FY 2020-2021 CDBG RFP - ELIGIBLE ACTIVITIES REPORT

ORGANIZATION/PROJECT NAME	CATEGORY	DISTRICT TO BE SERVED	FY 20-21 AMOUNT REQUEST	PRIOR YEAR FUNDED 19-20	Proposed Performance Measurement FY 20-21	Actual Performance Measurement for FY 19-20 7/1/19 - 12/31/20 (50% of program year completed)
Public Service - Community Based Organizations (CBO's)						
African American Museum of Beginnings (Healthy Scholars Program HSP)	Youth	CW	50,000	NEW	120 at-risk-youth will benefit from an intervention program that will directly address the cultural, social-emotional, academic and career needs of African Americans.	NEW
Assistance League of Pomona Valley (Children's Dental Care)	Health	CW	9,000	11,300	60 school age children will be treated. This care will include emergency dental care (exam, x-ray, dental fillings, root canals, crowns, oral surgery if needed, as well as comprehensive dental care.	In FY 2019-2020, the contractual goal was 76, to date 32 clients have been served or 42% of goal achieved. Expended $4,480 or 40% of the budget has been expended. One open finding at this time.
Assistance League of Pomona Valley (Operation School Bell)	Youth	CW	13,500	13,100	Provide jeans or other pants that are critically needed to enhance self-esteem and promote learning to 1,000 school-aged youth	In FY 2019-2020, the contractual goal was 1,000 to date 625 clients have been served or 63% of goal achieved. Expended $8,187.50 or 63% of the budget has been expended. No open findings at this time.
Claremont After School Program Inc. (Pomona After School Scholars PASS)	Youth	CW	13,500	4,025	140 students who live in Pomona and attend Claremont School District will be provided with homework help, academic enrichment, nutrition, mentoring , recreation and transportation programs	In FY 2019-2020, the contractual goal was 3, to date 0 clients have been served or 0% of goal achieved. Expended $0 or 0% of the budget. Monitoring site visit is pending.
Fair Housing Services - Federal Requirement Housing Rights Center	Housing Counseling	CW	30,000	20,700	Provide 250 Pomona households with Fair Housing Services	In FY 2019-2020, the contractual goal was 230, to date 40 clients have been served or 17% of goal achieved. Expended $6,077 or 29% of the budget. Monitoring site visit is pending.
Fair Housing Services - Federal Requirement Inland Fair Housing Board	Housing Counseling	CW	30,000	11,000	Will provide one-on-one case development to a minimum of 50 fair housing(FH) and 400 landlord-tenant (LT) clients with complaints and referrals to resources.	In FY 2019-2020, the contractual goal was 240, to date 179 clients have been served or 75% of goal achieved. Expended $ or 58% of the budget. Monitoring site visit is pending.
Foothill Family Shelter (Stepping Stones Program)	Homeless	CW	8,400	2,100	30 adults and 50 children will benefit emergency shelter and essential services. Provide a 2 bedroom apartment for 120-days, weekly counseling and case management meetings and employment services such as job search, mock interviews, resume development and access to our Dress for Success Clothing Clothing Closet.	In FY 2019-2020, the contractual goal was to 13, to date 2 clients have been served or 15% of goal achieved. Expended $900 or 43% of the budget. Monitoring site visit is pending.
House of Ruth (Walk-in Project)	Counseling	CW	15,000	7,250	200 Pomona victims and their children of Domestic violence will receive case management and counseling at the House of Ruth Walk in Center in Pomona.	In FY 2019-2020, the contractual goal was 100 to date 48 clients have been served or 48% of goal achieved. Expended $3,434 or 48% of the budget. Monitoring site visit is pending.
Inland Valley Hope Partners (Beta Hunger Center)	Hunger	CW	10,000	4,100	Provide 400 persons with food, support services and advocacy.	In FY 2019-2020, the contractual goal was 257, to date 69 clients have been served or 27% of goal achieved. Expended $1,118 or 27% of the budget. Monitoring site visit is pending.
Lincoln Ave. Comm. Reformed Church (Lincoln Avenue After School Program)	Tutorial	D4	10,000	4,750	30 youth will receive homework help, tutoring and recreation.	In FY 2019-2020, the contractual goal was 25 to date 11 clients have been served or 40% of goal achieved. Expended $1,768 or 30% of the budget. Monitoring site visit is pending.
Neighborhood Legal Services of Los Angeles County (Pomona Legal Clinic)	Families	CW	75,000	NEW	120-240 residents will benefit from the following components: 1) semi-monthly legal clinics; and 2) quarterly workshops for tenants and landlords. Clinic staff will provide legal advice, develop legal plans, and link residents to local resources. In addtion to addressing immediate housing legal needs, clinic staff will conduct a detailed assessment of all legal issues and develop advocacy plan to address the client's legal needs. Legal needs that cannot be addressed by on-site project staff will be referred to NLSLA advocates, leveraging other sources of funding to support residents of Pomona.	NEW
Pomona Unified School District (JROTC @ Ganesha, Garey & Pomona)	Youth	CW	30,000	5,750	300 youth will participate in JROTC activities.	In FY 2019-2020, the contractual goal was 100, to date 91 clients have been served or 91% of goal achieved. Expended $1,437 or 25% of the budget. Monitoring site visit is pending.
Subtotal			294,400	84,075		

ORGANIZATION/PROJECT NAME	CATEGORY	DISTRICT TO BE SERVED	FY 20-21 AMOUNT REQUEST	PRIOR YEAR FUNDED 19-20	Proposed Performance Measurement FY 20-21	Actual Performance Measurement for FY 19-20 7/1/19 - 12/31/20 (50% of program year completed)
***Public Service* - City Departments**						
Neighborhood Services Department- Community Services						
CS-D1 After School Recreation Athelics and Arts Programs	Youth	CW	17,752	14,047	60 youth will benefit by participating in a variety of seasonal sports or fitness, art activities and music instruction.	In FY 2019-2020, the contractual goal was 49, to date 26 youth have been served or 53% of goal achieved. Expended $6,228 or 44% of the budget. Monitoring site visit is pending.
CS-D2 After School Recreation Athelics and Arts Programs	Youth	CW	5,918	13,215	20 youth will benefit by participating in a variety of seasonal sports or fitness, art activities and music instruction.	In FY 2019-2020, the contractual goal was 30, to date 21 youth have been served or 70% of goal achieved. Expended $10,487 or 79% of the budget. Monitoring site visit is pending.
CS-D3 After School Recreation Athelics and Arts Programs	Youth	CW	17,752	8,500	60 youth will benefit by participating in a variety of seasonal sports or fitness, art activities and music instruction.	In FY 2019-2020, the contractual goal was 30, to date 111 youth have been served or 370% of goal achieved. Expended $6,047 or 71% of the budget. Monitoring site visit is pending.
CS-D4 After School Recreation Athelics and Arts Programs	Youth	CW	11,835	2,000	40 youth will benefit by participating in a variety of seasonal sports or fitness, art activities and music instruction.	In FY 2019-2020, the contractual goal was 7, to date 15 youth have been served or 214% of goal achieved. Expended $0 or 0% of the budget. Timeliness of expenditure was noted as a concernMonitoring site visit is pending.
CS-D5 After School Recreation Athelics and Arts Programs	Youth	CW	11,835	5,710	40 youth will benefit by participating in a variety of seasonal sports or fitness, art activities and music instruction.	In FY 2019-2020, the contractual goal was 20, to date 32 youth have been served or 160% of goal achieved. Expended $3,213 or 56% of the budget. Monitoring site visit is pending.
CS-D6 After School Recreation Athelics and Arts Programs	Youth	CW	11,835	12,592	40 youth will benefit by participating in a variety of seasonal sports or fitness, art activities and music instruction.	In FY 2019-2020, the contractual goal was 40, to date 19youth have been served or 48% of goal achieved. Expended $3,535 or 28% of the budget. Timeliness of expenditure was noted as a concernMonitoring site visit is pending.
CS-Enrichment Activities for the Elderly	Seniors	CW	6,953	7,861	60 seniors will benefit by participating in a variety of weekly art and enrichment activites during the Elderly Nurtrition Program (ENP)	In FY 2019-2020, the contractual goal was 60, to date 0 clients have been served or 0% of goal achieved. Expended $746 or 1% of the budget. Timeliness of expenditure was noted as a concernMonitoring site visit is pending.
CS-Pomona Youth Orchestra	Youth	CW	19,751	12,306	15 youth will be benefit by participating in intermediate and advance music lessons. This program will be provided two times per week with a minimum of 3 hours of instruction per week.	In FY 2019-2020, the contractual goal was 10 to date 7 youth have been served or 70% of goal achieved. Expended $ 4,074 or 33% of the budget. Timeliness of expenditure was noted as a concernMonitoring site visit is pending.
CS- Youth Employment	Youth	CW	26,025	13,000	6 youth will be provided with employment opportunities.	In FY 2019-2020, the contractual goal was 2, to date 2 youth have been served or 100% of goal achieved. Expended $6,600 or 77% of the budget. Timeliness of expenditure was noted as a concern. Monitoring site visit is pending.
Police Department						
Community Problem Oriented Policing Program (CPOP)	Anti-crime	CW	202,016	78,980	Direct community oriented policing in targeted areas to prevent gangs, drug use and other crime and illegal activity in neighborhoods.	In FY 2019-2020, the contractual goal was 12,130, to date 12,130 units of service provided or 100% of goal achieved. Expended $ 77,883 or 100% of the budget. No open findings.
Subtotal			202,016	168,211		
Total Public Service for CBO's and City Departments			**496,416**	**252,286**		

ORGANIZATION/PROJECT NAME	CATEGORY	DISTRICT TO BE SERVED	FY 20-21 AMOUNT REQUEST	PRIOR YEAR FUNDED 19-20	Proposed Performance Measurement FY 20-21	Actual Performance Measurement for FY 19-20 7/1/19 - 12/31/20 (50% of program year completed)
***Non-Public Service* - City Departments**						
Neighborhood Services Department - Housing Services Division						
Housing Improvement Program	Housing	CW	200,000	75,000	Assist 15 eligible households with corrections to their homes of health and safety deficiencies and minor exterior improvements.	In FY 2019-2020, the contractual goal was 10 households. To date, 9 households have been assisted involving $90,679, while 12 projects are on-going. Total number of beneficiaries by the end of the year is projected at 21 households, representing 200% of goal. Funding to be expended is $252,069, representing 100% of the program's funding for the year. Monitoring site visit pending.
Housing Services	Housing	CW	150,000	83,220	Provide counseling to 10 households in connection with Single Family Rehabilitation Program. Compromising of: energy auditing, preparation of work specification, loan processing, inspections, tenant selection and management of the rehabilitation program. 500 client contacts will be made by providing information, referral and guidence.	In FY 2019-2020, the contractual goal was 10, households. To date 7 housing units have been completed or 70% of goal. Eleven (11) additional projects are anticipated to be completed before the end of the fiscal year, or 180% of goal. Total expenditure to date is $956,933. No open findings. In addition, counseling and other services have been provided to 207 persons of the 200 targeted, or 103% accomplishment to date. Additional services provided included: loan servicing (subordination and loan payment services), beneficiary occupancy recertification, property inspection for HQS and Code compliance, contractor review and qualification, grant reporting, etc.
CDBG Homeless Services	Adults	CW	75,000	44,769	Provide 175 adults with 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)	In FY 2019-2020, the contractual goal was 100 clients, to date 100 clients have been served or 100% of goal achieved. Services rendered include but are not limited to: emergency shelter and essential services (case management assessing, arranging, coordinating and monitoring individual services) and Shelter Operations - costs to operate and maintain emergency shelter and also provide other emergency lodging when appropriate (rent, security, fuel, insurance, utilities, food, furnishings and equipment)
HUD-108 Loan (Mandatory Requirement)	Housing	CW	13,000	11,000	Mandatory Federal Requirement	N/A
Development Services Department						
Code Compliance (Enforcement Project)	Housing	CW	470,000	468,536	Complete 500 inspections in low income areas.	In FY 2019-2020, the contractual goal was 200, to date 1,677 inspections have conducted or 838% of goal achieved. Expended $ 225,539 or 48% the budget. No open findings.
Public Works Department						
PW-ADA Curb Ramps and Path of Travel	Infrastructure	CW	498,583	NEW	Complete 35,000 SF of sidewalk, 50 ADA curb ramps and 14 alley approaches within CDBG eligible areas	NEW
PW-Alley Improvements D4	Infrastructure	D4	123,089	NEW	Complete 2 alley approaches and 20,000 SF of alley rehab within CDBG eligible areas	NEW
PW-Street Improvements Citywide (Project# 67925)	Infrastructure	CW	47,389	147,389	Complete 60,000 SF of street improvements within CDBG eligible areas	Additional funds are needed to move project forward.
PW-Streetlights D6 (Project# 68565)	Infrastructure	D6	111,376	111,376	13 new residential streets: Cary Lane and Sharon Drive between Garey Avenue and La Verne Avenue with in CDBG eligible areas	Additional funds are needed to move project forward.
Total Non-Public Service for CBO's and City Departments			**1,688,437**	**941,290**		
GRAND TOTAL:			**2,184,853**	**1,193,576**		

Together We Can Make a Difference

COMMUNITY DEVELOPMENT

BLOCK GRANT

Proposals

Fiscal Year 20-21

TABLE OF CONTENTS
FY 2020-2021
Proposals for Community Development Block Grant (CDBG) Funding

Community Development Block Grant (CDBG) External Public Service	**Amount Requested**
African American Museum of Beginnings- Healthy Scholars	$50,000
Assistance League of Pomona Valley- Dental Care	$9,000
Assistance League of Pomona Valley- Operation School Bell Expansion	$13,500
Claremont After School Program Inc. - Pomona After School Scholars (PASS)	$12,780
Fair Housing Services- Inland Fair Housing Mediation Board	$30,000
Fair Housing Services- Housing Rights Center	$30,000
House of Ruth Inc.– Domestic Violence Outreach Center Services	$15,000
Foothill Family Shelter Inc.- 120-day Stepping Stones Housing For Homeless Families	$8,400
Inland Valley Council of Churches- Food Security Program-Pomona	$10,000
Lincoln Ave. Comm. Reformed Church- After School Program	$10,000
Neighborhood Legal Services of LA County- Pomona Legal Clinic	$75,000
Pomona Unified School District- JROTC Program	$30,000

Internal Public Services	Amount Requested
CS-Youth Employment (Citywide)	$26,025
CS-Youth Orchestra Program (Citywide)	$19,750.90
CS- D1 After School Recreation Athletics & Arts Program	$17,751.92
CS- D2 After School Recreation Athletics & Arts Program	$5,917.31
CS- D3 After School Recreation Athletics & Arts Program	$17,751.92
CS- D4 After School Recreation Athletics & Arts Program	$11,834.62
CS- D5 After School Recreation Athletics & Arts Program	$11,834.62
CS- D6 After School Recreation Athletics & Arts Program	$11,834.62
CS-Enrichment Activities for the Elderly (Citywide)	$6,953
P.D. Community Problem Oriented Policing (CPOP)	$202,016
NSD- CDBG Homeless Services	$75,000

Internal Non-Public Services	Amount Requested
NSD-Housing Improvement Program	$200,000
NSD- CDBG Housing Services	$150,000
DSD-Code Compliance Program	$470,000
PW-ADA Path of Travel (Citywide)	$498,583
PW- Alley Improvements- D4	$123,089
PW-Street Improvements (Citywide)	$47,389
PW- Streetlights- D6	$111,376

African American Museum of Beginnings-
Healthy Scholars

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City of Pomona
Neighborhood Services Department - Housing Division
Community Development Block Grant Program (PY) 2020 - 2021
2/13/2020 deadline

African American Museum of Beginnings

Healthy Scholars

Jump to: Application Questions Budget Required Documents

USD$ 50,000.00 Requested

Submitted: 1/9/2020 10:14:25 PM (Pacific)

Project Contact
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African American Museum of Beginnings

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Application Questions *top*

AGENCY DESCRIPTION

1. What is the date of Incorporation?
October 21, 2015

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?
0

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

0	FY 2019-2020
0	FY 2018-2019
0	FY 2017-2018
0	FY 2016-2017
0	FY 2015-2016
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)
N/A

6. Provide the agency Mission Statement:
The African-American Museum of Beginnings is a regional museum that inspires and educates the city of Pomona and its surrounding areas on the history, culture, and arts of Africans and African-Americans through exhibits, programs, and community engagement.

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.
We are confident that our partnership with Healthy Scholars Program (HSP) will make a valuable contribution toward excellence for African American/Black at-risk youth in the Pomona area which will help to achieve the vision of Pomona.

The city's vision reflects an appreciation of its demographics: "We are committed to being a city that promotes harmonious diversity and economic prosperity." Pomona's Promise is an example of how the city is working toward improving the quality of life within its boundaries, in partnership with the community. HSP is eager to help advance the city's vision by improving educational outcomes with a focus on African American/Black at-risk youth in 5 designated high schools with the Pomona boundries, in collaboration with the Pomona Unified School District and African American Teachers, and University of LaVerne Diversity & Inclusion faculty.

Applying an equity lens, Black youth deserve targeted support because their families are over represented in the poverty and unemployment data above, they face racial discrimination in society at large, they are only 4.5% of student enrollment in PUSD and they are at the bottom of the opportunity and achievement gap.

One illustration of an area of need is the performance Black students on standardized tests in English language arts.
Pomona Unified School District High Schools (Grade 11)

2019 Smarter Balanced Assessment Consortium (SBAC)
Proficiency Levels - 1) Standard Not Met, 2) Standard Nearly Met, 3) Standard Met, 4) Standard Exceeds. The results are as follows:

English Language Arts:
All Students 46.89% Met or Exceeded - African American 29.42% Met or Exceeded
Level 1 29.93% Level 1 49.02%
2 23.18% 2 21.57%
3 28.28% 3 15.69%
4 18.61% 4 13.73%

While standardized testing is only one measure of academic achievement, during the course of our project, we will consider additional data, such as discipline referrals and suspensions. We will monitor these outcomes, as well as indicators of positive cultural identity, self-esteem and self-confidence. Other assessments will include grade point average, college prep course completion and graduation rates further detailed in later responses.

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

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. DETAILED DESCRIPTION:

Healthy Scholars Program (HSP) is an intervention program designed to meet the needs of African American/Black at-risk adolescents who need support to promote healthy behaviors and healthy outcomes in their lives. This program is rooted in developing positive self-esteem and cultural discovery which includes techniques, strategies, and educational best practices that have been proven effective.

HSP restores confidence, builds self-esteem, and hope for a productive future. In using Blooms' Taxonomy of ordering cognitive skills, and the 5 innovative learning strategies, site administrators, student interns, and museum staff can provide students on several unique platforms to learn in groups as large as 20-1 down to 1-1 student engagement.

Activities are grounded in debate, speakers, excursions, exploration, competitions, presentations, and social activities i.e. Sirius Scholar Authentic assessment contest, student presentations, and author's book signings. Participants will go on the AAMB study tours which challenge and introduces students to their history. Along with, The Future Scholars program, which a pre-college program that will also be available to students pursing a college career.

Once each month during the academic school year, meetings will be held at their school site locations lead by the Site Administrators and one college student intern. Students will share, prep, and assign debate topics for their Saturday sessions among other things, with the objective of gaining a deeper understanding of their heritage.

Another component is our Saturday sessions (30). Students will be exposed to high-impact learning, academic enrichment opportunities, advising, explore advance African- centered histories, with a very strong cultural component.

Scholars who actively participate in the school site sessions and regularly attend Saturday sessions will be voted by their peers to attend the Sirius Young Minds Scholars Leadership Conference (SYMSL). This culminating one day empowerment event is student-organized filled with fun learning activities.

Selected students for the SYMSL conference will vie for inter-district student elected leadership positions that among other things will teach educational advocacy techniques and good citizenship. Parents will be engaged in quarterly meetings whenever possible to support successful student outcomes.

