Teen program coordinator, Teen program assistant, Membership clerk, Facilities coordinator.

Our agency has a personnel policy manual with an affirmative action plan and grievance procedure.

A youth development strategy underlies all Club programs and fosters a sense of belonging, competence, usefulness and Influence that builds self-confidence and self-esteem.

Today, over 1,500 boys and girls at risk and in need are taking advantage of the programs, activities, and services provided by the Youth & Family Club of Pomona Valley yearly. They benefit from trained, caring, professional staff and volunteers who help young people take control of their lives, envision productive futures, and reach their goals.

26. Describe your agency's administrative systems by indicating YES or NO for each item that exists within your agency's organizational structure.

Yes Are written procedures in place? (Formal Personnel System)

Yes Can staff salary be tracked by funding source?

Yes Are formal written accounting procedures in place? (Audit System)

Yes Are there Record keeping Systems/Separate tracking system for each funding source?

Yes Are there formal written Cash Management Practices (includes proper security measures)

Yes Are hard copy files and or computer records systems with security and back-up in place?

Yes Are internal monitoring/evaluation systems in place?

<input type="radio"/>	Yes	Are internal monitoring/evaluation systems procedures in compliance with Sarbanes-Oxley?
<input type="radio"/>	Yes	Is client's eligibility verified?
<input type="radio"/>	Yes	Is client demographic data collected and a reporting system in place?
<input type="radio"/>	Yes	Are there written formal procurement policies/procedures in place?
<input type="radio"/>	Yes	Are Conflict of Interest Policies in place?
<input type="radio"/>	Yes	Are Client Grievance Policies in place?
<input type="radio"/>	Yes	Does your agency generate annual fundraising revenue?
<input type="radio"/>	Yes	Is there Financial Oversight by the Board of Directors?
<input type="radio"/>	Yes	Is there Program Oversight by the Board of Directors?
<input type="radio"/>	0.00	TOTAL

27. If any gap exists in your agency's administrative systems, describe what they are and how they will be addressed, as well as the timing for resolving?

We currently working on correlating staff expenditures for each source of funding through our QuickBooks accounting system for better reporting.

28. Indicate your agency's Financial System

- ☐ Cash Basis
- ☒ Accrual Basis

29. Select your agency's Fiscal Year Term:

- ☐ January - December
- ☒ July - June
- ☐ October - September
- ☐ "Other - please explain:"

ACCESSIBILITY FOR PERSONS WITH PHYSICAL DISABILITIES

30. Federal regulations require that all program services, housing, and facilities assisted with CDBG funds be accessible to the disabled, whenever feasible. Does the service site currently, or will it, meet ADA standards for accessibility?

Includes: ramps, parking, bathroom grab bars, top of toilet seats that meet required height from the floor, wheelchair maneuverability, accessible water fountains, access between floors, other improvements including serving the blind & deaf.

- ☒ YES
- ☐ NO
- ☐ N/A

31. If No, describe accessibility problems and method to address problems, including funding and timetable:
N/A

EMPLOYMENT AND CLIENT PARTICIPATION

32. Do you notify the public that your agency does not discriminate based on race, color, religion, gender, sexual orientation, national origin, age or disabilities in hiring practices or provision of services?

- ☒ YES, please explain: We indicate this in our Job postings,
- ☐ NO, please explain: We indicate this in our Job postings,

33. If you answered 'YES' to question #32, indicate how:

We indicate our non discrimination policy on our Job postings and Job applications.

34. If you answered 'NO' to question #32, is the agency willing to adopt the practice?

- ☒ YES
- ☐ NO

35. Can this project proceed on July 1, 2019?

✓ YES

⊖ NO

Budget [top](#)

Proposed FY 19-20 Budget

	Request	Other Sources	Total CDBG Request
CDBG	\$ 50,000.00		\$ 50,000.00
Sponsorships	\$ 0.00	\$ 25,000.00	\$ 25,000.00
Other Sources:			\$ 0.00
Total	\$ 50,000.00	\$ 25,000.00	\$ 75,000.00