AAMB leaders will be accessible by phone or email to answer any project related questions. Each project leader will keep in mind that our goal is to help our scholars to learn values and interests that will, over time, minimize the effects of historical and current institutional racism.

2. NUMBER OF BENEFICIARIES TO BE SERVED

The AAMB will host approx.120 students.

3. TIMELINE FOR COMPLETION

Students will participate throughout the 2020-2021 academic year, from August 2020 through May 2021, following the Pomona Unified district calendar.

4. FREQUENCY OF SERVICE

Site administrator will meet once a monthly (10 meetings) at school site. There will be 30 Saturday meetings. I Full Day Leadership Conference. = 41 Days

5. HOW THE SERVICE IS PROVIDED
All session will be in-person with the use of technology and personal interaction. Students will meet at their home campus and at the African American Museum of Beginnings. This is crucial to our students to have access to culturally relevant facts that make them say wow! "I do have a rich heritage" or “My teacher made me feel so special today because I shared something in class that he learned because of me.” Students that have embodied self-esteem and its ancillary emotions; instills confidence when they are immersed in their” own story”and culture.

PROJECT INFORMATION

14. Provide a description of the service area and/or target area/neighborhood boundaries to be served.
The City of Pomona is located in Southern California, 30 miles from the City of Los Angeles at the eastern boundary of LA County. Incorporated in 1888, Pomona is home to a diverse population of 152,361 persons. It ranks as the seventh largest city in the county. Our target area is the 5 comprehensive high schools located in the city of Pomona.

U.S. Census estimates for 2018(1), report the ethnic makeup of Pomona as follows:
GROUP SIZE %
White 82,468 51.1
Black/African American 11,538 7.2
American Indian/Alaska Native 624 0.4
Asian 16,517 10.2
Native Hawaiian/Pacific Islander 57 0.0
Some other race 44,890 27.8
Two + races 5,163 3.2
Hispanic or Latino (of any race)114,004 70.7

There were 39,122 households with an average of 3.77 persons living under the same roof. More than half of households had children under the age of 18. The median age was 29 years and 25.5% of residents were under the age of 18. 66.2% of residents spoke a language other than English at home. The unemployment rate in Pomona was 4.2%, on par with the state as a whole. While median household income was $55,115 and per capita income was $29,774, 20.1% of Pomona’s residents met federal poverty criteria. 41.3% of adults age 25 or older had not earned a high school diploma and fewer than 20% held a bachelor’s degree or higher.

African American/Black youth deserve targeted support because their families are over represented in the poverty and unemployment data above, they face racial discrimination in society at large, they are only 4.5% of student enrollment in PUSD and they are at the bottom of the opportunity and achievement gap.

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
Using Access 2017 software, the AAMB will collect, track and process all pertinent information taken from student applications with required verifying documents listed below.

Eligible Student Criteria:
• Students must reside within the Pomona Unified School District
• Have failed to pass any of the required exit exams, or who
• Lack credits needed to complete high school
• At risk of dropping out or have not completed requirements for graduation

Student Intake Forms – Required Documents
• Registration and Enrollment Form
• Income Survey
• Ethnicity Questionnaire
• Picture & Technology Release Form
• Field Trip Form
• Attendance Contract
• Student Emergency Card
• Student Code of Conduct
• Healthy Scholar requirements Cheat Sheet
• Picture ID (required)

Staff in-Service Training
STAFF TRAINING PROCEDURES (4 HOURS PRIOR TO PROGRAM)
• Training on Employee Handbook Policies and Procedures
Management System - Payroll
Student Information
Procedures for Reporting Mandating
Sexual Harassment/Hostile Work Environment

STAFF TRAINING ON STUDENT INFORMATION SHEET AND INTAKE PROCEDURES
• Staff so they know exactly what is needed to enroll students properly for tracking and documentation.
• Project Site Administrators have the primary responsibility of the intake process for the Healthy Scholars Program. The intake process at AAMB starts when an at-risk youth return completed forms.
• There are two accompanying Intake forms for the AAMB and school district. One offers a self-assessment for schools to determine how to utilize the intake process to accomplish a range of data collection goals.
• A trial runs will be held for Site Administrators to practice the intake process up to two weeks ahead of the official first day of workshops.

Staff Training Enrollment of Students
Step 1. Students complete information and profile sheet for submission at the beginning of the enrollment period.
Step 2. Upon receipt of application a Healthy Scholars staff member will vet each scholar's application.

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
Healthy Scholars Program (HSP) an African American/Black at-risk adolescence intervention service program will be a new service for the City of Pomona. Although there are more than 30 sites in the community that serve youth, none of these directly addresses the cultural, social-emotional, academic, and career needs of African Americans.

What makes this program distinctive and the first of its kind in the Pomona area, is its learning philosophy and structure based on 5 innovative learning strategies. These strategies entail crossover learning, context based learning, adaptive teaching, stealth assessment, and analytics of emotion. With our unique approach, we have been able to reach, retain and succeed with our target demographic in similar programs.

Research has proven programs that merely address peer influence, leadership or academic guidance are ineffective and has systematically alienated our target demographic. Comparatively, other model programs similar to ours, such as the Marcus Garvey School in Los Angeles the Simba/Sis program centered in Pomona, now closed, were also proven effective in their service approach.

HSP instills in its demographic a thirst for excellence through cultural connectedness and the desire to succeed in becoming self-determined. The dedicated staff at the African American Museum of Beginnings addresses the challenges our at-risk youth face unlike any existing program currently in operation in the Pomona area.

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

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 to target CDBG clientele group.

RECORD KEEPING PROCEDURES

19. Describe the procedures your agency will use to track and monitor the progress of the project:
Guidelines for Measuring and Monitoring the Progress of the Healthy Scholars Program

In order to ensure the success of the Healthy Scholars Program, AAMB will take steps to measure progress and monitor the program and its participants. Setting S.M.A.R.T goals and identifying methods of review will be crucial to the longevity of the Healthy Scholars Program.

1. Set S.M.A.R.T. Goals
a. By the end of the fourth quarter, we want to yield a minimum 80 percent attendance rate from student participants
b. By the end of the second quarter, we want to raise $10,000 in donations to be spent on field trips and special guests
c. Start a scholarship fund for our target demographic of African American students
d. Student participants from each year of high school will prepare a written and oral presentation on a selected topic pertaining to African Studies with the goal being to have 90 percent of the students' work published in a collective anthology
e. Involve the high schools in the installation of a student exhibition at AAMB in February. It will be an interdistrict contest.
2. Identify Deadlines
a. Outline deadlines for monthly activities, including Saturday School Sessions and College Prep Workshops at the museum
b. A monthly calendar must be created one month in advance and distributed to staff members and student participants. These calendars, specific to each school site, will include information and deadlines drafted by the site manager.
c. Deadlines for monthly financial reports that will be submitted by the last Wednesday of every month
3. Milestones
a. 5 high schools from the Pomona Unified School District partner with AAMB to facilitate the Healthy Scholars Program
b. The collective anthology including work from student participants gets published
c. Successful participation and creation of African American exhibits at each high school site
4. Project Constraints
a. Low parent involvement
b. Difficulty marketing and pitching the Healthy Scholars Program to high schools, students, and parents
c. Time constraints due to lack of interest from students and parents
d. Accountant must take note of the financial cost and profit of the program
5. Evaluation Methods
a. Welcoming evaluations from the community stakeholders, student participants, parents, staff members, focus groups, and Pomona Unified School District personnel
b. Organize focus groups from Healthy Scholar stakeholders, including parents and students that will offer feedback on program outcomes
c. Anonymous evaluations from students and staff will be welcomed

20. Describe your agency's record keeping procedures, with regards to the proposed project:
Financial Recording Keeping and Tracking Procedures for the Healthy Scholars Program

In order to track and measure the income, costs, and profitability of the Healthy Scholars Program, AAMB will adhere to the following guidelines outlined in our Tracking Procedures for the Healthy Scholars Program. AAMB has chosen to monitor our progress using Quickbooks, so please be advised that all procedures are in reference to this software.

1. Create a New Project in Quickbooks

2. Add New Income and Expenses to the New Project
a. Input information for bill, time, invoice, received payment, and expense
b. Be sure to include employee names for organization purposes
c. Refer to the estimate sheet for price details if payment amount is unclear

3. Add Existing Expenses and Invoice to Projects
a. This step only applies for outstanding expenses and invoices. In other words, if accounting for a project starts well after the start date, then be sure to update the books to present-day records.

4. Track Hourly Time Costs
a. Create billable timesheets based on these hourly wages
b. Calculate the hourly rate of each worker
c. Use Quickbooks Online Payroll to track employees and distribute paychecks

5. Conduct a Biweekly Review
a. Accountant must take note of the financial cost and profit of the program

6. Progress Report
a. Every three months, the accountant will meet with key leaders to discuss the financial progress of community initiatives
b. A financial report must be prepared in conjunction with a visual aid to present figures and suggest methods for improvement

21. Describe the procedures your agency will use to separate and track CDBG activities and expenditures from other funds:
Guidelines for Separating and Tracking CDBG Activities and Expenditures from Other Funds

1. Separate Bank Account

a. We will maintain a separate bank account for Community Development Block Grant funds in order to properly distinguish

grant funds from donations and outside income for AAMB.

2. Designated Bookkeeper

a. The assigned bookkeeper will be in charge of tracking income and expenditures. However, the executive director and program director will be in charge of fiscal responsibilities.

3. Quarterly Meetings and Reporting

a. In order to accurately track CDBG funds, the bookkeeper will meet with the executive director and program director on a quarterly basis to present an update on spending behavior.

ORGANIZATIONAL CAPACITY

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

- e YES
- ✔ NO

23. Describe your agency's experience in completing projects and highlight past accomplishments:
In 2017, the African American Museum of Beginnings secured an Organizational Assessment grant from the American Alliance of Museums; and embarked on a six-month process of self-assessment and institutional activities, culminating with a professional consultative site visit. The self-assessment involved five volunteers working both individually and collaboratively on various sections of the self-study identifying strengths and weaknesses in areas such as mission and planning, collections stewardship, administration and finance, and governance. The highlight of the assessment was a community focus group with more than twenty attendees including the Mayor of Pomona, community activists, educators, and community business owners who were interviewed by the peer consultant. The consultant was impressed by the number of people that turned out to talk to him and expressed their enthusiastic support for the museum. Roughly three months later the peer reviewer submitted a final report with summary of his findings and recommendations for the museum. The organizational assessment created clarity that resulted in our organization being better prepared to operate like a 21st-century nonprofit with a strong understanding of core museum standards and good practices that support sustainability. It provided greater alignment of our public programs to our mission, improved communications between staff, board members, and other constituents.

Birthed from the organizational assessment, our board members worked for over three months and developed the museum's first strategic plan. The plan focused on organizational and program development, marketing and communications, and finance management. As a result of the strategic plan, we identified the need and importance of cataloging our artifacts, books, and paintings. With the assistance of the University of La Verne students who signed up for MLK Jr. Day of Service, our first database was developed. During this annual event, many students were exposed for the first time to an education on the African Diaspora.

In addition to the new catalog system, we increased attendance by 25% with our public program. Soul Cinema, an opportunity to screen thought-provoking AfricanCentered topics, learn critical social issues, and engage in dialogue. We accomplished this with a creative marketing plan by successfully appealing to an adolescent and inter-generational audience.

And lastly, as a result of the strategic plan, strengthening communications and procedures, the museum secured an all-inclusive game day experience for over 100 kids and parents from the Pomona Valley to experience Dodgers Blue, many for the first time. The experience included game day tickets, transportation to and from Dodger Stadium, a Kids 4 Dodgers Baseball t-shirt, and a meal voucher. The museum has successfully organized this trip without incident for that last three years.

24. Describe your agency's experience with CDBG or other Federal grant programs:
This will be our first experience.

25. Describe your agency's current capacity, including staff and volunteer qualifications, in carrying out the proposed activity:
Currently, we are staffed with 6-8 permanent rotating volunteers who are qualified retired professionals in the following fields: Education, Social Services, Technology, Mathematics, and Engineering. These volunteers hold post-secondary degrees and are leaders in their respective fields. Each volunteer has been vetted as required in the AAMB Employee Handbook policy and procedures.

Additionally, we have seasonal volunteer educators who have been working with the museum since its inception. These volunteers have successfully orchestrated museum's projects i.e. ChessClub, Sirius Astrophysics for Kindergartners, Kwanzaa College Empowerment Summit, to name just a few.

Furthermore, our programs utilize respected leaders from the community that include: PABSE, NAACP, ABEN, and

educational specialists, community social service workers and psychologists, local college historians, and social justice professionals. Respective of the need, these volunteers will be invited to participate throughout the program. In this arsenal of professionals we have a wealth of talent that will enhance the quality programming which meet the museum's highest standard of excellence.

Our Program Director, has been working with the museum since 2016 on various events and programs will administer the program with the staff indicated below:

Program Director Administrative Admin Bookkeeper
Facilitator (2) Coordinator (5)
Site Administrators (5) Student Intern (5)
Audio/Visual Technician (1)
Food Service Worker (1) Security Guard

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?
Yes	Are internal monitoring/evaluation systems procedures in compliance with Sarbanes-Oxley?
Yes	Is client's eligibility verified?
Yes	Is client demographic data collected and a reporting system in place?
Yes	Are there written formal procurement policies/procedures in place?
Yes	Are Conflict of Interest Policies in place?
Yes	Are Client Grievance Policies in place?
Yes	Does your agency generate annual fundraising revenue?
Yes	Is there Financial Oversight by the Board of Directors?
Yes	Is there Program Oversight by the Board of Directors?
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

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: Pamphlets, signage, employee handbook, , ,
- ○ NO, please explain: Pamphlets, signage, employee handbook, , ,

33. If you answered 'YES' to question #32, indicate how:
We have posted signage, it is in our written policies, and on our website.

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, 2020?

- ✔ YES
- ○ NO

Budget *top*

Proposed FY 20-21 Budget	Request	Other Sources	Total CDBG Request
CDBG	USD$ 50,000.00	USD$ 62,412.00	USD$ 112,412.00
HOME			USD$ 0.00
ESG			USD$ 0.00
Other Sources:			USD$ 0.00
Total	**USD$ 50,000.00**	**USD$ 62,412.00**	**USD$ 112,412.00**

Proposed Budget Details	Request	Other Sources	Total CDBG Request
Staff - Administrative Staff	USD$ 30,000.00	USD$ 37,208.00	USD$ 67,208.00
Staff - Support Staff	USD$ 5,000.00	USD$ 7,032.00	USD$ 12,032.00
Staff - Student Staff	USD$ 3,000.00	USD$ 3,600.00	USD$ 6,600.00
Staff - Position Name			USD$ 0.00
Consultant/Professional Services	USD$ 0.00	USD$ 1,500.00	USD$ 1,500.00
Capital Improvements/Housing Rehab Demo			USD$ 0.00
Capital Improvements/Housing Rehab Construction/Renovation			USD$ 0.00
Architectural/Engineering Services			USD$ 0.00
Fees and Permits	USD$ 0.00		USD$ 0.00
Equipment Maintenance	USD$ 0.00	USD$ 550.00	USD$ 550.00
Equipment Purchase	USD$ 150.00	USD$ 150.00	USD$ 300.00
Equipment Rental	USD$ 250.00	USD$ 250.00	USD$ 500.00
Internet Service	USD$ 100.00	USD$ 200.00	USD$ 300.00
Office Supplies	USD$ 500.00	USD$ 500.00	USD$ 1,000.00
Postage	USD$ 100.00	USD$ 100.00	USD$ 200.00
Printing	USD$ 300.00	USD$ 2,000.00	USD$ 2,300.00
Rent/Lease	USD$ 5,000.00	USD$ 1,000.00	USD$ 6,000.00
Telephone	USD$ 100.00	USD$ 422.00	USD$ 522.00
Transportation	USD$ 500.00	USD$ 600.00	USD$ 1,100.00

OTHER: FOOD/MEALS	USD$ 5,000.00	USD$ 7,300.00	USD$ 12,300.00
Total	**USD$ 50,000.00**	**USD$ 62,412.00**	**USD$ 112,412.00**

Budget Narrative

A. Administrative Staff
Administrative Staff includes: Program Director Duties: Plan, implement, and organize all projects objectives and tasks; including collaboration with participating schools, vendors, and manage staff. #Days #Hrs Rate Salary
Executive Director 41 Dys 328 $75 $24,600
Program Director 41 Dys 328 $40 $11,480
Site Administrators 10 Dys (2 hrs.) 15 Dys (4 hrs.)
Confre 1 Dy (8 hrs.) 88 $32 $14,080
Admin Assistant 41 Dys (8 hrs) 328 $18 $5,904
Bookkeeper 32 Dys(3 hrs) 96 $19 $1,824
Facilitator 30 Dys(4 hrs) Confre 1 Dy(8 hrs)
128 $30 $7,680
B. Support Staff
Support staff needed to assist in accomplishing program goals and providing student with a safe and comfortable environment.
Tech Support 30 Dys(4 hrs) Confre 1 Dy(8 hrs.)
128 $25 $3,200
Food Service Mgr 30 Dys(4 hrs) Confre 1 Dy(8 hrs)
128 $20 $2,560
Security Guard 30 Dys(4 hrs) Confre 1 Dy(8 hrs)
128 $17 $2,176
Coordinator 30 Dys(4 hrs) Confre 1 Dy(8 hrs)
128 $16 $4,096
C. Student Intern (5) One per school site
Student Intern 10 Dys(2 hr) 15 Dys(4 hrs) Confre 1 Dy(8 hrs)
88 $15 $6,600
Dys = Days Confre= Conference
E. Equipment Purchases - Purchase of equipment include laptop and printer pro-rated.
Total Equipment Purchases: $150
F. Equipment Rental - Rental of special equipment i.e. projectors, catering tables and chairs, etc. Total Equipment Rental: $250
G. Internet Services - Basic service for staff and students during the nine (9) month duration of program. Total Internet Services: $100
H. Office Supplies - Maintain/organize information pertaining to program i.e. (130) program packets, binders, school supplies, paper, projects, envelopes, toner, and notebooks. Total Office Supplies: $500
I. Postage Mailer and program information sent to participating schools and students' homes. Total Postage: $100
J. Printing Budget printing program needs i.e. program materials, program packet, announcements, signage, etc. Total Printing: $300
K. Rent Lease Approved facility 60 days (45 day Program/15 days Planning).
Total Rent Lease: $6,000
L. Telephone Costs - Communication between students, parents, school staff, and project staff. Total Telephone: $100
M. Transportation Based on estimates to travel to school sites and to cover field trip(s).
Total Transportation: $500
N. Other Expense: Food - Budget for 120 Student (41 day @ 2.50) meals, snacks, and drinks. Total Other Expense: Food: $5,000
Total: 50,000.00

Required Documents *top*

Documents Requested *	Required?	Attached Documents *
Certification Regarding Lobbying download template	✔	Certificate Regarding Lobbying
Certification Regarding Debarment and Suspension download template	✔	Certification Regarding Debarment and Suspension
Certification Regarding a Drug Free Workplace download template	✔	Certificate Regarding 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 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
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	✔	Certificate Regarding BOD Economic Interest Certificate Regarding BOD Economic Interest VR
State and Federal Tax Exemption Determination Letter	✔	State and Federal Tax 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 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)	✔	Program Director Description Site Administrators Student Intern Tech Support Administrative Assistant Food Service Manager Security Guard Bookkeeper Parent Coordinator Facilitator
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 2019 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 Federal Tax Form 2017 State Tax Form Amended 2019 Financial Statement

Copy of City of Pomona Business License	✔	Business License
Copy of Proof of Registration in SAM.GOV	✔	Copy of Proof of 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.	✔	Proof of Insurance
Copy of Organization By-Laws	✔	AAMOB Bylaws
Copy of Organization Articles of Incorporation	✔	AAMOB Articles of Incorporation
Copy of Limited English Proficiency Plan (L.E.P)	✔	LED Plan
Certification of Application download template		

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

Application ID: 154840

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Assistance League - Dental Care

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City of Pomona
Neighborhood Services Department - Housing Division
Community Development Block Grant Program (PY) 2020 - 2021
2/13/2020 deadline

Assistance League of Pomona Valley

Dental Center

Jump to: Application Questions Budget Required Documents

USD$ 9,000.00 Requested

Submitted: 1/8/2020 11:14:23 AM (Pacific)

Project Contact
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Additional Contacts
none entered

Assistance League of Pomona Valley

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Pomona, CA 91767

Telephone 909-629-6142
Fax 909-469-2762
Web www.alpv.org

President
Denise Delgado
president@alpv.org

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 12 years

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

24400	FY 2019-2020
17500	FY 2018-2019
19542	FY 2017-2018
7842	FY 2016-2017
10604	FY 2015-2016
79,888.00	**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, and their family members, 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.

Assistance League of Pomona Valley actively participates in Pomona's Promise and community board meetings.

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

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
Assistance League of Pomona Valley is requesting $9,000 to help provide critically needed emergency and comprehensive dental care for 60 beneficiaries. These include school age and pre-school age childrent and their adult family members, from low to moderate-income families residing in Pomona/Pomona Unified School Districts, that would not otherwise receive care for any reason. Care may also be extended to other low-income residents in the community as funds permit. All dental care for the 60 beneficiaries will be performed at the Assistance League of Pomona Valley Dental Center in downtown Pomona.

We are very happy to be able to extend our dental center care to adult family members to fill a need that has existed for some time. This would not be possible without the help from the CDBG awards. There are many children and family members without dental insurance. Creating smiles on the faces of these children is wonderful, and the smiles get even bigger when their parents do not have to deal with the pain, discomfort and other issues associated with dental problems. We are so happy to “Create A Smile” for the whole family.

Beneficiaries Served:

This project will serve 60 unduplicated beneficiaries (including children, and adult family members), from low-to moderate income families residing in Pomona who do not have dental insurance, or who are unable to receive 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 and through our Operation School Bell® program. All beneficiaries served by this program are screened to determine if they meet all CDBG income and other eligibility requirements. If they do not meet the CDBG requirements, our staff may 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 beneficiaries 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 beneficiaries visit the Dental Center on an appointment or walk-in basis to receive dental care. Over 95% of our clients reside in Pomona, and this project only covers those Pomona residents.

The Dental Center is open 2 days per week from August 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 beneficiaries during the grant period. All other expenses (dental hygienist, materials, equipment and overhead), and all costs for subsequent appointments, are covered by Assistance League of Pomona Valley non-grant funds.

The Assistance League of Pomona Valley Dental Center is also fully approved to treat Denti-Cal patients. Treatment of Denti-Cal patients is not part of this proposal and no CDBG funds are used for Denti-Cal patients.
.

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/guardian, or other adult family member, 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. 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 33 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 beneficiaries, including children and their adult family members, who do not have dental insurance or who are unable to receive complete dental care from other resources for any reason, This is the first year we are able to formally extend our service to adult family members in addition to the children from low income families.

We have found that providing this increase in the level of service significantly improves the quality of life and affordability for the complete family.

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 and themselves 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 beneficiaries served, the income levels and family status and other information needed. The number of beneficiaries 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 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 Quickbooks records. This provides flexibility in presenting the information for management review.

Patient information is tracked using an Excel spreadsheet to ensure we are on track to meet or exceed our yearly goals.

21. Describe the procedures your agency will use to separate and track CDBG activities and expenditures from other funds:
Assistance League of Pomona Valley maintains separate account numbers in our QuickBooks accounting software to identify and track CDBG income and expense activities separately from other funds. CDBG income and expenditures are further identified and tracked using a client-based Excel spreadsheet based on on QuickBooks and client records. This provides flexibility in presenting the information for management review.

These procedures provide all of the information necessary to identify and track CDBG income and expenses separate 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 the past 33 years. We have provided dental care to well over 4,500 children to date. It has been a very successful program since its inception.

We also fund and operate 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 21,000 students from the Pomona Unified School District over the past 21 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 approximately 30 low-income families each year.

For more than 15 years Assistance League of Pomona Valley has received CDBG funding for our Dental Center, where we have provided comprehensive dental care for over 4,500 students. The CDBG funding has paid for the initial visit for many of these students which has allowed us to increase the number of students served.

During the past four years we have received CDBG funding for our Operation School Bell program that provides new school clothing and supplies to students from low income families. This funding has allowed us to supply both jeans to boys and jeans and leggings to girls that we would have otherwise been unable to provide due to financial limitations.

24. Describe your agency's experience with CDBG or other Federal grant programs:
Assistance League of Pomona Valley has been receiving CDBG grants since about 1997. 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 600 unduplicated children from low income families and helped make it possible for more than 4,500 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 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.

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 for thousands of children from low income families and significantly improved the community. Without the CDBG programs we would not have been able to make such a significant improvement in our community.

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 140 patients per year (including the 60 we are requesting CDBG funding for) with an

average of 2.5 appointments per patient. This represents about 60% 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.

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?
No	Are internal monitoring/evaluation systems in place?
No	Are internal monitoring/evaluation systems procedures in compliance with Sarbanes-Oxley?
Yes	Is client's eligibility verified?
Yes	Is client demographic data collected and a reporting system in place?
Yes	Are there written formal procurement policies/procedures in place?
Yes	Are Conflict of Interest Policies in place?
No	Are Client Grievance Policies in place?
Yes	Does your agency generate annual fundraising revenue?
Yes	Is there Financial Oversight by the Board of Directors?
Yes	Is there Program Oversight by the Board of Directors?
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
- e NO
- e N/A

31. If No, describe accessibility problems and method to address problems, including funding and timetable:
Our Dental Center site currently meets ADA standards for accessibilityy.

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: Posters are displayed. See 33 below.,
- e NO, please explain: Posters are displayed. See 33 below.,

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
- e NO

35. Can this project proceed on July 1, 2020?

- ✔ YES
- e NO

Budget *top*

Proposed FY 20-21 Budget	Request	Other Sources	Total CDBG Request
CDBG	USD$ 9,000.00		USD$ 9,000.00
Dental Center Fees (co-pay)	USD$ 0.00	USD$ 1,000.00	USD$ 1,000.00
Denti-Cal	USD$ 0.00	USD$ 10,000.00	USD$ 10,000.00
ALPV Donations and Fundraising	USD$ 0.00	USD$ 63,500.00	USD$ 63,500.00
Total	**USD$ 9,000.00**	**USD$ 74,500.00**	**USD$ 83,500.00**

Proposed Budget Details	Request	Other Sources	Total CDBG Request
Staff - Contract Dentist	USD$ 9,000.00	USD$ 31,000.00	USD$ 40,000.00
Staff - Dental Hygenist	USD$ 0.00	USD$ 7,150.00	USD$ 7,150.00
Staff - Office Manager	USD$ 0.00	USD$ 8,000.00	USD$ 8,000.00
Rent/Lease	USD$ 0.00	USD$ 0.00	USD$ 0.00
Utilities (allocated)	USD$ 0.00	USD$ 4,100.00	USD$ 4,100.00
Internet/Telephone (allocated)	USD$ 0.00	USD$ 1,700.00	USD$ 1,700.00
Office Supplies	USD$ 0.00	USD$ 500.00	USD$ 500.00
Operating Supplies	USD$ 0.00	USD$ 7,000.00	USD$ 7,000.00
Payroll Service	USD$ 0.00	USD$ 650.00	USD$ 650.00
Equipment Maintenance & Repair	USD$ 0.00	USD$ 3,000.00	USD$ 3,000.00
Building Maintenance & Repair	USD$ 0.00	USD$ 1,200.00	USD$ 1,200.00
Equipment Purchase	USD$ 0.00	USD$ 1,000.00	USD$ 1,000.00

Insurance (allocated)	USD$ 0.00	USD$ 7,500.00	USD$ 7,500.00
Workman's Compensation Insurance	USD$ 0.00	USD$ 400.00	USD$ 400.00
Printing	USD$ 0.00	USD$ 300.00	USD$ 300.00
Public Relations	USD$ 0.00	USD$ 1,000.00	USD$ 1,000.00
Other	USD$ 0.00		USD$ 0.00
Total	**USD$ 9,000.00**	**USD$ 74,500.00**	**USD$ 83,500.00**

Budget Narrative

The budget shown is preliminary because our 2020-2021 budget will not be finalized until May, 2020. The preliminary budget shown includes all direct expenses, including payroll, for the proposed project as well as allocated overhead expenses. Overhead expenses are about 16% 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 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 Drug Free Workplace
Certification Regarding Reservation of Rights download template	✔	Certification 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 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	✔	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 Economic Interest
State and Federal Tax Exemption Determination Letter	✔	ALPV IRS Determination Letter ALPV CA Tax Exeption 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	✔	Board Approval Documentation

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 wage ranges for each of their job classifications, inc. executive salaries/benefits(if applicable)	✔	Job Description - Dentist
Fiscal Documents for all NON-PROFIT AGENCIES (No exceptions) A. FY 2019 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	✔	2018-2019 Financial Statement FY2018 Form 990 FY2018 CA Tax Form 199
Copy of City of Pomona Business License	✔	ALPV City of Pomona Business License
Copy of Proof of Registration in SAM.GOV	✔	ALPV sam.gov Proof of 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	✔	Organization By-Laws
Copy of Organization Articles of Incorporation	✔	Organization Articles of Incorporation
Copy of Limited English Proficiency Plan (L.E.P)	✔	Limited English Proficiency Plan
Certification of Application download template		Certificate of Application

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Application ID: 154835

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Assistance League-
Operation School Bell
Expansion

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City of Pomona
Neighborhood Services Department - Housing Division
Community Development Block Grant Program (PY) 2020 - 2021
2/13/2020 deadline

Assistance League of Pomona Valley
Operation School Bell Expansion

Jump to: Application Questions Budget Required Documents

USD$ 13,500.00 Requested

Submitted: 1/8/2020 9:27:25 AM (Pacific)

Project Contact
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Additional Contacts
none entered

Assistance League of Pomona Valley

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Web www.alpv.org

President
Denise Delgado
president@alpv.org

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 12 years

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

24400	FY 2019-2020
17500	FY 2018-2019
19542	FY 2017-2018
7842	FY 2016-2017
10604	FY 2015-2016
79,888.00	**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.
This proposed project provides new school clothing, hygiene supplies and books to students from very 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

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
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 2019-2020 school year two pair of jeans for boys and one pair of jeans plus two pair of leggings for girls are being supplied to over 1,000 students as a result of the CDBG funding award. This is a dramatic increase of 400 students from the previous years.

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 2020-2021 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 $13,500 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 20 years.

Beneficiaries Served

As a result of this proposed program 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. This program expansion 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 having 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 and their parents 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 if possible. The families bring the intake forms to the clothing distribution (in most cases a sheet has already been send 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 20 years. It is not a new or duplication of an existing service available to the target population.

We know of no other program available to the target population that provides new school clothing.

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 we may not be able to provide 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 objectives to ensure we are on track to meet or exceed our yearly goals.

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

20. Describe your agency's record keeping procedures, with regards to the proposed project:
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 the QuickBbook records. These records provide details to allow us to track CDBG activities, income and expenses separate 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 20 years we have helped clothe well over 21,000 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 33 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 12 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 600 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 2,600 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 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 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 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.

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?
No	Are internal monitoring/evaluation systems in place?
No	Are internal monitoring/evaluation systems procedures in compliance with Sarbanes-Oxley?
Yes	Is client's eligibility verified?
Yes	Is client demographic data collected and a reporting system in place?
Yes	Are there written formal procurement policies/procedures in place?
Yes	Are Conflict of Interest Policies in place?
No	Are Client Grievance Policies in place?
Yes	Does your agency generate annual fundraising revenue?
Yes	Is there Financial Oversight by the Board of Directors?
Yes	Is there Program Oversight by the Board of Directors?
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 of 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, 2020?

- ✔ YES
- ○ NO

Budget top

Proposed FY 20-21 Budget	Request	Other Sources	Total CDBG Request
CDBG	USD$ 13,500.00	USD$ 0.00	USD$ 13,500.00
ALPV Donations and Fundraising Events		USD$ 39,800.00	USD$ 39,800.00
Total	**USD$ 13,500.00**	**USD$ 39,800.00**	**USD$ 53,300.00**

Proposed Budget Details	Request	Other Sources	Total CDBG Request
Casual Labor	USD$ 0.00	USD$ 4,200.00	USD$ 4,200.00
Program Supplies (clothing for distribution)	USD$ 13,500.00	USD$ 21,500.00	USD$ 35,000.00
Family Care Kits	USD$ 0.00	USD$ 5,000.00	USD$ 5,000.00
Community Closet	USD$ 0.00	USD$ 100.00	USD$ 100.00
Act of Giving	USD$ 0.00	USD$ 2,000.00	USD$ 2,000.00
Books for Kids	USD$ 0.00	USD$ 1,000.00	USD$ 1,000.00
Insurance (allocated)	USD$ 0.00	USD$ 2,500.00	USD$ 2,500.00
Utilities, Water & Sanitation (allocated)	USD$ 0.00	USD$ 1,350.00	USD$ 1,350.00
Internet & Telephone Service (allocated)	USD$ 0.00	USD$ 500.00	USD$ 500.00
Repairs and Maintenance	USD$ 0.00	USD$ 600.00	USD$ 600.00
Office Supplies	USD$ 0.00	USD$ 350.00	USD$ 350.00
Other	USD$ 0.00	USD$ 700.00	USD$ 700.00
Total	**USD$ 13,500.00**	**USD$ 39,800.00**	**USD$ 53,300.00**

Budget Narrative

Budget Narrative

The budget shown is preliminary because our 2020-2021 budget will not be finalized until April, 2020. The preliminary budget shown includes all direct expenses for the proposed project as well as allocated overhead expenses. Overhead expenses are about 11% 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 $35. 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 direct cost for the jeans and leggings which are about 25% of the total program cost and about 39% of the program supplies cost (direct clothing purchases), The costs used in this estimate are based on the actual 2019-2020 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 from $100 to over $150 depending on the store.

Required Documents *top*

Documents Requested *	Required?	Attached Documents *
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 Drug Free Workplace
Certification Regarding Reservation of Rights download template	✔	Certification 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 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	✔	Project Contact Information
Certification- Signature Authorization Form download template	✔	Signature Authorization Form
Certification Regarding Board of Directors/Governing Boards Economic Interest	✔	Certification of Board Economic Interest

download template		
State and Federal Tax Exemption Determination Letter	✔	ALPV IRS Determination Letter CA Tax Exeption Letter
Written Financial Management Procedures	✔	Financial Manaagement 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 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)	✔	Staff Job Descriptions - Not Required
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 2019 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	✔	2018-2019 Financial Statement FY2018 Form 990 FY2018 CA Tax Form 199
Copy of City of Pomona Business License	✔	ALPV Pomona Business License
Copy of Proof of Registration in SAM.GOV	✔	ALPV sam.gov Proof of 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	✔	Organization By-Laws
Copy of Organization Articles of Incorporation	✔	Organization Articles of Incorporation
Copy of Limited English Proficiency Plan (L.E.P)	✔	Limited English Proficiency Plan
Certification of Application download template		Certificate of Application

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Claremont Afterschool Program Inc. - (PASS)

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City of Pomona
Neighborhood Services Department - Housing Division
Community Development Block Grant Program (PY) 2020 - 2021
2/13/2020 deadline

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

Jump to: Application Questions Budget Required Documents

USD$ 12,780.00 Requested

Submitted: 1/8/2020 9:08:43 AM (Pacific)

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Claremont After-School Programs, Inc. (CLASP)

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Claremont, CA 91711

Telephone 909-204-0127
Fax 909-624-4743
Web www.clasp4kids.org

Program Director
Jan Creasey
clasp.office@gmail.com

Application Questions *top*

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?
10

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

4025	FY 2019-2020
5000	FY 2018-2019
5197	FY 2017-2018
5000	FY 2016-2017
5350	FY 2015-2016
24,572.00	**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:
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 without a mandatory fee. CLASP provides academically 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 access to quality homework help for academically at-risk elementary school students (grades 1 through 6) from low-income families. The majority of the students served by CLASP are not performing at grade level, which perpetuates the larger achievement gap for these children. 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 October 2019, of the students enrolled in CLASP who resided in Pomona, 70% had not met or nearly met the English/Language Arts achievement level on the California Assessment of Student Performance and Progress tests, and 87% 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. Working with diverse volunteer tutors from the community 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

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. 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 during the school year. CUSD service boundaries include a section of Pomona north and south of Foothill Blvd. and west of Towne Ave. About 30% 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 (Section 8). 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 16,000 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 72% Hispanic, 33% are English Language Learners, and 20% are Special Education students. Ninety-seven percent (97%) of Pomona CLASP students qualify for free lunch, and 18% 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. CLASP sites basically follow the CUSD academic calendar. 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 starting the following fall. 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. About a month after school begins, principals and teachers are once again contacted to see if there are either new students to the District that need CLASP help, or existing students not yet in CLASP now needing help.

4. CLASP provides homework help for students in grades 1-6 along with recreational activities, enrichment, transportation, and healthy snacks. Each of the five CLASP tutoring sites meets three days per week, two hours per day. Timing varies at each site, generally between 2:30 p.m. and 5:00 p.m.

5. Four of the sites can handle approximately 30 children, and one site can only handle about 20 children because it is smaller. Each day the two-hour session at each site is divided into one-hour blocks, so that half of the students get homework help from a tutor for the first hour, and then have an hour of supervised recreation time. The other half of the students have recreation in the first hour and tutoring in the second hour. In most cases the homework help from tutors is one-on-one with students.

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 can 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. Tutors are highly encouraged to attend these training sessions, and attendance historically has been excellent.

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 30% of our students served live in the city of Pomona, primarily in affordable housing complexes, extended-stay hotels, and mobile home parks. In the 2019-20 academic year, our 39 Pomona resident children

enrolled in CLASP are 72% Hispanic, 5% Caucasian, 10% Black, and 8% Asian. The remaining 5% are either multiethnic 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 proof of 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 living within the boundaries of the Claremont Unified School District. Over the ten 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 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 2019-20 budget, our cost per child served is $1278 (Payroll and Operations divided by 140). So, the cost of the current 39 Pomona students is $49,825. Given the limited funds CDBG has to spread throughout the community, CLASP is making a funding request this year of $12,780, an amount that fully pays for the tutoring of ten (10) 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 39 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 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 volunteer tutors limits our ability to enroll more students who need 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. A valuable tool for evaluating CLASP progress is the tutor survey, which asks about the effectiveness of the supervision tutors 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 our 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. Parents of CDBG-funded students are required to provide to bring proof of income according to the allowable list on the enrollment form.

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 our 2011 Strategic Plan,and the 2014 and 2019 updates of the Strategic Plan, the CLASP Board of Directors and its committees focus each year on progress toward the goals set forth in those three documents. Past accomplishments are included in an annual Year-End Report that is sent to all donors. The 2018-19 Year End Report highlighted the following accomplishments:
• Our Program Director, Jan Creasey, worked very hard again this year to continue to provide critically important training workshops for our volunteer tutors in the areas of Common Core math and language arts. All 5 of these workshops were well attended, with generally over 25+ tutors at each one. Tutors found them to be quite helpful.
• We had a variety of enrichment programs for our CLASP kids this year:
1) Engineering for Kids programs for all our students that featured mechanical engineering projects, such as a Marble Path Run for our 4th-6th graders and a Marble Straw Maze for our 1st-3rd graders.
2) Sawdust Factory Art projects that offered all our students a choice of 6 different projects to build, paint and take home.
3) Teen Green from Claremont High School provided our 1st-3rd graders with a program on recycling!
4) Foothill Philharmonic again provided a Saturday field trip for 47 of our students, parents, and staff to the Toyota Symphony for Youth at Disney Concert Hall in downtown Los Angeles.
5) Girl Scout Gold Award Presentation of Learning a New Language to our 4th-6th graders.
• In Summer 2018, 24 students participated in the 4th CLASP Summer Camp program at Mt. San Antonio Gardens, a senior residential complex. The two-week summer program offered transportation, educational games, recreation, swimming, and lunch four (4) days a week. There was a new activity center for board games, which students really enjoyed. There was also a "gently used" book drive this year. Over 300 books were collected and shared with students.