Proposed Budget Details

	Request	Other Sources	Total CDBG Request
Staff - Education Coordinator	\$ 19,444.00	\$ 6,998.00	\$ 26,442.00
Staff - Tutor	\$ 15,278.00	\$ 0.00	\$ 15,278.00
Staff - Tutor	\$ 15,278.00	\$ 0.00	\$ 15,278.00
Staff - Tutor	\$ 0.00	\$ 15,278.00	\$ 15,278.00
Consultant/Professional Services			\$ 0.00
Capital Improvements/Housing Rehab Demo			\$ 0.00
Capital Improvements/Housing Rehab Construction/Renovation			\$ 0.00
Architectural/Engineering Services			\$ 0.00
Fees and Permits			\$ 0.00
Equipment Maintenance		\$ 2,724.00	\$ 2,724.00
Equipment Purchase			\$ 0.00
Equipment Rental			\$ 0.00
Internet Service			\$ 0.00
Office Supplies		\$ 0.00	\$ 0.00
Postage			\$ 0.00
Printing			\$ 0.00
Rent/Lease			\$ 0.00
Telephone			\$ 0.00
Transportation			\$ 0.00
OTHER:			\$ 0.00
Total	\$ 50,000.00	\$ 25,000.00	\$ 75,000.00

Budget Narrative

The above budget will enhance our current funding for this project. It includes two additional tutors and the major portion of our Education Coordinator position.

Required Documents [top](#)

Documents Requested *

Certification of Application
[download template](#)

Certification Regarding Lobbying
[download template](#)

Certification Regarding Debarment and Suspension
[download template](#)

Certification Regarding a Drug Free Workplace
[download template](#)

Certification Regarding Reservation of Rights
[download template](#)

Certification Regarding Section 504
[download template](#)

Certification Regarding Section 3 (if applicable)
[download template](#)

Required? Attached Documents *

✓ [Certification of Application](#)

✓ [Certification regarding lobbying](#)

✓ [Certification regarding debarment and suspension](#)

✓ [Certification regarding a drug free workplace](#)

✓ [Certification regarding reservation of rights](#)

✓ [Certification regarding section 504](#)

Certification Regarding Use of Real Property (if applicable)

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Certification of Compliance with Conflict of Interest & Procurement Policies



[Certification of Compliance with Conflict of Interest & Procurement Policies](#)

[download template](#)

Certification- Assurance of Audit Requirements



[Certification assurance of audit requirements](#)

[download template](#)

Certification of Affiliation



[Certification of Affiliation](#)

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Certification- Project Contact Information



[Project Contact Information](#)

[download template](#)

Certification- Signature Authorization Form



[Signature Authorization form](#)

[download template](#)

Certification Regarding Board of Directors/Governing Boards Economic Interest



[Certification regarding board economic interest](#)

[download template](#)

State and Federal Tax Exemption Determination Letter



[State and Federal Exemption Determination Letter](#)

Written Financial Management Procedures



[Financial management procedures](#)

Written minute action and/or Board approval documentation signed by the Board President authorizing submittal of the CDBG application and authorizing the Board President or Agency Representative to sign the application.



[Board Approval](#)

Written documentation of the construction schedule developed for the proposed infrastructure/facilities projects only

Written documentation of all bidding process undertaken for the infrastructure/facilities proposed projects only

Job descriptions of all staff charged for the proposed project. Job descriptions should be limited to the specific duties/responsibilities associated with the proposed project, rather than a general agency description.(if applicable)

Contractors receiving \$750,000 or more of federal funding, when that funding represents more than 10% of the orgs annual budget, must submit salary and wage ranges for each of their job classifications, inc. executive salaries/benefits(if applicable)

Fiscal Documents for all NON-PROFIT AGENCIES (No exceptions) A. FY 2017 Financial Statements/Income Statement, AND B. Fully signed copy of the FY 2017 federal tax form 990, AND C. Fully signed copy of the FY 2017 State tax form 199



[Financial Statements and 990 Financials](#)

Copy of City of Pomona Business License



[City of Pomona Business License](#)

Copy of Proof of Registration in SAM.GOV



[SAM DUNS](#)

Copy of Proof of Insurance Coverage - General Liability (min. \$1,000,000, per occurrence and \$2,000,000 aggregate), Auto Liability (min. \$1,000,000, per occurrence) & Workers' Compensation.



[Liability](#)
[Workers comp](#)
[Auto Liability](#)

Copy of Organization By-Laws



[By Laws](#)

Copy of Organization Articles of Incorporation



[Articles of Incorporation](#)

Copy of Limited English Proficiency Plan (L.E.P)



[LEP Plan](#)

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Application ID: 132906

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