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 ten 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. The Program Director meets regularly with Site Supervisors and Recreation Leaders for training and mentoring purposes. The Program Director also organizes and provides regular training for both staff and our volunteer tutors. This year she has offered both morning and afternoon training sessions to accommodate the schedules of everyone.
Our Program Director, Jan Creasey, is now in her fifth year with CLASP and shares her 39 years of experience 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 nearly 300 volunteer tutors who

come from the local community, high schools (Claremont & Webb), and colleges (Claremont Colleges and University of La Verne). These tutors donated over 16,000 hours in 2018-19. In addition, over 50 community members volunteer on our Board of Directors and committees, providing much of the administrative and program aspects of CLASP.
CLASP's Tutor Coordinator not only actively recruits volunteer tutors for our five sites, but also is always looking for lead tutors to serve as extra support for tutors and our Site Supervisors at each site.

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?
YES	Are internal monitoring/evaluation systems procedures in compliance with Sarbanes-Oxley?
YES	Is client's eligibility verified?
YES	Is client demographic data collected and a reporting system in place?
YES	Are there written formal procurement policies/procedures in place?
YES	Are Conflict of Interest Policies in place?
NO	Are Client Grievance Policies in place?
YES	Does your agency generate annual fundraising revenue?
YES	Is there Financial Oversight by the Board of Directors?
YES	Is there Program Oversight by the Board of Directors?
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

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: , ,
- NO, please explain: , ,

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, 2020?

- ✔ YES
- NO

Budget *top*

Proposed FY 20-21 Budget	Request	Other Sources	Total CDBG Request
CDBG	USD$ 12,780.00	USD$ 0.00	USD$ 12,780.00
HOME			USD$ 0.00
ESG			USD$ 0.00
Other Sources:		USD$ 187,830.00	USD$ 187,830.00
Total	**USD$ 12,780.00**	**USD$ 187,830.00**	**USD$ 200,610.00**

Proposed Budget Details	Request	Other Sources	Total CDBG Request
Staff - Program Director	USD$ 3,130.00	USD$ 21,315.00	USD$ 24,445.00
Staff - Site Supervisors (5)	USD$ 4,736.00	USD$ 35,264.00	USD$ 40,000.00
Staff - Recreation Leaders (10)	USD$ 3,554.00	USD$ 34,223.00	USD$ 37,777.00
Staff - Tutor Coordinator	USD$ 0.00	USD$ 14,445.00	USD$ 14,445.00
Staff - Office Assistant		USD$ 13,333.00	USD$ 13,333.00
Payroll Taxes	USD$ 1,137.00	USD$ 11,863.00	USD$ 13,000.00
Workers Compensation Insurance	USD$ 223.00	USD$ 5,537.00	USD$ 5,760.00
Consultant/Professional Services		USD$ 4,800.00	USD$ 4,800.00
Food		USD$ 1,200.00	USD$ 1,200.00
Program Supplies and Support		USD$ 8,000.00	USD$ 8,000.00
Development/Publicity/Fundraising		USD$ 9,400.00	USD$ 9,400.00
Insurance		USD$ 5,200.00	USD$ 5,200.00
Bank/CreditCard Charges		USD$ 1,600.00	USD$ 1,600.00
Office Supplies		USD$ 500.00	USD$ 500.00
Tutor Support/Training		USD$ 2,400.00	USD$ 2,400.00
Dues and Subscriptions		USD$ 175.00	USD$ 175.00
Rent/Lease		USD$ 7,000.00	USD$ 7,000.00
Telephone (includes Internet)		USD$ 4,300.00	USD$ 4,300.00
Transportation		USD$ 7,200.00	USD$ 7,200.00
OTHER:		USD$ 75.00	USD$ 75.00
Total	**USD$ 12,780.00**	**USD$ 187,830.00**	**USD$ 200,610.00**

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 *	Required?	Attached Documents *
Certification Regarding Lobbying download template	✔	Certification Regarding Lobbying
Certification Regarding Debarment and Suspension download template	✔	Certification Debarment and Suspension
Certification Regarding a Drug Free Workplace download template	✔	DrugFreeWorkplaceCertification&Policy
Certification Regarding Reservation of Rights download template	✔	Certification Reservation of Rights
Certification Regarding Section 504 download template	✔	CertificationSection504
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 Compliance Conflict 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	✔	Certification Project Contact Info
Certification- Signature Authorization Form download template	✔	Certification Signature Authorization
Certification Regarding Board of Directors/Governing Boards Economic Interest download template	✔	Certification Regarding Board Interest

State and Federal Tax Exemption Determination Letter	✔	State & Federal Tax Exemption
Written Financial Management Procedures	✔	Financial Management Procedues
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 Board Minutes 12-04-2019
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)	✔	CLASP Job Descriptions
Fiscal Documents for all NON-PROFIT AGENCIES (No exceptions) A. FY 2019 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 2019 Financial Statements (1of2) FY 2019 Financial Statements (2of2) FY 2018 Federal & State Tax forms FY 2017 Federal & State Tax forms
Copy of City of Pomona Business License	✔	Pomona Business License
Copy of Proof of Registration in SAM.GOV	✔	Proof of 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 CLASP
Copy of Organization By-Laws	✔	CLASP Bylaws
Copy of Organization Articles of Incorporation	✔	Articles of Incorporation CLASP
Copy of Limited English Proficiency Plan (L.E.P)	✔	Limited English Proficiency Plan
Certification of Application download template		Certification of Application

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Application ID: 154381

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Fair Housing Services - Inland Fair Housing Mediation Board (IFHMB)

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City of Pomona
Neighborhood Services Department - Housing Division
Community Development Block Grant Program (PY) 2020 - 2021
2/13/2020 deadline

Inland Fair Housing and Mediation Board (IFHMB)
Fair Housing Services

Jump to: Application Questions Budget Required Documents

USD$ 30,000.00 Requested

Submitted: 1/9/2020 2:15:37 PM (Pacific)

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President and Chief Executive Officer
Carmen I. Garcia
igarcia@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 10 years of prior CDBG experience.

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

548,063	FY 2019-2020
563,787	FY 2018-2019
498,524	FY 2017-2018
478,949	FY 2016-2017

547,240 FY 2015-2016

2,636,563.00 **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)
2019-20, County of San Bernardino - Mediation services for the San Bernardino Court System, $396,000
2018, County of San Bernardino - Mediation services for the San Bernardino Court System, $360,000
2017, 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
2015, County of San Bernardino - Mediation services for the San Bernardino Court System, $360,000
2014, County of San Bernardino - Mediation services for the San Bernardino Court System, $500,000

2014, FHA/National Community Reinvestment Coalition - Housing Counseling, $59,385

2019, FHIP/Private Enforcement Initiative, $300,000
2018, FHIP/Private Enforcement Initiative, $300,000
2017, FHIP/Private Enforcement Initiative, $300,000
2016, FHIP/Private Enforcement Initiative, $325,000
2015, FHIP/Private Enforcement Initiative, $325,000
2014, FHIP/Private Enforcement Initiative, $325,000

2016, FHIP/Fair Housing Organizations Initiative, $157,000
2015, FHIP/Fair Housing Organizations Initiative, $325,000
2014, FHIP/Fair Housing Organizations Initiative, $325,000
2013, FHIP/Fair Housing Organizations Initiative, $325,000

2019, FHIP/Education and Outreach Initiative, $125,000
2018, FHIP/Education and Outreach Initiative, $125,000
2013, FHIP/Education and Outreach Initiative, $125,000

2016, RCAC - Default and Foreclosure Mitigation, $207,180
2015, RCAC - Default and Foreclosure Mitigation, $180,000
2014, RCAC - Default and Foreclosure Mitigation, $288,540

2017, California Housing Finance Agency - KYHC, $200,000
2016, California Housing Finance Agency - KYHC, $250,000
2015, California Housing Finance Agency - KYHC, $250,000
2014, California Housing Finance Agency - KYHC, $250,000

2017, RCAC - HUD Comprehensive Grant, $40,000
2016, RCAC - HUD Comprehensive Grant, $24,361
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 information empowers residents by educating them 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 information regarding federal and state fair housing laws, and referral to other public resources that assist low-income communities, protected classes, and vulnerable groups. IFHMB opened 5,163 fair housing and landlord/tenant-based cases in FY 2018-2019. Over 85% of the clients IFHMB assists are LMI households, which include youth, seniors, LGBT and persons with disabilities. Discrimination based on disability remains the most frequent fair housing complaint, followed by race discrimination. IFHMB uses Pre/Post 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

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

IFHMB's proposed fair housing program will provide fair housing education, outreach, investigation, enforcement, and counseling for residents who feel they have been the victim of housing discrimination. 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 HUD reports. Additionally, IFHMB will provide landlord and tenant information to a minimum of 400 City of Pomona residents. The period of performance for the proposed project is July 1, 2020, through June 30, 2021, and the services outlined will be ongoing throughout this period.

City residents are encouraged to contact IFHMB with fair housing complaints via telephone by calling our toll free phone number or they can walk into our local office to meet one-on-one with IFHMB employees. 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. All our services including workshops and educational outreach are available to

persons with Limited English Proficiency.

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 allow 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 Fair Housing Service program 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 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 in English, Spanish, and other languages as needed to assist Limited English Proficient individuals. The services provided will promote 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 FH 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 Pomona residents a full array of services free of charge that include fair housing services; landlord-tenant information, default and foreclosure counseling, and reverse mortgage counseling. IFHMB has bilingual staff, and can be accessed by public transportation. IFHMB conducts on-site workshops at centrally located sites to provide additional access to our services. The agency is self-sustaining with a reserve of funds.

RECORD KEEPING PROCEDURES

19. Describe the procedures your agency will use to track and monitor the progress of the project:
IFHMB's 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 percentaged 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 before 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 20 years and housing counseling services for 18 years. Education of fair housing/lending laws, rights, and responsibilities form the basis of workshops and presentations given to the local community,and industry groups on an ongoing basis. Resident complaints of housing discrimination 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. 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 the public information concerning housing rights and responsibilities under federal and state law. IFHMB meets these objectives through extensive education, counseling, outreach, and enforcement activities in its program areas; these activities include: Providing fair housing services to those experiencing housing discrimination and providing information to landlords and tenants through education programs.

IFHMB's primary focus has been to provide fair housing 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 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 numerous federal and state grant programs with annual secured funding of over $1.5 million.

25. Describe your agency's current capacity, including staff and volunteer qualifications, in carrying out the proposed activity:
Our staff members are highly qualified to provide fair housing services.Our staff members have extensive training and experience in fair housing matters. All staff members attend trainings on a variety of topics including fair housing. Some of our staff members are bilingual in English and Spanish We also use a professional interpreter service to assist persons with Limited English Proficiency. Additionally, IFHMB has established a solid technical, organizational, and financial infrastructure. All staff members are trained in IFHMB policies and procedures, governmental compliance issues, regulatory requirements, confidentiality, security, and legislative impacts. The agency responds quickly and responsibly to changing processes through open communication channels with all staff at all offices. Quarterly staff meetings keep employees in tune with each other and allow everyone to identify ways of moving the agency's objectives forward. Efficient ideas are implemented immediately. 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. Because of our qualified staff members, IFHMB staff can respond immediately to requests made by contractors.

IFHMB is an affirmative action employer and is non-discriminatory in its hiring practices. IFHMB seeks qualified and knowledgeable employees and works with several temporary agencies that pre-screen employees before the interview process.

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?
Yes	Are internal monitoring/evaluation systems procedures in compliance with Sarbanes-Oxley?
Yes	Is client's eligibility verified?
Yes	Is client demographic data collected and a reporting system in place?
Yes	Are there written formal procurement policies/procedures in place?
Yes	Are Conflict of Interest Policies in place?
Yes	Are Client Grievance Policies in place?
Yes	Does your agency generate annual fundraising revenue?
Yes	Is there Financial Oversight by the Board of Directors?
Yes	Is there Program Oversight by the Board of Directors?
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

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, 2020?

✔ YES

○ NO

Budget *top*

Proposed FY 20-21 Budget	Request	Other Sources	Total CDBG Request
CDBG - Fair Housing	USD$ 30,000.00	USD$ 385,640.00	USD$ 415,640.00
HOME			USD$ 0.00
ESG			USD$ 0.00
Other Sources:			USD$ 0.00
Total	**USD$ 30,000.00**	**USD$ 385,640.00**	**USD$ 415,640.00**

Proposed Budget Details	Request	Other Sources	Total CDBG Request
CEO, CFO, Accountant, Exec Ass	USD$ 4,863.00	USD$ 63,077.00	USD$ 67,940.00
Testing Coordinator, 2 Housing Counselor, COO	USD$ 4,372.00	USD$ 55,643.00	USD$ 60,015.00
Staff- 2 FH Specialist/Investigator's, Receptionist/Customer Service	USD$ 5,765.00	USD$ 74,107.00	USD$ 79,872.00
Staff - 2 Programs Supervisor's, 4 FH/LT Mediator	USD$ 8,467.00	USD$ 108,855.00	USD$ 117,322.00
Contract Services -Acctg/Legal & Other	USD$ 650.00	USD$ 8,341.00	USD$ 8,991.00
Janitorial Services	USD$ 505.00	USD$ 6,495.00	USD$ 7,000.00
Payroll Processing Fees	USD$ 289.00	USD$ 3,711.00	USD$ 4,000.00
Training Materials & Development	USD$ 166.00	USD$ 2,134.00	USD$ 2,300.00
Other	USD$ 72.00	USD$ 928.00	USD$ 1,000.00
Equipment Maintenance	USD$ 289.00	USD$ 3,711.00	USD$ 4,000.00
Equipment Purchase and Rental	USD$ 159.00	USD$ 2,041.00	USD$ 2,200.00
Travel & Transportation	USD$ 217.00	USD$ 2,783.00	USD$ 3,000.00
Insurance	USD$ 217.00	USD$ 2,783.00	USD$ 3,000.00
Office Supplies	USD$ 253.00	USD$ 3,247.00	USD$ 3,500.00
Postage	USD$ 144.00	USD$ 1,856.00	USD$ 2,000.00
Printing	USD$ 144.00	USD$ 1,856.00	USD$ 2,000.00
Rent/Lease	USD$ 2,310.00	USD$ 29,690.00	USD$ 32,000.00
Telephone/Internet	USD$ 938.00	USD$ 12,062.00	USD$ 13,000.00
Transportation	USD$ 0.00		USD$ 0.00
Utilities	USD$ 180.00	USD$ 2,320.00	USD$ 2,500.00
Total	**USD$ 30,000.00**	**USD$ 385,640.00**	**USD$ 415,640.00**

Budget Narrative

The budget shown above is preliminary. The budget for our 2020-21 program year will not be finalized until 2020. The preliminary budget includes all direct expenses, including payroll, for the proposed project as well as allocated overhead

expenses. The Personnel budget reflects a pro-rata share of Personnel and operating expenses charged to the Fair Housing program. Personnel cost is for four administrative and 13 program staff members at various hours.

This will allow Inland Fair Housing and Mediation Board to service constituents living with the city of Pomona. The expenses are based on 5 days a week operations.

Required Documents *top*

Documents Requested *	Required?	Attached Documents *
Certification Regarding Lobbying download template	✔	Certification Regarding Lobbying
Certification Regarding Debarment and Suspension download template	✔	Regarding Debarment and Suspension
Certification Regarding a Drug Free Workplace download template	✔	Drug Free Workplace
Certification Regarding Reservation of Rights download template	✔	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	✔	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	✔	Signature Authorization Form
Certification Regarding Board of Directors/Governing Boards Economic Interest download template	✔	Board of Directors/Governing Boards Economic Interest
State and Federal Tax Exemption Determination Letter	✔	Federal Tax Exemption Determination Letter State Tax Exemption Determination Letter State Certificate of Status
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.	✔	Pomona Resolution 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	✔	Job Descriptions

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 2019 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 Federal Tax Form 990 State Tax Form 199 Secured Funders List memo
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 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
Certification of Application download template		Certification of Application

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

Application ID: 152624

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Fair Housing Services - Housing Rights Center (HRC)

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City of Pomona
Neighborhood Services Department - Housing Division
Community Development Block Grant Program (PY) 2020 - 2021
2/13/2020 deadline

Housing Rights Center
Fair Housing Services

Jump to: Application Questions Budget Required Documents

USD$ 30,000.00 Requested

Submitted: 1/8/2020 4:55:39 PM (Pacific)

Project Contact
Chancela Al-Mansour
calmansour@housingrightscenter.org
Tel: 213387-8400

Additional Contacts
none entered

Housing Rights Center

3255 Wilshire Blvd., Ste. 1150
Los Angeles, CA 90010-1453

Telephone 213387-8400
Fax 213388555
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?
22

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

1639463	FY 2019-2020
1489183	FY 2018-2019
1376634	FY 2017-2018
1633205	FY 2016-2017
1653485	FY 2015-2016
7,791,970.00	**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)
2019, HUD/FHIP grants $300,000
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

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.
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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

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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 com-plaints, 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 99,352 persons, including 10,433 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

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
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.

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 it 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 20,000 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 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 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 two attorneys, a paralegal/investigator, 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 three 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 employees 30 full-time staff members to perform all of the 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.

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?
YES	Are internal monitoring/evaluation systems procedures in compliance with Sarbanes-Oxley?
YES	Is client's eligibility verified?
YES	Is client demographic data collected and a reporting system in place?
YES	Are there written formal procurement policies/procedures in place?
YES	Are Conflict of Interest Policies in place?
YES	Are Client Grievance Policies in place?
YES	Does your agency generate annual fundraising revenue?
YES	Is there Financial Oversight by the Board of Directors?
YES	Is there Program Oversight by the Board of Directors?
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

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 answer is yes. We are accessible.

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, 2020?

✔ YES

○ NO

Budget *top*

Proposed FY 20-21 Budget	Request	Other Sources	Total CDBG Request
CDBG	USD$ 1,664,063.00		USD$ 1,664,063.00
HOME			USD$ 0.00
ESG			USD$ 0.00
Other Sources:			USD$ 0.00
HUD/FHIP Grants	USD$ 300,000.00		USD$ 300,000.00
LA County Fair Housing Funds	USD$ 400,000.00		USD$ 400,000.00
Culver City General Funds	USD$ 77,830.00		USD$ 77,830.00
City of Pasadena Tenant Protection & Condo Conversion Ordinance	USD$ 22,000.00		USD$ 22,000.00
Total	**USD$ 2,463,893.00**	**USD$ 0.00**	**USD$ 2,463,893.00**

Proposed Budget Details	Request	Other Sources	Total CDBG Request
Staff - Housing Counselors (7)	USD$ 276,401.00	USD$ 271,601.00	USD$ 548,002.00
Staff - Case Analysts ((6)	USD$ 253,616.00	USD$ 250,816.00	USD$ 504,432.00
Staff - Education/Outreach Coordinators (3)	USD$ 100,517.00	USD$ 99,737.00	USD$ 200,254.00
Staff - Legal Staff (3)	USD$ 176,022.00	USD$ 172,822.00	USD$ 348,844.00
Staff - Program Directors (5)	USD$ 378,222.00	USD$ 374,242.00	USD$ 752,464.00
Staff - Special Projects (3)	USD$ 135,189.00	USD$ 135,189.00	USD$ 270,378.00
Staff - Administration (4)	USD$ 378,779.00	USD$ 374,204.00	USD$ 752,983.00
Benefits: Workers Comp	USD$ 13,590.00	USD$ 13,395.00	USD$ 26,985.00
Benefits: Retirement	USD$ 54,340.00	USD$ 53,160.00	USD$ 107,500.00
Other: Payroll Taxes	USD$ 146,012.00	USD$ 144,352.00	USD$ 290,364.00
Other: Health Insurance	USD$ 174,960.00	USD$ 173,530.00	USD$ 348,490.00
Rent/Mortgage	USD$ 192,296.00	USD$ 189,896.00	USD$ 382,192.00
Telephone	USD$ 35,500.00	USD$ 35,000.00	USD$ 70,500.00
Mileage Reimbursement/Travel	USD$ 17,700.00	USD$ 17,470.00	USD$ 35,170.00
Office Supplies	USD$ 21,890.00	USD$ 21,710.00	USD$ 43,600.00
Program Supplies	USD$ 2,760.00	USD$ 2,730.00	USD$ 5,490.00
Maintenance Supplies	USD$ 3,000.00	USD$ 2,980.00	USD$ 5,980.00
Consultant Services/Audit	USD$ 90,675.00	USD$ 89,700.00	USD$ 180,375.00
Insurance/General & Direct Liability	USD$ 25,000.00	USD$ 24,650.00	USD$ 49,650.00
Other	USD$ 129,484.00	USD$ 128,769.00	USD$ 258,253.00
Total	**USD$ 2,605,953.00**	**USD$ 2,575,953.00**	**USD$ 5,181,906.00**

Budget Narrative

HRC is requesting $30,000 from the City of Pomona to provide fair housing services during the 2020/2021 Program Year.
1. Personnel - HRC will use $24,600 to support personnel expenses as follows:
(a) 0.78% of an Outreach Coordinator's salary (0.94 hours/week). They are 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 $99,737.

(b) 1.10% of a Case Analyst's salary (2.64 hours/week). They are responsible for coordinating investigations for all Pomona housing discrimination cases. Leverage amount is $250,816.
(c) 1.74% of a Housing Counselor's salary (4.87 hours/week). They are responsible for providing landlord tenant counseling to Pomona residents regarding rent increases, evictions and other housing issues. Leverage is $271,601.
(d) 1.82% of the Legal staff's salary (2.18 hours/week). They are responsible for providing legal services to our clients, expert support to other HRC staff on investigations and landlord/tenant issues, conducting training sessions for staff and other attorneys and engage in legislative advocacy. Leverage is $172,822.
(e) 1.05% of Program Director's salary (2.10 hours/week). Directors of each Department oversee the staff's activities, program reporting requirements, coordinate department's activities with other departments, work closely with the Executive Director and management team in grant programs contract compliance. Leverage is $374,242.
2. Operations - HRC will use $5,400 (18.00%) for operations expenses as follows:
(a) 1.10% of the cost of the Single Audit. Program Cost is 1.10% x $10,500 = $115. Leverage is $10,385.
(b) 1.30% of the cost of Travel/Mileage. Program Cost is 1.30% x $17,700 = $230. Leverage is $17,470.
(c) 1.25% of the cost of Rent. Program Cost is 1.25% x $192,296 = $2,400. Leverage amount is $189,896.
(d) 0.85% of the cost of Office and Program Supplies. Program Cost is 0.85% x $24,650 = $210. Leverage is $24,440.
(e) 1.41% of the cost of Telephone calls. Program Cost is 1.41% x $35,500 = $500. Leverage is $35,000.
(f) 0.67% of the cost of Maintenance Supplies. Program Cost is 0.67% x $3,000 = $20. Leverage is $2,980.
(g) 1.40% of the cost of Insurance. Program Cost is 1.40% x $25,000 = $350. Leverage is $24,650.
(h) 1.07% of the cost of Consultant services. This includes training and field/telephone tests, computer services, outside payroll services. Program Cost is 1.07% x $80,175 = $860. Leverage is $79,315.
(i) 0.55% of the cost of Other, including postage, copier equipment lease, subscriptions, trainings, meetings, public information, internet, websites, permits and licenses. Program Cost is 0.55% x $129,484 = $715. Leverage is $128,769.

Required Documents *top*

Documents Requested *	Required?	**Attached Documents** *
Certification Regarding Lobbying download template	✔	Lobbying
Certification Regarding Debarment and Suspension download template	✔	Debarment
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	✔	Compliance COA etc
Certification- Assurance of Audit Requirements download template	✔	Audit
Certification of Affiliation download template	✔	Affiliation
Certification- Project Contact Information download template	✔	Contact Information
Certification- Signature Authorization Form download template	✔	Signature Authorization
Certification Regarding Board of Directors/Governing Boards Economic Interest download template	✔	Board Economic Interest
State and Federal Tax Exemption Determination Letter	✔	Federal and State Tax Status letters
Written Financial Management Procedures	✔	Financial Management Procedures
Written minute action and/or Board approval	✔	Board resolution

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)	✔	Staff Responsibilities
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 2019 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 Fiscal Documents
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.	✔	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 Plan
Certification of Application download template		Cert of Application Cert of Application

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House of Ruth- Domestic Violence Outreach Center Services

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City of Pomona
Neighborhood Services Department - Housing Division
Community Development Block Grant Program (PY) 2020 - 2021
2/13/2020 deadline

House of Ruth, Inc.

Domestic Violence Services and Prevention

Jump to: Application Questions Budget Required Documents

USD$ 15,000.00 Requested

Submitted: 1/9/2020 5:01:09 PM (Pacific)

Project Contact
Shannon Hickman
shickman@houseofruthinc.org
Tel: (909)868-8006

Additional Contacts
none entered

House of Ruth, Inc.

P.O. Box 459
Claremont, CA 91711-

Telephone (909)623-4364
Fax (909)629-9581
Web http://www.houseofruthinc.org

Executive Director
Pat Bell
pbell@houseofruthinc.org

Application Questions *top*

AGENCY DESCRIPTION

1. What is the date of Incorporation?
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?
17

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

42,750	FY 2019-2020
32,000	FY 2018-2019
33,500	FY 2017-2018
34,900	FY 2016-2017
27,138	FY 2015-2016
170,288.00	**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)
2018-2019: Office of Justice - $823,923, HUD - $262,811, Homeland Security - $19,830, HHS - $701,806, Agriculture Food and Nutrition Service - $29,972

2017-2018: Office of Justice - $191,519, HUD - $242,431, Homeland Security - $19,417, HHS - $865,888, Agriculture Food and Nutrition Service - $43,193

2016-2017: Office of Justice - $206,475, HUD - $243,115, Homeland Security - $19,384, HHS - $979,451, Agriculture Food and Nutrition Service - $5,095

2015-2016: Office of Justice - $244,820, HUD - $239,979, Homeland Security - $7,392, HHS - $953,799, Agriculture Food and Nutrition Service - $51,848

2014-2015: Office of Justice - $296,738, HUD - $162,874, Homeland Security - $29,745, HHS - $818,605, Agriculture Food and Nutrition Service - $35,974

6. Provide the agency Mission Statement:
House of Ruth is dedicated to the prevention of domestic violence and to ensuring the safety and well-being of those impacted by it.

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.
- e 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.
- e 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.
- e 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.
- e 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
- e 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 two counties served by House of Ruth, San Bernardino and Los Angeles Counties, see a total of over 50,000 DV calls to law enforcement annually. Law enforcement received 985 from Pomona during 2018. House of Ruth also receives approximately 2,000 hotline calls each year, providing referrals and crisis information regarding emergency shelter, counseling, children's programs, and legal advocacy. In addition, we know that many victims are not comfortable calling law

enforcement or asking for help, whether they are afraid the abuser will punish them, want to remain anonymous, or are trying to protect their children or keep the family together. Or, a victim may feel their situation is not severe enough, even though it is causing them lasting harm. DV can take many forms: physical, verbal, emotional, financial, cyber-abuse, stalking, or isolation.

On September 13, 2018, the National Network to End Domestic Violence (NNEDV) conducted a one-day count of adults and children seeking domestic violence services in the United States. On that day, with 96 of 118 agencies reporting, over 6,900 individuals received services from domestic violence agencies, including 3,351 individuals residing in emergency or transitional housing provided by those agencies. An additional 3,552 individuals received non-residential services including counseling, case management, legal advocacy, and support groups. 1,747 individuals attended prevention education trainings. Across the state, that one day also saw 688 individuals request services that could not be met by existing agencies. 83% of unmet requests were related to housing, emphasizing the link between domestic violence and homelessness in our state.

House of Ruth's services are based on a model called Trauma-Informed Care (TIC). TIC is based on an understanding of the vulnerabilities or triggers of trauma survivors. Our services ensure that the client is respected, informed, connected, and hopeful regarding recovery; staff collaborate and advocate for the client when communicating with partner agencies. Our trauma-informed services help diminish the chances of re-traumatization and give the client the best possible opportunity to fully recover and become self-sufficient. House of Ruth works with a network of other domestic violence shelters as well as local partner organizations so that in the case the agency cannot accommodate someone in need of emergency shelter, or a client's needs specifically call for other specialized services, staff are able to advocate for the client and make referrals to other agencies that can partner with House of Ruth in the client's overall recovery.

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

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. 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 available resources and additional community resources that will assist them with attaining self-sufficiency. For example, clients enrolled in CalWORKs will receive additional referrals to other social services they may be eligible for. Clients who need emotional support are connected with the Counseling department for appointments. In addition to individual counseling, clients may also choose to participate in group counseling sessions. Legal advocacy may come through assistance with temporary restraining orders, court accompaniment, or court preparation. Information on divorce, support, child custody, and immigration issues are also provided.

CDBG funds will also provide salaries and benefits for the Prevention Manager and Prevention Educator, who pursue the agency's goals of educating the community about forms of DV, its effects, and resources available. Our comprehensive school-based program expands awareness of youth issues such as cyber abuse, bullying, and teen dating violence, preparing youth, schools, and families to respond appropriately when they recognize that they or a friend is in an abusive situation.

2. Number of beneficiaries to be served

At least 100 individual residents of Pomona will be served through House of Ruth's outreach services/Walk-In Center. In addition, at least 100 residents of Pomona will receive Prevention Education training through in-school workshops or community presentations.

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 200 residents of Pomona is achievable over the course of one year.

4. Frequency of service

Walk-in Center services are offered five days per week, between the hours of 8 am to 5 pm. Prevention education workshops in the Pomona community frequently happen during school hours, but can happen at daytime, weekend, or evening events and convenings in the community.

5. How the service is provided

The format of services offered in the Walk-in Center is always client-specific. Case management meetings can be scheduled

as frequently as necessary; counseling is offered between 1-2 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.

Prevention Education workshops in the community take many forms. Our in-school workshops often use the format of Wellness Circles, through which groups of students meet weekly for several weeks in a row in order to allow for follow up, deeper discussion with an established group, and trust building. Wellness Circles are typically 10-12 weeks in length, with approval from school administrators. Locations that have been reached in Pomona during the past year include: Village Academy High School, Palomares Academy, Pomona Catholic High School, Garey High School, Ipoly High School, Cal Poly Pomona, Western University, Pomona Valley Hospital, Pomona Kiwanis Club, Ganesha High School, Pomona High School, International Polytechnic High School, Project Sister, Pomona Catholic Middle School, Diamond Ranch High School, Emerson Middle School, Freemont High School, and more.

PROJECT INFORMATION

14. Provide a description of the service area and/or target area/neighborhood boundaries to be served.
House of Ruth clients typically come from Eastern Los Angeles County and Western San Bernardino County, two counties with high rates of DV and homelessness and where we are the sole domestic violence agency providing comprehensive services. We recently hired an Access Coordinator to improve accessibility for individuals with disabilities, and a Substance Abuse Coordinator to facilitate services for those experiencing substance abuse themselves or by a family member. Our clients represent the following demographics: African American (13%), Asian American, (2%), Caucasian (15%), Latino/a (66%) and Other (4%). The large majority are considered low-income. Many are immigrants. We offer bilingual services and additional languages through interpreter services. According to the National Network to End Domestic Violence (NNEDV), 63% of homeless women have experienced intimate partner violence, and 92% have faced physical or sexual violence at some point in their lives. In addition, 38% of DV victims become homeless at some point in their lives, whether from fleeing an abusive situation or being evicted from their homes due to violence. Abusers may isolate victims and purposefully damage their economic stability, making it harder to keep a job and find housing if the victim is to flee. The victim's trauma exacerbates these issues, leaving them with the difficult decision to return to the abusive situation or become homeless. House of Ruth clients create financial and safety plans which establish resources and opportunities to keep the client safely housed in a shelter, transitional housing, or another safe location. Our outreach services give clients emotional support and a better chance of overcoming the barriers they face on a daily basis.

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 Apricot, a Social Solutions software that tracks program and client data. Working alongside the Program Director and program managers, House of Ruth's Grants Analyst and Database Analyst ensure that all client activity is properly recorded in the client profile so reports can be pulled to monitor progress toward outcomes. Each staff member working directly with clients inputs their activity daily into the system.

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 derived either through employment or through 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 as needed.

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.

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.
House of Ruth will continue to provide existing services for Walk-In Center clients and for Prevention Education. Prevention numbers have been rising due to more referrals and new agreements being formed with local schools. Services for Walk-In clients vary; all services are voluntary and the client is not required to participate in any specific programming. However, as our agency grows and more staff are available, we anticipate continuing to reach larger numbers of Pomona residents through outreach services. In addition, we have recently added a case manager focused on substance abuse issues, one focused on accessibility, and a legal advocate, all of whom are able to make those specific services more readily available for clients who need them. Finally, we have also recently added a Housing Services department, and as housing is one of the greatest needs we see for clients fleeing abuse, we believe this part of our agency is going to grow rapidly.

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 services are free to clients.

RECORD KEEPING PROCEDURES

19. Describe the procedures your agency will use to track and monitor the progress of the project:
House of Ruth utilizes Apricot, a Social Solutions software that tracks program and client data. Working alongside the Program Director and program managers, House of Ruth's Grants Analyst and Database Analyst ensure that all client activity is properly recorded in the client profile so reports can be pulled to monitor progress toward outcomes. Each staff member working directly with clients inputs their activity daily into the system.

To track qualitative results, House of Ruth administers client surveys and is currently undertaking a strategic planning process that will survey community members, partners, staff, and volunteers.

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 Finance Director, Staff Accountant, and 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 due to each funding source by their due date.

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 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 Finance Director 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 tracked by City name. At each client's intake, case managers enter in the city in which each client resides. Data on the number and level of services provided to clients from Pomona can be queried from our database system.

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 is proud to have served the area for 42 years. This past year, we celebrated the retirement of Executive Director Sue Aebischer, who is a lifelong domestic advocate that served House of Ruth for many years. She was succeeded by former Development Director Pat Bell, who will undertake a new strategic planning process with the Board of Directors to determine the agency's direction moving forward.

Recent public recognition of our work includes:

In 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 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 annual candlelight vigil.

In 2018, Congresswoman Norma J. Torres presented a Certificate of Special Congressional Recognition to House of Ruth.

24. Describe your agency's experience with CDBG or other Federal grant programs:
House of Ruth has served the region since 1978 and has received awards from the Office of Justice, HUD, Homeland Security, HHS, and Agriculture Food and Nutrition Service. The agency currently receives approximately $2M in federal funds which are managed by a team of administrative and program staff.

House of Ruth receives CDBG funding from multiple cities across our service area, including Pomona, Chino, Chino Hills, and Rancho Cucamonga.

25. Describe your agency's current capacity, including staff and volunteer qualifications, in carrying out the proposed activity:
House of Ruth has been serving the area for 42 years, and its programs are supported by over 30 government as well as private foundation grants. Each fiscal year, the agency budget is developed by the Finance Director and receives a full review from the Board of Directors' finance committee before going to the entire Board for approval. When an award is confirmed, the Grants and Accounting Departments review the terms and expected budget associated with the award. Any changes in procedures or tracking necessitated by government awards are communicated to appropriate staff. House of Ruth's Program Director, Finance Director, and Grants and Compliance Manager oversee the monitoring and completion of the scope of work, contract regulations, and budget administration for each award. The Grants Analyst is responsible for completing financial and program reports as specified by the funding agency. All reports are reviewed by the Program Director, Finance Director, and/or Executive Director as needed before their signatures of approval are given.

Executive Director Pat Bell has worked with House of Ruth in multiple capacities, including Development Director and Transitional Services Manager, before taking on the executive role in April 2019. She has years of corporate and management experience in addition to her programmatic and fundraising experience.

Melissa Pitts has served as House of Ruth's Program Director since 2016 following 10 years of experience as the agency's Community Services Director. She oversees all programs of the agency including Residential Services (shelter), Community Services (outreach), Counseling, Housing Services, and Prevention Education. She is responsible for program compliance and ensuring that quality services are provided to each client.

Krystal Minniefield recently joined House of Ruth as Finance Director, having previously worked at another DV agency as Finance Manager. Krystal oversees all agency spending and prepares budgets for approval by the Board Finance Committee. In addition to the executive leadership team, House of Ruth's Accountant and Grants Analyst have each served the agency in their roles for over 15 years.

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?
YES	Are internal monitoring/evaluation systems procedures in compliance with Sarbanes-Oxley?
YES	Is client's eligibility verified?
YES	Is client demographic data collected and a reporting system in place?
YES	Are there written formal procurement policies/procedures in place?
YES	Are Conflict of Interest Policies in place?
YES	Are Client Grievance Policies in place?
YES	Does your agency generate annual fundraising revenue?
YES	Is there Financial Oversight by the Board of Directors?
YES	Is there Program Oversight by the Board of Directors?
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 our last audit, it was recommended that our agency obtain a new accounting software. Our Finance Director is currently

evaluating options and pricing, with a goal is to implement a new software by the end of the fiscal year.

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:
NA

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: see below,
- ○ NO, please explain: see below,

33. If you answered 'YES' to question #32, indicate how:
We include our nondiscrimination policy on all job announcements and actively work to ensure that hiring practices and provision of services do not discriminate against any group. Our Executive Director has recently begun a salary study to ensure that wage ranges are consistent with industry standards and consistent across our agency. Our staff and board are also committed to non-discrimination and regularly review our policies accordingly.

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, 2020?

- ✔ YES
- ○ NO

Budget *top*

Proposed FY 20-21 Budget	Request	Other Sources	Total CDBG Request
CDBG	USD$ 15,000.00		USD$ 15,000.00
HOME			USD$ 0.00
ESG			USD$ 0.00
Other Sources:	USD$ 0.00	USD$ 963,249.00	USD$ 963,249.00
Total	**USD$ 15,000.00**	**USD$ 963,249.00**	**USD$ 978,249.00**

Proposed Budget Details	Request	Other Sources	Total CDBG Request

Staff - Finance Director	USD$ 1,500.00	USD$ 88,500.00	USD$ 90,000.00
Staff - Case Manager	USD$ 3,000.00	USD$ 32,997.00	USD$ 35,997.00
Staff - Community Services Advocate	USD$ 3,244.00	USD$ 25,362.00	USD$ 28,606.00
Staff - Prevention Manager	USD$ 1,450.00	USD$ 53,200.00	USD$ 54,650.00
Staff - Prevention Educator	USD$ 3,300.00	USD$ 29,694.00	USD$ 32,994.00
Staff - Client Data Analyst	USD$ 1,200.00	USD$ 30,832.00	USD$ 32,032.00
Additional Staff		USD$ 376,139.00	USD$ 376,139.00
Staff Benefits	USD$ 1,306.00	USD$ 107,525.00	USD$ 108,831.00
Rent and Utilities		USD$ 80,500.00	USD$ 80,500.00
Insurance		USD$ 53,500.00	USD$ 53,500.00
Travel		USD$ 8,500.00	USD$ 8,500.00
Supplies/Other		USD$ 76,500.00	USD$ 76,500.00
OTHER:			USD$ 0.00
Total	**USD$ 15,000.00**	**USD$ 963,249.00**	**USD$ 978,249.00**

Budget Narrative

CDBG funds will provide salaries and benefits for a Case Manager and a Community Services Advocate, both who serve clients in our Pomona Walk-In Center. Both positions meet individually with clients to develop safety plans, create service delivery plans, make referrals, and provide para-counseling. Case Managers and Advocates may also assist with or instruct job and life skills workshops and provide emergency or legal assistance.

CDBG funds will provide salaries and benefits for the Prevention Manager and Prevention Educator, who pursue the agency's goals of educating the community about forms of DV, its effects, and resources available. Our comprehensive school-based program expands awareness of youth issues such as cyber abuse, bullying, and teen dating violence, preparing youth, schools, and families to respond appropriately when they recognize that they or a friend is in an abusive situation.

The Finance Director's salary will also be supported. House of Ruth's Finance Director oversees all grant activities as well as programmatic budgets.

Funding will also cover the partial salary and benefits of our Client Data Analyst, who supports staff across the agency in properly recording client data and activities. Having staff dedicated to tracking and monitoring programmatic outcomes and data allow direct client staff to focus more on the services they are providing, and the Client Data Analyst provides that administrative support to case managers, counselors, and staff conducting workshops, group therapy, and legal advocacy.

Required Documents *top*

Documents Requested *	Required?	Attached Documents *
Certification Regarding Lobbying download template	✔	cert regarding lobbying
Certification Regarding Debarment and Suspension download template	✔	Certification Regarding Debarment and Suspension
Certification Regarding a Drug Free Workplace download template	✔	drug free policy 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	✔	Certification- Assurance of Audit Requirements

download template		
Certification of Affiliation download template	✔	board list 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	✔	IRS Letter State Exemption 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 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)	✔	Case Manager Prevention Educator Finance Director Client Data Analyst Community Services Advocate Prevention Manager
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 and wage ranges
Fiscal Documents for all NON-PROFIT AGENCIES (No exceptions) A. FY 2019 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 fy19 990/199
Copy of City of Pomona Business License	✔	Pomona 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.	✔	insurance workers comp
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
Certification of Application download template		Certification of Application

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

Application ID: 156376

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Foothill Family Shelter Inc.-
120-day Stepping Stones
Housing for Homeless Families

Powered by ZoomGrants™

City of Pomona
Neighborhood Services Department - Housing Division
Community Development Block Grant Program (PY) 2020 - 2021
2/13/2020 deadline

Foothill Family Shelter, Inc.

Stepping Stones Program

Jump to: Application Questions Budget Required Documents

USD$ 8,400.00 Requested

Submitted: 1/8/2020 6:38:41 PM (Pacific)

Project Contact
Megan Nehamen
megan@foothillfamilyshelter.org
Tel: 909-920-0453

Additional Contacts
none entered

Foothill Family Shelter, Inc.

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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:

27,100.00	FY 2019-2020
23,002.00	FY 2018-2019
22,772.00	FY 2017-2018
24,025.00	FY 2016-2017
19,025.00	FY 2015-2016
115,924.00	**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 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 2018-2019 18% of our clients housed are from the City of Pomona. As of December 2019, half way thru our fiscal year, 8% 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 they 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.

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

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

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 ieReads, 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 from our service area for 120-days during the year, serving an approximate total of 25 families with an expectation of 4 families from Pomona.
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 80% of our clients and move them into our 1-year program or into another apartment/house within the community. 60% of families move into our 1-year program. 40% find other housing.

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 $3,000 during the 120-day Stepping Stones Program

Objective II: Clients will work with their Case Manager 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 performs a 60 day review that is used for each 120-day resident family. This tool allows us to measure their progress and strengthen their case plan to ensure they're on track to successfully exit our program.

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 14% of our families 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 82% 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 performs 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 or 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 $3,000 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.
$1,200 for Help Desk Coordinator
$1,000 for Volunteer Coordinator
$1,000 for Clinical Supervision
$1,500 for Case Managers
$1,500 for Counselors
$600 for Property Manager
$800 for Utilities for 120-day clients
$800 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 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 82% 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 10 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, two case manager/therapists and a parenting program coordinator. Additionally we have an administrative assistant and a help desk/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.

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?
Yes	Are internal monitoring/evaluation systems procedures in compliance with Sarbanes-Oxley?
Yes	Is client's eligibility verified?
Yes	Is client demographic data collected and a reporting system in place?
Yes	Are there written formal procurement policies/procedures in place?
Yes	Are Conflict of Interest Policies in place?
Yes	Are Client Grievance Policies in place?
Yes	Does your agency generate annual fundraising revenue?
Yes	Is there Financial Oversight by the Board of Directors?
Yes	Is there Program Oversight by the Board of Directors?
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

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-discrimination policy that is noted on our website as well 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, 2020?

- ✔ YES
- ○ NO

Budget *top*

Proposed FY 20-21 Budget	Request	Other Sources	Total CDBG Request
CDBG	USD$ 8,400.00	USD$ 202,950.00	USD$ 211,350.00
HOME			USD$ 0.00
ESG			USD$ 0.00
Other Sources:			USD$ 0.00
Total	**USD$ 8,400.00**	**USD$ 202,950.00**	**USD$ 211,350.00**

Proposed Budget Details	Request	Other Sources	Total CDBG Request
Staff - Help Desk Coordinator	USD$ 1,200.00	USD$ 10,800.00	USD$ 12,000.00
Staff - Volunteer Coordinator	USD$ 1,000.00	USD$ 11,000.00	USD$ 12,000.00
Staff - Property Mgr	USD$ 600.00	USD$ 14,500.00	USD$ 15,100.00
Staff - Case Managers	USD$ 1,500.00	USD$ 40,300.00	USD$ 41,800.00
Staff - Counselors	USD$ 1,500.00	USD$ 37,000.00	USD$ 38,500.00
Staff - Admin/Fund Dev	USD$ 0.00	USD$ 19,500.00	USD$ 19,500.00
Staff - Clinical Supervisor	USD$ 1,000.00	USD$ 15,000.00	USD$ 16,000.00
Help Desk Supplies	USD$ 0.00	USD$ 2,750.00	USD$ 2,750.00
Homeless Supplies	USD$ 0.00	USD$ 1,200.00	USD$ 1,200.00
Thanksgiving Baskets	USD$ 0.00	USD$ 3,500.00	USD$ 3,500.00
Pantry Supplies	USD$ 0.00	USD$ 3,750.00	USD$ 3,750.00
Drug Screening	USD$ 0.00	USD$ 1,500.00	USD$ 1,500.00
Children's Enrichment	USD$ 0.00	USD$ 4,850.00	USD$ 4,850.00
Utilities (for housing units)	USD$ 800.00	USD$ 11,700.00	USD$ 12,500.00
Rent (Shelter)	USD$ 0.00	USD$ 11,000.00	USD$ 11,000.00
Insurance (for housing units)	USD$ 800.00	USD$ 4,600.00	USD$ 5,400.00
Maintenance/Repairs	USD$ 0.00	USD$ 10,000.00	USD$ 10,000.00
OTHER:			USD$ 0.00
Total	**USD$ 8,400.00**	**USD$ 202,950.00**	**USD$ 211,350.00**

Budget Narrative

The entire 120-day program budget is $211,350 and the funds requested from the City of Pomona is $8,400 which is

less than 4% 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 2018-2019 13% 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 $1,500 for salaries for case management and another $1,500 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 $3,000 in their trust accounts, which we manage for them. All the monies are returned to the client upon 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 $600 toward the salary of the property manager. We are also asking for $800 toward liability insurance for the property as well as $800 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 Regarding Lobbying download template	✔	Cert Re Lobbying
Certification Regarding Debarment and Suspension download template	✔	Cert Re Debarment
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	✔	Assurance of Audit
Certification of Affiliation download template	✔	Cert of Affiliaton
Certification- Project Contact Information download template	✔	Contact Info
Certification- Signature Authorization Form download template	✔	Signature Authorization Form
Certification Regarding Board of Directors/Governing Boards Economic Interest download template	✔	Boards Economic Interest
State and Federal Tax Exemption Determination Letter	✔	Tax Exempt Letter
Written Financial Management Procedures	✔	Financial 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.	✔	Minutes
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)	✔	2020 Project Staff 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 2019 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 Statement 2019 990 199
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.	✔	Certificate of Insurance Certificate 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 Proficience Plan
Certification of Application download template		

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

Application ID: 156605

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Inland Valley Council of Churches - Food Security Program-Pomona

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City of Pomona
Neighborhood Services Department - Housing Division
Community Development Block Grant Program (PY) 2020 - 2021
2/13/2020 deadline

Inland Valley Council of Churches
Food Security Program - Pomona

Jump to: Application Questions Budget Required Documents

USD$ 10,000.00 Requested

Submitted: 1/2/2020 10:02:00 AM (Pacific)

Project Contact
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Additional Contacts
none entered

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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?
22

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

55,010	FY 2019-2020
28,416	FY 2018-2019
24,701	FY 2017-2018
22.500	FY 2016-2017
19,100	FY 2015-2016
127,249.50	**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 36 (1/1/2019-1/31/2020) $142,869; phase 35 (1/1/2018-1/31/2019) $143,313; Phase 34 (10/1/17-1/31/18) $157,022; Phase 33 (10/1/2016-9/30/2017) $169,064; Phase 32 (3/1/2015-9/30/2016) $197,655. HUD (for Rapid Re-Housing): 2019/20 $138,533; 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 the clients at our Beta 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 100 families into stable housing thanks to our Rapid Re-Housing program; a few of these families came from Los Angeles County, with several being homeless in Pomona: many families learned about this program at our food security program site. Many of these 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 families and individuals.

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

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

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, supportive 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, approximately 15-meal, supply of staple food items, including meat and fresh produce, every 30 days. Homeless clients may come back every two weeks. During PY 7/1/2020-6/30/2021, we are planning to serve approximately 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. About one third of those we serve are children, however; 12% are seniors on fixed incomes.

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 pay stubs or award amounts form all 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 service 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 will 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 Apricot (CTK), a web-based tracking system; we include a funding source for each client served. Notes in each client's file track client needs and services utilized or referrals made. 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 grant funds 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 40,000 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 15 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 20 years by the program manager, over 10 years by the Beta Center Associate, and 4 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.

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?
Yes	Are internal monitoring/evaluation systems procedures in compliance with Sarbanes-Oxley?
Yes	Is client's eligibility verified?
Yes	Is client demographic data collected and a reporting system in place?
Yes	Are there written formal procurement policies/procedures in place?
Yes	Are Conflict of Interest Policies in place?
Yes	Are Client Grievance Policies in place?
Yes	Does your agency generate annual fundraising revenue?
Yes	Is there Financial Oversight by the Board of Directors?
Yes	Is there Program Oversight by the Board of Directors?
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. The administrative offices are fully staffed with paid staff, interns and volunteers.

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:
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:
Materials for public distribution 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, 2020?

✔ YES

○ NO

Budget top

Proposed FY 20-21 Budget	Request	Other Sources	Total CDBG Request
CDBG	USD$ 10,000.00		USD$ 10,000.00
HOME			USD$ 0.00
ESG			USD$ 0.00
Other Sources: Unrestricted donations		USD$ 134,185.00	USD$ 134,185.00
Total	**USD$ 10,000.00**	**USD$ 134,185.00**	**USD$ 144,185.00**

Proposed Budget Details	Request	Other Sources	Total CDBG Request
Staff - Food Security Associate	USD$ 8,000.00	USD$ 16,375.00	USD$ 24,375.00
Staff - Food Security Manager	USD$ 1,000.00	USD$ 20,000.00	USD$ 21,000.00
Staff -President/CEO	USD$ 0.00	USD$ 4,000.00	USD$ 4,000.00
Staff - Position Name			USD$ 0.00
Consultant/Professional Services			USD$ 0.00
Capital Improvements/Housing Rehab Demo			USD$ 0.00
Capital Improvements/Housing Rehab Construction/Renovation			USD$ 0.00
Architectural/Engineering Services			USD$ 0.00
Fees and Permits			USD$ 0.00
Equipment Maintenance			USD$ 0.00
Equipment Purchase			USD$ 0.00
Equipment Rental			USD$ 0.00
Internet Service		USD$ 1,200.00	USD$ 1,200.00
Office Supplies		USD$ 1,850.00	USD$ 1,850.00
Postage		USD$ 1,000.00	USD$ 1,000.00
Printing		USD$ 750.00	USD$ 750.00
Rent/Lease		USD$ 6,720.00	USD$ 6,720.00
Telephone		USD$ 2,000.00	USD$ 2,000.00
Transportation		USD$ 5,000.00	USD$ 5,000.00
OTHER: Utilities, insurance, audit, food supplies	USD$ 1,000.00	USD$ 75,290.00	USD$ 76,290.00
Total	**USD$ 10,000.00**	**USD$ 134,185.00**	**USD$ 144,185.00**

Budget Narrative

We are requesting funding for partial staffing ($9,000), and some of the food supplies ($1,000). The staffing request includes almost half of the salary of our Food Security Associate, who runs the day-to-day operations of the Beta Food Security Site and a small portion of our Food Security Manager who manages the agency-wide food security program. Our food supply budget for our agency-wide food security program is close to $300,000 annually, (including in-kind). From time to time we need to purchase extra staple food from a food wholesale outlet to feed everyone in need of services.

Required Documents top

Documents Requested *	Required?	Attached Documents *
Certification Regarding Lobbying download template	✔	Lobbying Certificate
Certification Regarding Debarment and Suspension download template	✔	Debarment Certificate
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	✔	Affiliation
Certification- Project Contact Information download template	✔	Project Contact Info
Certification- Signature Authorization Form download template	✔	Signature Authorization
Certification Regarding Board of Directors/Governing Boards Economic Interest download template	✔	Board Interest
State and Federal Tax Exemption Determination Letter	✔	IRS Letter State Letter
Written Financial Management Procedures	✔	Financial 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)	✔	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	✔	Audited Financial

(No exceptions) A. FY 2019 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		990 199
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.	✔	Insurance- Insurance Update
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
Certification of Application download template		Application Certificate

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Application ID: 151774

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Lincoln Ave. Comm. Church-
After School Program

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City of Pomona
Neighborhood Services Department - Housing Division
Community Development Block Grant Program (PY) 2020 - 2021
2/13/2020 deadline

Lincoln Ave Community Reformed Church

Lincoln Avenue After School Program

Jump to: Application Questions Budget Required Documents

USD$ 10,000.00 Requested

Submitted: 1/9/2020 7:33:22 AM (Pacific)

Project Contact
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Additional Contacts
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Lincoln Ave Community Reformed Church

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United States

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Web www.laccpomona.com

Application Questions *top*

AGENCY DESCRIPTION

1. What is the date of Incorporation?
1953

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:

4750.00	FY 2019-2020
5700.00	FY 2018-2019
5794.00	FY 2017-2018
10,900.00	FY 2016-2017
12,000.00	FY 2015-2016
39,144.00	**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:
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- ✔ Pomona's Promise Initiatives
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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.

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

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.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.

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?
no	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?
no	Are internal monitoring/evaluation systems procedures in compliance with Sarbanes-Oxley?
yes	Is client's eligibility verified?
yes	Is client demographic data collected and a reporting system in place?
yes	Are there written formal procurement policies/procedures in place?
no	Are Conflict of Interest Policies in place?
no	Are Client Grievance Policies in place?
yes	Does your agency generate annual fundraising revenue?
yes	Is there Financial Oversight by the Board of Directors?
yes	Is there Program Oversight by the Board of Directors?
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

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, 2020?

- ✔ YES
- ○ NO

Budget *top*

Proposed FY 20-21 Budget	Request	Other Sources	Total CDBG Request
CDBG	USD$ 10,000.00	USD$ 0.00	USD$ 10,000.00
HOME	USD$ 0.00	USD$ 0.00	USD$ 0.00
0.00	USD$ 0.00	USD$ 0.00	USD$ 0.00
Other Sources:	USD$ 0.00	USD$ 0.00	USD$ 0.00
Total	**USD$ 10,000.00**	**USD$ 0.00**	**USD$ 10,000.00**

Proposed Budget Details	Request	Other Sources	Total CDBG Request
Staff - Position Name	USD$ 4,400.00	USD$ 0.00	USD$ 4,400.00
Staff - Position Name	USD$ 3,696.00	USD$ 0.00	USD$ 3,696.00
Staff - Position Name	USD$ 994.00	USD$ 0.00	USD$ 994.00
Staff - Position Name	USD$ 0.00	USD$ 0.00	USD$ 0.00
Consultant/Professional Services	USD$ 0.00	USD$ 0.00	USD$ 0.00
Capital Improvements/Housing Rehab Demo	USD$ 0.00	USD$ 0.00	USD$ 0.00
Capital Improvements/Housing Rehab Construction/Renovation	USD$ 0.00	USD$ 0.00	USD$ 0.00
Architectural/Engineering Services	USD$ 0.00	USD$ 0.00	USD$ 0.00
Fees and Permits	USD$ 0.00	USD$ 0.00	USD$ 0.00
Equipment Maintenance	USD$ 0.00	USD$ 0.00	USD$ 0.00
Equipment Purchase	USD$ 0.00	USD$ 0.00	USD$ 0.00
Equipment Rental	USD$ 0.00	USD$ 0.00	USD$ 0.00
Internet Service	USD$ 360.00	USD$ 0.00	USD$ 360.00
Office Supplies	USD$ 240.00	USD$ 0.00	USD$ 240.00
Postage	USD$ 0.00	USD$ 0.00	USD$ 0.00

Printing	USD$ 70.00	USD$ 0.00	USD$ 70.00
Rent/Lease	USD$ 0.00	USD$ 0.00	USD$ 0.00
Telephone	USD$ 240.00	USD$ 0.00	USD$ 240.00
Transportation	USD$ 0.00	USD$ 0.00	USD$ 0.00
OTHER:	USD$ 0.00	USD$ 0.00	USD$ 0.00
Total	**USD$ 10,000.00**	**USD$ 0.00**	**USD$ 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 Regarding Lobbying download template	✔	Cert. Regarding Lobying
Certification Regarding Debarment and Suspension download template	✔	Cert Debarment, suspension etc.
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	✔	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 etc.
Certification- Assurance of Audit Requirements download template	✔	Assurance of Audit Requirements
Certification of Affiliation download template	✔	Cert. 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	✔	Directors Economic Interest
State and Federal Tax Exemption Determination Letter	✔	LACC Tax exempt letter
Written Financial Management Procedures	✔	LACC Fiscal Management Policy
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.	✔	Cert of Board Approval to Apply

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)	✔	Site Lead Job Description
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 2019 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	✔	LACC P and L 2019 LACC Statement regarding 990
Copy of City of Pomona Business License	✔	Business License
Copy of Proof of Registration in SAM.GOV	✔	LACC SAM.gov resistration
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.	✔	LACC Insurance doc
Copy of Organization By-Laws	✔	LACC By-Laws
Copy of Organization Articles of Incorporation	✔	LACC Art of INC
Copy of Limited English Proficiency Plan (L.E.P)	✔	LACC LEP
Certification of Application download template		Cert. of applications

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Application ID: 155735

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Neighborhood Legal Services of LA County- Pomona Legal Clinic

Powered by ZoomGrants™

City of Pomona
Neighborhood Services Department - Housing Division
Community Development Block Grant Program (PY) 2020 - 2021
2/13/2020 deadline

Neighborhood Legal Services of Los Angeles County

Pomona Legal Clinic

Jump to: Application Questions Budget Required Documents

USD$ 75,000.00 Requested

Submitted: 1/9/2020 3:52:17 PM (Pacific)

Project Contact
Caron Smith
caronsmith@nlsla.org
Tel: 818-834-7537

Additional Contacts
none entered

Neighborhood Legal Services of Los Angeles County

1102 East Chevy Chase Drive
Glendale, CA 91205

Telephone 1-800-433-6251
Fax 818-291-1790
Web www.nlsla.org

Esq.
Yvonne Mariajimenez
ymariajimenez@nlsla.org

Application Questions *top*

AGENCY DESCRIPTION

1. What is the date of Incorporation?
1965

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?
12

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

80000	FY 2019-2020
30000	FY 2018-2019
25000	FY 2017-2018
20000	FY 2016-2017
0	FY 2015-2016
155,000.00	**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)
Legal Services Corporation - annually since 1975 - $4,446,740 for 2020.

Department of Justice, Office of Domestic Violence Against Women - $600,000 (2015-2018).

California Office of Emergency Services, VOCA - $473,160 (2017-2019), $200,000 (2020), $125,000 Case Management (2018-2020).

California Department of Managed Health Care, Cal MediConnect Ombuds Service - since 2014 - $436,411 (2019-2020).

California Department of Managed Health Care, Covered California - since 2013 - $177,692 per year (2019-2020).

County of Los Angeles, Office of Womens Health, Domestic Violence Supportive Services - annually +20 years - $976,756 (2019-2020).

County of Los Angeles, Department of Public Social Services, Community Services Block Grant - annually +15 years - $174,132 for 2020.

County of Los Angeles, Department of Health Services, Medical Legal Community Partnerships - $2,661,681 (2018-2020).

6. Provide the agency Mission Statement:
As a national leader in innovative legal services, NLSLA changes lives and transforms communities. Through compassionate individual representation, impact litigation, public policy advocacy, community education, and collaborative projects, our fearless advocates fight the injustice and indignity that result from poverty in the diverse neighborhoods of Los Angeles.

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 Pomona Legal Clinic project will improve availability of legal services for Pomona residents. The services delivered through this project addresses City of Pomona's Consolidated Plan Goals, specifically the support of services for those at risk of homelessness. The project advances the core values outlined in Pomona's Promise Initiatives by utilizing a community based approach to linking legal services and providing legal resources in the City of Pomona. NLSLA is a well-established and respected public interest law firm that provides client-centered, trauma-informed services for families living in poverty. This project, under NLSLA's leadership, will promote City of Pomona's Core Value of customer services.

Every day, low-income families are displaced from their homes due to an eviction. Tenants who do not have access to a lawyer often lose their case, even when they have a legal right to stay. In LA County, 1 in 4 homeless families report that their homelessness was caused by an eviction. For low-income families, legal representation can make the difference between housing stability and homelessness.

Many Cities are investing in legal help for tenants in eviction proceedings. The data from the first year of New York City's Right to Counsel shows that free legal representation for tenants decreased eviction filings by 14% and 84% were able to stay in their homes.

An approach that increases access to both legal representation and legal information is essential. Families sometimes leave their housing before an eviction is filed because they are unaware of their rights and unable to access resources to help assert those rights.

NLSLA operates the Self-Help Legal Access Center (SHLAC) at the LA Superior Court in the City of Pomona. It provides critical assistance to tenants during the initial phase of the eviction process. The Center also provides help to litigants requiring protection from domestic violence, resolving child custody disputes, or seeking a divorce. In November and December of 2019, over 600 Pomona residents received self-help at the Center.

The Self-Help Center can help a tenant file an answer to an unlawful detainer which preserves the tenant's right to present their case before a judge. However, due to limited resources and funding constraints, many of these tenants will be forced to navigate the hearing process on their own.

This project will improve availability of housing legal services for City of Pomona residents. The services will provide legal assistance with the subsequent phase of the process- the hearing. The project's workshops will provide new availability to legal information for both tenants and landlords in Pomona.

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)
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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

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

Detailed Description and how Service is Provided

Clinic staff will provide legal advice, develop legal plans, and link residents to local resources. In addition to addressing immediate housing legal needs, Clinic staff will conduct a detailed assessment of all legal issues and will develop an advocacy plan to address the client's legal needs. Legal needs that cannot be addressed by on-site project staff will be referred to NLSLA advocates, leveraging NLSLA's other sources of funding to support the residents of Pomona.

During the initial hour of the clinic, staff will assist walk-ins and referrals from City departments and staff. During the remaining 3 hours, clinic staff will provide help through an appointment system. Appointments for the clinics will be scheduled by the Legal Liaison, with a focus on Pomona residents seeking help at the Pomona SHLAC.

Participants attending the legal clinics will complete a NLSLA intake to determine eligibility. Eligible individuals will receive one-on-one assistance from an advocate, including a holistic legal assessment to identify all legal barriers to housing and economic stability. Advocates will help clients develop a legal strategy to address their legal issues and counsel client regarding their court hearing. Clients will be advised on creating an outline of the important aspects of their case. Those deemed ineligible for NLSLA representation or the Pomona CDBG grant will meet one-on-one with an advocate to receive legal information, self-help assistance, and an appropriate referral.

Clients in need of additional representation following the clinic will have their cases presented at NLSLA attorney case review to be vetted for a higher level of service which may include representation at the client's hearing. NLSLA will leverage other funding to provide any non-clinic representation. The Legal Liaison will follow-up with all clinic participants to obtain and track outcomes for the project.

Since 2003, NLSLA has operated the Pomona SHLAC which provides self-represented litigants help completing court forms in housing and family law cases. Over the last 5 years, 7605 litigants have been helped at the Center. SHLAC staff will identify Pomona residents who need legal advice in order to effectively represent themselves at their trial or hearing. The Legal Liaison will schedule a clinic appointment for these individuals. In some cases, due to exigent circumstances, an appointment may be scheduled on a non-clinic day.

In collaboration with the City and local community organizations, NLSLA will hold quarterly community tenant workshops and landlord workshop regarding AB 1482: Tenant Protection Act of 2019 and the topics of rental increases and unlawful or no cause evictions. Workshops will include time for question and answer and the sharing of both legal and non-legal resources in the community.

The Legal Liaison will ensure that all workshop participants complete a NLSLA self-help intake. Legal education materials will be given to each attendee. English-Spanish materials and interpretation will be provided. Following the presentation, the project staff will answer questions from the attendees and share additional resources.

Number of beneficiaries to be served

Each clinic will serve 5 to 10 individuals; 10 to 30 will attend quarterly workshops.

Timeline for completion
Month 0- Project staff will meet with City staff, develop project materials, develop a logistical plan for clinics and workshops; convene meetings with project staff.
Month 1- Hire Legal Liaison, configure Legal Server, launch clinics and workshops, evaluate and make adjustments.
Months 2 to 6- Continue semi-monthly clinics and quarterly workshops, meet with partners; assess the project & community needs.
Month 7- Evaluate project; submit grant report.

Frequency of service

There are two components of the legal services NLSLA proposes to provide Pomona residents: 1) semi-monthly legal clinics; and 2) quarterly workshops for tenants and landlords.

NLSLA will hold semi-monthly Pomona Legal Clinics. Each 4 hour clinic will focus on homelessness prevention legal assistance, with a focus on housing matters, and address the interrelated legal problems faced by those who are living in poverty.

PROJECT INFORMATION

14. Provide a description of the service area and/or target area/neighborhood boundaries to be served.
The project service area is comprised of all eligible census tracts and block groups within the City of Pomona.

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
Legal Server, NLSLA's case management system, is a comprehensive data repository that captures all client demographic information, including family size, ethnicity, language spoken, age, gender, and income level. All case notes and documents are kept in the client's electronic file, allowing for real time status reports. All case information is kept in the electronic file including legal work accomplished, next steps and outcome of a case once concluded.

As part of NLSLA's intake protocols, staff are required to scan and upload all intake forms, once completed and signed, as well as all documents used to verify address, alien eligibility and income eligibility.

NLSLA has several members on staff with responsibility for tracking and analyzing data regarding our clients and the outcomes we achieve for them, including a Director of Legal Technology tasked with report creation and data analysis. Through our case management system, Legal Server, NLSLA can produce detailed reports on a wide range of data points, including client demographic information, case outcomes, staff hours and geo-mapping. NLSLA can also use Legal Server to

collect new data points and create reports as required by individual grants and projects. We will use these existing resources to track the data for this project.

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
NLSLA expanded its service area in 2001 to include San Gabriel and Pomona Valleys. In 2003, the organization opened the doors of the Self Help Legal Access Center in Pomona. This project will result in the provision of a new service for City of Pomona residents- semi-monthly legal clinics in the City of Pomona. In addition, the project will result in the provision of a new service for Pomona residents utilizing the Self Help Legal Access Center. In addition to self-help assistance, Pomona litigants will have access to counsel and advice and receive one-on-one preparation for their hearings. This new service will improve outcomes for Pomona litigants and increase access to legal services for Pomona residents in need of legal help. The project will also pilot a new service- individual follow-up with each clinic participant. This follow-up will allow NLSLA and City of Pomona to assess the outcomes of the new services provided as a result of the grant and identify common barriers to housing stability for 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.

NLSLA maintains detailed data on the services provided through the Pomona Self Help Center and the litigants using the Center. Using reports from the self-help database, NLSLA will be able to measure the quantifiable increase in the level of services received by Pomona litigants using the self-help center. The follow-up calls by the Legal Liaison will assess the outcomes resulting from the increase in level of service. NLSLA's case management system, Legal Server, tracks data on all NLSLA clients. At the completion of the project, Legal Server reports will be able to measure the quantifiable increase in legal services by NLSLA to Pomona residents.

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 NLSLA services are free.

RECORD KEEPING PROCEDURES

19. Describe the procedures your agency will use to track and monitor the progress of the project:
NLSLA includes an evaluation and outcome component in all its projects. One of the first steps for any project is to design and implement an evaluation plan as soon as it launches to ensure it unfolds as envisioned. Changes will be made during implementation to perfect the model used and ensure the project is operating in an efficient and effective manner. Project staff will also review the project strategies and adjust them as necessary given feedback from clients and staff.

As part of the project's implementation plan, a schedule of regular project staff meetings is set. At these meetings, staff review project data and assess progress on meeting project benchmarks and goals.

20. Describe your agency's record keeping procedures, with regards to the proposed project:
As indicated above, NLSLA uses a sophisticated case management system, Legal Server. NLSLA has standardized record keeping procedures that apply program-wide. Project staff, however, are able to modify Legal Server and add specialized data points to the electronic files of clients served through the Pomona Legal Clinic. For example, project staff may want to track which City Department referred the client to the clinic. A drop down list could be used or text box could be inserted on the electronic form, requiring an advocate to write in the department's name. At the beginning of the project, staff will determine what additional data should be collected. At the same time, project staff will design reports that will include new data requested. Project staff will also design case management generated reports to track the number of clients served, their demographics, issues addressed, and other data points that will effectively inform project staff of the overall status of project outcomes.

Additionally, Legal Server enables supervisors to run any type of report needed to ensure procedures are being followed. For example, Incomplete Intakes, Case Service Report, Case data with Litigation Records, etc. At a glance, supervisors are able

to see any information needed to determine if opening and closing procedures have been followed.

21. Describe the procedures your agency will use to separate and track CDBG activities and expenditures from other funds:
NLSLA maintains an accounting database that tracks projects by funding code. NLSLA's timekeeping and case management system also tracks time worked by funding codes. The project will have a unique funding code to track and report work and expenses separately for seamless 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:

Established in 1965, NLSLA is the principal legal aid organization serving the Antelope, San Fernando, Pomona and San Gabriel Valleys. NLSLA is one of the largest non-profit law firms in California, recognized state and nationwide as a premier legal services organization. In 2019, NLSLA served, through representation, self-help and counsel and advice, over 100,000 people, the majority living at or below 125% of the Federal Poverty Level. NLSLA's staff of over 130 advocates and support personnel offer legal assistance and representation in housing, health, employment, public benefits, immigration, consumer and domestic violence. NLSLA also provides community education events at local schools, faith-based organizations, and other trust centers.

NLSLA attorneys provide a range of legal services to help prevent the incidence of homelessness and address the root causes of homelessness. Today we stand at the forefront of legal innovation in homelessness prevention in L.A. County. NLSLA leads the Shriver Housing Project-LA (Shriver), the largest CA eviction assistance effort. In collaboration with the LA Superior Court and public interest law firms, Shriver has provided legal assistance in nearly 10,000 eviction. NLSLA is a core member of the Los Angeles Right to Counsel Coalition, which seeks to enshrine a right to counsel for people facing eviction in L.A. and who cannot afford an attorney.

NLSLA is a partner with LAHSA and six public interest law firms on Lawyers Preventing and Ending Homelessness Project which represents clients who are either currently experiencing homelessness or who are at imminent risk of homelessness.

Below are highlights of other work and special projects:

Health Consumer Center
NLSLA is a central partner in a statewide network that offers free assistance to people struggling to get coverage and resolve barriers to meaningful health services.
Medical Legal Community Partnership
NLSLA attorneys, based at health centers, collaborate with doctors to identify and address the social determinants of health. NLSLA leads CA in this unique model and is partnering with the Departments of Health to implement a MLCP at several county hospitals and clinics.

Economic Security
NLSLA advocates work to mitigate the effects of poverty and create opportunities for individuals and families to attain financial stability. We work with clients to remove barriers to education and employment, protect and resolve family relationships, and ensure access to safety-net public benefits.

Access to Justice
NLSLA believes justice depends on equal access to the courts and to the protections of the law, including language access. NLSLA works to ensure that all have access to our courts. Self-Help Legal Access Centers were previously discussed in this narrative.

24. Describe your agency's experience with CDBG or other Federal grant programs:
NLSLA has received CDBG funding from the City of El Monte to provide legal services since 2014. The current award is $80,000 for the period July 1, 2019 to June 30, 2020. NLSLA has also been awarded CDBG building renovation grants in the past from the City of Glendale and the City of Los Angeles to renovate our Glendale and Pacoima program office buildings respectively.

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

proposed activity:

NLSLA is one of the largest non-profit law firms in California, recognized state and nationwide as a premier legal services organization and leader in direct delivery services. NLSLA has successfully carried out multiple projects such as the one proposed, many with a much greater scope of services, funding and staffing. NLSLA's staff of over 133 includes 52 attorneys and 28 paralegals. NLSLA advocates have extensive experience and expertise in many areas of poverty law, including housing, immigration, family law/domestic violence, health law, and public benefits.

In addition to an expert advocacy staff, NLSLA has a widespread network of volunteers. In 2019, 504 volunteer attorneys, law students and college students assisted hundreds of NLSLA clients and litigants in multiple areas of poverty law. All volunteers are closely supervised by NLSLA attorneys.

Project staff will be supported by NLSLA management. If the Pomona Legal Clinic ever needs any temporary staff coverage, there are several staff members who are trained and ready to step in and provide project services, including legal advice and counsel.

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?
YES	Are internal monitoring/evaluation systems procedures in compliance with Sarbanes-Oxley?
YES	Is client's eligibility verified?
YES	Is client demographic data collected and a reporting system in place?
YES	Are there written formal procurement policies/procedures in place?
YES	Are Conflict of Interest Policies in place?
YES	Are Client Grievance Policies in place?
YES	Does your agency generate annual fundraising revenue?
YES	Is there Financial Oversight by the Board of Directors?
YES	Is there Program Oversight by the Board of Directors?
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

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: , See Below, ,
○ NO, please explain: , See Below, ,

33. If you answered 'YES' to question #32, indicate how:
All of our job postings include the following "NLSLA is committed to the principle of equal employment opportunity for all employees and
to providing employees with a work environment free of discrimination and harassment. All employment decisions at NLSLA are based on organizational needs, job requirements and individual qualifications, without regard to age, race, color, religion or belief, sex, sexual orientation, gender identity, national origin, veteran, disability status, family or parental status, or any other status protected by federal and CA state laws. NLSLA will not tolerate discrimination or harassment based on any of these characteristics". We also have an Equal Employment Opportunity notice posted in our staff kitchen.

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, 2020?

✔ YES
○ NO

Budget *top*

Proposed FY 20-21 Budget	Request	Other Sources	Total CDBG Request
CDBG	USD$ 75,000.00		USD$ 75,000.00
HOME			USD$ 0.00
ESG			USD$ 0.00
Other Sources:			USD$ 0.00
Total	**USD$ 75,000.00**	**USD$ 0.00**	**USD$ 75,000.00**

Proposed Budget Details	Request	Other Sources	Total CDBG Request
Supervising Attorney - 4% FTE	USD$ 3,848.00		USD$ 3,848.00
Attorney - 15% FTE	USD$ 12,930.00		USD$ 12,930.00
Legal Liason / Paralegal - 100% FTE	USD$ 37,250.00		USD$ 37,250.00
Personnel Benefits & Taxes	USD$ 16,208.00		USD$ 16,208.00
Consultant/Professional Services	USD$ 0.00		USD$ 0.00
Capital Improvements/Housing Rehab Demo	USD$ 0.00		USD$ 0.00
Capital Improvements/Housing Rehab Construction/Renovation	USD$ 0.00		USD$ 0.00
Architectural/Engineering Services	USD$ 0.00		USD$ 0.00
Fees and Permits	USD$ 0.00		USD$ 0.00
Equipment Maintenance	USD$ 0.00		USD$ 0.00
Equipment Purchase	USD$ 0.00		USD$ 0.00

Equipment Rental	USD$ 1,000.00		USD$ 1,000.00
Internet Service	USD$ 1,000.00		USD$ 1,000.00
Office Supplies	USD$ 1,000.00		USD$ 1,000.00
Postage	USD$ 0.00		USD$ 0.00
Printing	USD$ 124.00		USD$ 124.00
Rent/Lease	USD$ 0.00		USD$ 0.00
Telephone	USD$ 0.00		USD$ 0.00
Transportation	USD$ 690.00		USD$ 690.00
OTHER: Library, Insurance & Translations	USD$ 950.00		USD$ 950.00
Total	**USD$ 75,000.00**	**USD$ 0.00**	**USD$ 75,000.00**

Budget Narrative

The project personnel includes 4% of a Supervising Attorney, 15% of an Attorney and 100% of a Legal Lisaon / Paralegal to manage, staff, and run two clinics per month for 12 months. Personnel also includes employee benefits & taxes at 30% of salary for total personnel expenses of $70,236.

Non-Personnel includes $1,000 to lease copier equipment used at the clinic, $1,000 for internet service connection to securely access our network and databases at the clinic, and $1,000 for basic office supplies to run and operate the clinic. Printing of clinic materials is estimated at $124 for outsourced printing. $690 is budgeted for travel to the clinic at the current IRS rate of $0.575. Other includes $300 in Law Library materials access, $550 for insurance to operate at the site, and $100 for any translation needs. Total non-personnel is $4,764.

Total project request is $75,000 for 1 year.

Required Documents *top*

Documents Requested *	Required?	Attached Documents *
Certification Regarding Lobbying download template	✔	Certification Regarding Lobbying
Certification Regarding Debarment and Suspension download template	✔	Disbarment and 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	✔	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 and procurement
Certification- Assurance of Audit Requirements download template	✔	audit certification
Certification of Affiliation download template	✔	Affiliation
Certification- Project Contact Information download template	✔	Contact Information
Certification- Signature Authorization Form download template	✔	Authorization Form
Certification Regarding Board of Directors/Governing Boards Economic Interest download template	✔	Board Economic Interest
State and Federal Tax Exemption Determination	✔	Federal and State Tax Exemption

Letter		
Written Financial Management Procedures	✔	Accounting Manual - 8.1.2019
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.	✔	Resolution of the Board
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)	✔	Attorney & Paralegal 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)		NLSLA Salary Ranges 2020
Fiscal Documents for all NON-PROFIT AGENCIES (No exceptions) A. FY 2019 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	✔	2018 Audited Financial Statements 2018 Federal Tax Form 990 2018 California State Form 199
Copy of City of Pomona Business License	✔	City of Pomona Business License Application Receipt
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.	✔	2019-2020 GL COI w Additional Insured Endorsement
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 Policy
Certification of Application download template		Application Certificate

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Application ID: 155610

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Pomona Unified School District

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JROTC Program

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City of Pomona
Neighborhood Services Department - Housing Division
Community Development Block Grant Program (PY) 2020 - 2021
2/13/2020 deadline

Pomona Unified School District

PUSD-JROTC

Jump to: Application Questions Budget Required Documents

USD$ 30,000.00 Requested

Submitted: 1/6/2020 9:33:35 AM (Pacific)

Project Contact
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Additional Contacts
none entered

Pomona Unified School District

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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)

- e Faith Based
- e 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:

5,750	FY 2019-2020
7,198	FY 2018-2019
7,947	FY 2017-2018
3,500	FY 2016-2017
4,000	FY 2015-2016
28,395.00	**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:
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 program's 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 Values by conducting community and school cleanups, and it also supports Pomona's Promise Initiatives by providing leadership and citizenship training thus improving favorable youth attitudes towards education and academic success.

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

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

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 city high schools impacting district 1, 2, 3,4 and 6 of the City of Pomona. The target neighborhoods are the ones linked directly to Garey, Ganesha and Pomona High Schools.

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..

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 not 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 (active and useful for administrative, legal, fiscal or other purposes over a period of years) 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 (Permanent) 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 (Permanent), and the detailed records may then be classified as Class 3 (Disposable).

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 16th 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:
16 years of successful CDBG projects with annual audits that have had exceeded requirements and clients served.

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 the CDBG project. At the school level, we have 6 military instructors who implement the JROTC program at each high school site. They work directly with the students, the beneficiaries of the CDBG funds. At the district level, the accounting office controls and monitors the 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.

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?
Yes	Are internal monitoring/evaluation systems procedures in compliance with Sarbanes-Oxley?
Yes	Is client's eligibility verified?
Yes	Is client demographic data collected and a reporting system in place?
Yes	Are there written formal procurement policies/procedures in place?
Yes	Are Conflict of Interest Policies in place?
Yes	Are Client Grievance Policies in place?
Yes	Does your agency generate annual fundraising revenue?
Yes	Is there Financial Oversight by the Board of Directors?
Yes	Is there Program Oversight by the Board of Directors?
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 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

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:
NA

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, 2020?

- ✔ YES
- ○ NO

Budget *top*

Proposed FY 20-21 Budget	Request	Other Sources	Total CDBG Request
CDBG	USD$ 30,000.00	USD$ 0.00	USD$ 30,000.00
HOME			USD$ 0.00
ESG			USD$ 0.00
Other Sources:			USD$ 0.00
Total	**USD$ 30,000.00**	**USD$ 0.00**	**USD$ 30,000.00**

Proposed Budget Details	Request	Other Sources	Total CDBG Request
Staff - Position Name			USD$ 0.00
Staff - Position Name			USD$ 0.00
Staff - Position Name			USD$ 0.00
Staff - Position Name			USD$ 0.00

Consultant/Professional Services			USD$ 0.00
Capital Improvements/Housing Rehab Demo			USD$ 0.00
Capital Improvements/Housing Rehab Construction/Renovation			USD$ 0.00
Architectural/Engineering Services			USD$ 0.00
Fees and Permits			USD$ 0.00
Equipment Maintenance			USD$ 0.00
Equipment Purchase			USD$ 0.00
Equipment Rental			USD$ 0.00
Internet Service			USD$ 0.00
Office Supplies	USD$ 13,490.00	USD$ 13,490.00	USD$ 26,980.00
Postage			USD$ 0.00
Printing			USD$ 0.00
Rent/Lease			USD$ 0.00
Telephone			USD$ 0.00
Transportation	USD$ 15,000.00	USD$ 15,000.00	USD$ 30,000.00
OTHER:	USD$ 1,510.00	USD$ 1,510.00	USD$ 3,020.00
Total	**USD$ 30,000.00**	**USD$ 30,000.00**	**USD$ 60,000.00**

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 supply 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 account costs).

Required Documents *top*

Documents Requested *	Required?	Attached Documents *
Certification Regarding Lobbying download template	✔	Lobbying
Certification Regarding Debarment and Suspension download template	✔	Debartment
Certification Regarding a Drug Free Workplace download template	✔	Drug Free
Certification Regarding Reservation of Rights download template	✔	Reservation of 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 of Interest
Certification- Assurance of Audit Requirements download template	✔	Audits
Certification of Affiliation download template	✔	Affiliation
Certification- Project Contact Information download template	✔	Contacts
Certification- Signature Authorization Form download template	✔	Signatures
Certification Regarding Board of Directors/Governing Boards Economic Interest	✔	Board Interests

download template		
State and Federal Tax Exemption Determination Letter	✔	Tax exempt
Written Financial Management Procedures	✔	Finacial mngt
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		#19 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 description
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 2019 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 Finacial 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.	✔	City of Pomona Bond/Insurance
Copy of Organization By-Laws	✔	By-Laws
Copy of Organization Articles of Incorporation	✔	Organization
Copy of Limited English Proficiency Plan (L.E.P)	✔	LEP
Certification of Application download template		Application

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Application ID: 154103

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CS- Youth Employment (Citywide)

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City of Pomona
Neighborhood Services Department - Housing Division
Community Development Block Grant Program (PY) 2020 - 2021
2/13/2020 deadline

City of Pomona-Neighborhood Services Department-Community Services

Citywide-Youth Employment

Jump to: Application Questions Budget Required Documents

USD$ 26,025.00 Requested

Submitted: 1/9/2020 7:07:03 PM (Pacific)

Project Contact
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Additional Contacts
none entered

City of Pomona-Neighborhood Services Department-Community Services

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Pomona, CA 91766

*
* *
michael_osoff@ci.pomona.ca.us

Telephone9096202311
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)
- e Faith Based
- e Non-Profit
- ✔ Government/Public Agency

3. How many total years of prior CDBG experience does your agency have?
35

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

2,076,396	FY 2019-2020
2,167,226	FY 2018-2019
2,013,735	FY 2017-2018
1,982,076	FY 2016-2017
2,011,586	FY 2015-2016
10,251,019.00	**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

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

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.

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 assistance. 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. 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 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 middles 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.

During 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 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 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.

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

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, 2020?

- ✔ YES
- ○ NO

Budget top

Proposed FY 20-21 Budget	Request	Other Sources	Total CDBG Request
CDBG	USD$ 26,025.00		USD$ 26,025.00
HOME			USD$ 0.00
ESG			USD$ 0.00
Other Sources:			USD$ 0.00
Total	**USD$ 26,025.00**	**USD$ 0.00**	**USD$ 26,025.00**

Proposed Budget Details	Request	Other Sources	Total CDBG Request
CSS3 Project Lead	USD$ 4,250.00		USD$ 4,250.00
CSS I (6 youth employment positions)	USD$ 20,250.00		USD$ 20,250.00
Staff - Position Name	USD$ 0.00		USD$ 0.00
Staff - Position Name			USD$ 0.00
Consultant/Professional Services	USD$ 0.00		USD$ 0.00
Capital Improvements/Housing Rehab Demo			USD$ 0.00
Capital Improvements/Housing Rehab Construction/Renovation			USD$ 0.00
Architectural/Engineering Services			USD$ 0.00
Fees and Permits			USD$ 0.00
Equipment Maintenance			USD$ 0.00

Equipment & Supplies	USD$ 300.00		USD$ 300.00
Equipment Rental			USD$ 0.00
Internet Service			USD$ 0.00
Office Supplies			USD$ 0.00
Postage			USD$ 0.00
Printing			USD$ 0.00
Rent/Lease			USD$ 0.00
Telephone			USD$ 0.00
Transportation			USD$ 0.00
Benefits (@ 5%)	USD$ 1,225.00		USD$ 1,225.00
Total	**USD$ 26,025.00**	**USD$ 0.00**	**USD$ 26,025.00**

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 $300 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 *	Required?	Attached Documents *
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

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)	✔	document
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 2019 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
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Application ID: 156763

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CS- Youth Orchestra Program - Philadelphia Park (Citywide)

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City of Pomona
Neighborhood Services Department - Housing Division
Community Development Block Grant Program (PY) 2020 - 2021
2/13/2020 deadline

City of Pomona-Neighborhood Services Department-Community Services

Citywide-Pomona Youth Orchestra

Jump to: Application Questions Budget Required Documents

USD$ 19,750.90 Requested

Submitted: 1/9/2020 6:33:20 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

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* *
michael_osoff@ci.pomona.ca.us

Telephone9096202311
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)
- e Faith Based
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- ✔ Government/Public Agency

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5. List the Federal award and funding amount your agency has received for the past five (5) years:
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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.
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- Senior Services
- ✔ Youth Services
- Adult Services

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

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. 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

e 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 middles 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.

During 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 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 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.

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

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, 2020?

- ✔ YES
- ○ NO

Budget *top*

Proposed FY 20-21 Budget	Request	Other Sources	Total CDBG Request
CDBG	USD$ 19,750.90		USD$ 19,750.90
HOME			USD$ 0.00
ESG			USD$ 0.00
Other Sources:			USD$ 0.00
Total	**USD$ 19,750.90**	**USD$ 0.00**	**USD$ 19,750.90**

Proposed Budget Details	Request	Other Sources	Total CDBG Request
Technical Specialist II (Music Director)	USD$ 11,453.24		USD$ 11,453.24
Technical Specialist I (Music)	USD$ 4,500.00		USD$ 4,500.00
Staff - Position Name			USD$ 0.00
Staff - Position Name			USD$ 0.00
Consultant/Professional Services	USD$ 0.00		USD$ 0.00

Capital Improvements/Housing Rehab Demo			USD$ 0.00
Capital Improvements/Housing Rehab Construction/Renovation			USD$ 0.00
Architectural/Engineering Services			USD$ 0.00
Fees and Permits			USD$ 0.00
Equipment Maintenance			USD$ 0.00
Equipment Purchase	USD$ 3,000.00		USD$ 3,000.00
Equipment Rental			USD$ 0.00
Internet Service			USD$ 0.00
Office Supplies			USD$ 0.00
Postage			USD$ 0.00
Printing			USD$ 0.00
Rent/Lease			USD$ 0.00
Telephone			USD$ 0.00
Transportation			USD$ 0.00
Benefits (@ 5%)	USD$ 797.66		USD$ 797.66
Total	**USD$ 19,750.90**	**USD$ 0.00**	**USD$ 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 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 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
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)	✔	document
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CS-D1 Afterschool-
Recreation Athletics and Arts Program

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City of Pomona
Neighborhood Services Department - Housing Division
Community Development Block Grant Program (PY) 2020 - 2021
2/13/2020 deadline

City of Pomona-Neighborhood Services Department-Community Services

D1-After School Recreation Athletics and Arts programs

Jump to: Application Questions Budget Required Documents

USD$ 17,751.92 Requested

Submitted: 1/9/2020 5:32:50 PM (Pacific)

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

Additional Contacts
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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 60 and services are offered Monday-Friday from 2pm to 5pm. 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. 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 after school 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 by City staff and 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 middles 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.

During 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 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 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.

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

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, 2020?

✔ YES

NO

Budget *top*

Proposed FY 20-21 Budget	Request	Other Sources	Total CDBG Request
CDBG	USD$ 17,751.92		USD$ 17,751.92
HOME			USD$ 0.00
ESG			USD$ 0.00
Other Sources:			USD$ 0.00
Total	**USD$ 17,751.92**	**USD$ 0.00**	**USD$ 17,751.92**

Proposed Budget Details	Request	Other Sources	Total CDBG Request
CSS3 Project Lead - Sports & Arts (shared)	USD$ 4,038.46		USD$ 4,038.46
CSS2 - Sports (shared)	USD$ 7,153.85		USD$ 7,153.85
CSS2 - Arts (shared)			USD$ 0.00
Staff - Position Name			USD$ 0.00
Contracted Services ($1,000 p/site)	USD$ 3,000.00		USD$ 3,000.00
Capital Improvements/Housing Rehab Demo			USD$ 0.00

Capital Improvements/Housing Rehab Construction/Renovation			USD$ 0.00
Architectural/Engineering Services			USD$ 0.00
Fees and Permits			USD$ 0.00
Equipment Maintenance			USD$ 0.00
Equipment Purchase ($1,000 p/site)	USD$ 3,000.00		USD$ 3,000.00
Equipment Rental			USD$ 0.00
Internet Service			USD$ 0.00
Office Supplies			USD$ 0.00
Postage			USD$ 0.00
Printing			USD$ 0.00
Rent/Lease			USD$ 0.00
Telephone			USD$ 0.00
Transportation			USD$ 0.00
Benefits (@ 5%)	USD$ 559.62		USD$ 559.62
Total	**USD$ 17,751.93**	**USD$ 0.00**	**USD$ 17,751.93**

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 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	✔	Certification- Assurance of Audit Requirements

download template		
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
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)	✔	document
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 2019 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
Certification of Application download template		Certification of Application

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CS-D2 Afterschool – Recreation Athletics and Arts Program

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City of Pomona
Neighborhood Services Department - Housing Division
Community Development Block Grant Program (PY) 2020 - 2021
2/13/2020 deadline

City of Pomona-Neighborhood Services Department-Community Services

D2-After School Recreation Athletics and Arts programs

Jump to: Application Questions Budget Required Documents

USD$ 5,917.31 Requested

Submitted: 1/9/2020 5:43:14 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

Telephone9096202311
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)
- e Faith Based
- e Non-Profit
- ✔ Government/Public Agency

3. How many total years of prior CDBG experience does your agency have?
35

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

2,076,396	FY 2019-2020
2,167,226	FY 2018-2019
2,013,735	FY 2017-2018
1,982,076	FY 2016-2017
2,011,586	FY 2015-2016
10,251,019.00	**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

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

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 5pm. 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.

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. 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
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ORGANIZATIONAL CAPACITY

22. Has your agency ever done this type of activity before?
- ✔ YES
- ○ NO

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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.

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24. Describe your agency's experience with CDBG or other Federal grant programs:
City of Pomona manages multiple 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 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.

y	Are written procedures in place? (Formal Personnel System)
y	Can staff salary be tracked by funding source?
y	Are formal written accounting procedures in place? (Audit System)
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y	Are there formal written Cash Management Practices (includes proper security measures)
y	Are hard copy files and or computer records systems with security and back-up in place?
y	Are internal monitoring/evaluation systems in place?
y	Are internal monitoring/evaluation systems procedures in compliance with Sarbanes-Oxley?
y	Is client's eligibility verified?
y	Is client demographic data collected and a reporting system in place?
y	Are there written formal procurement policies/procedures in place?
y	Are Conflict of Interest Policies in place?
y	Are Client Grievance Policies in place?
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y	Is there Financial Oversight by the Board of Directors?
y	Is there Program Oversight by the Board of Directors?
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

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, 2020?

✔ YES

○ NO

Budget *top*

Proposed FY 20-21 Budget	Request	Other Sources	Total CDBG Request
CDBG	USD$ 5,917.31		USD$ 5,917.31
HOME			USD$ 0.00
ESG			USD$ 0.00
Other Sources:			USD$ 0.00
Total	**USD$ 5,917.31**	**USD$ 0.00**	**USD$ 5,917.31**

Proposed Budget Details	Request	Other Sources	Total CDBG Request
CSS3 Project Lead - Sports & Arts (shared)	USD$ 1,346.15		USD$ 1,346.15
CSS2 - Sports (shared)	USD$ 2,384.62		USD$ 2,384.62
CSS2 - Arts (shared)			USD$ 0.00
Staff - Position Name			USD$ 0.00
Contracted Services ($1,000 p/site)	USD$ 1,000.00		USD$ 1,000.00
Capital Improvements/Housing Rehab Demo			USD$ 0.00

Capital Improvements/Housing Rehab Construction/Renovation			USD$ 0.00
Architectural/Engineering Services			USD$ 0.00
Fees and Permits			USD$ 0.00
Equipment Maintenance			USD$ 0.00
Equipment Purchase ($1,000 p/site)	USD$ 1,000.00		USD$ 1,000.00
Equipment Rental			USD$ 0.00
Internet Service			USD$ 0.00
Office Supplies			USD$ 0.00
Postage			USD$ 0.00
Printing			USD$ 0.00
Rent/Lease			USD$ 0.00
Telephone			USD$ 0.00
Transportation			USD$ 0.00
Benefits (@ 5%)	USD$ 186.54		USD$ 186.54
Total	**USD$ 5,917.31**	**USD$ 0.00**	**USD$ 5,917.31**

Budget Narrative

The above budget supports After School Recreation Athletics and Arts programs at one (1) City of Pomona-Neighborhood Services Department-Community Services centers located within District 2.

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*

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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	✔	Certification- Assurance of Audit Requirements

download template		
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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)	✔	document
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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Copy of Organization By-Laws	✔	document
Copy of Organization Articles of Incorporation	✔	document
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CS-D3 Afterschool-Recreation Athletics and Arts Program

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City of Pomona
Neighborhood Services Department - Housing Division
Community Development Block Grant Program (PY) 2020 - 2021
2/13/2020 deadline

City of Pomona-Neighborhood Services Department-Community Services

D3-After School Recreation Athletics and Arts programs

Jump to: Application Questions Budget Required Documents

USD$ 17,751.92 Requested

Submitted: 1/9/2020 5:49:37 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

Telephone9096202311
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)
- e Faith Based
- e Non-Profit
- ✔ Government/Public Agency

3. How many total years of prior CDBG experience does your agency have?
35

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

2,076,396	FY 2019-2020
2,167,226	FY 2018-2019
2,013,735	FY 2017-2018
1,982,076	FY 2016-2017
2,011,586	FY 2015-2016
10,251,019.00	**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)
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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

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

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 5pm. 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. 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 after school 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 by City staff and 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 middles 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.

During 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 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 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.

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

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, 2020?

✔ YES

NO

Budget *top*

Proposed FY 20-21 Budget	Request	Other Sources	Total CDBG Request
CDBG	USD$ 17,751.92		USD$ 17,751.92
HOME			USD$ 0.00
ESG			USD$ 0.00
Other Sources:			USD$ 0.00
Total	**USD$ 17,751.92**	**USD$ 0.00**	**USD$ 17,751.92**

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CSS2 - Arts (shared)			USD$ 0.00
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Postage			USD$ 0.00
Printing			USD$ 0.00
Rent/Lease			USD$ 0.00
Telephone			USD$ 0.00
Transportation			USD$ 0.00
Benefits (@ 5%)	USD$ 559.62		USD$ 559.62
Total	**USD$ 17,751.93**	**USD$ 0.00**	**USD$ 17,751.93**

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 3.

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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CS-D4 Afterschool-
Recreation Athletics and Arts Program

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City of Pomona
Neighborhood Services Department - Housing Division
Community Development Block Grant Program (PY) 2020 - 2021
2/13/2020 deadline

City of Pomona-Neighborhood Services Department-Community Services

D4-After School Recreation Athletics and Arts programs

Jump to: Application Questions Budget Required Documents

USD$ 11,834.62 Requested

Submitted: 1/9/2020 6:04:29 PM (Pacific)

Project Contact
Adrian Valdez
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Tel: 9096202056

Additional Contacts
none entered

City of Pomona-Neighborhood Services Department-Community Services

505 S. Garey Ave
Pomona, CA 91766

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* *
michael_osoff@ci.pomona.ca.us

Telephone9096202311
Fax
Web http://www.ci.pomona.ca.us/

Application Questions *top*

AGENCY DESCRIPTION

1. What is the date of Incorporation?
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2. Select the type of organization: (check all that apply)
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- e Non-Profit
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- ✔ 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

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

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 5pm. 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. 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 after school 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 by City staff and 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 middles 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.

During 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 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 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.

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

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, 2020?

✔ YES

NO

Budget *top*

Proposed FY 20-21 Budget	Request	Other Sources	Total CDBG Request
CDBG	USD$ 11,834.62		USD$ 11,834.62
HOME			USD$ 0.00
ESG			USD$ 0.00
Other Sources:			USD$ 0.00
Total	**USD$ 11,834.62**	**USD$ 0.00**	**USD$ 11,834.62**

Proposed Budget Details	Request	Other Sources	Total CDBG Request
CSS3 Project Lead - Sports & Arts (shared)	USD$ 2,692.31		USD$ 2,692.31
CSS2 - Sports (shared)	USD$ 4,769.23		USD$ 4,769.23
CSS2 - Arts (shared)			USD$ 0.00
Staff - Position Name			USD$ 0.00
Contracted Services ($1,000 p/site)	USD$ 2,000.00		USD$ 2,000.00
Capital Improvements/Housing Rehab Demo			USD$ 0.00

Capital Improvements/Housing Rehab Construction/Renovation			USD$ 0.00
Architectural/Engineering Services			USD$ 0.00
Fees and Permits			USD$ 0.00
Equipment Maintenance			USD$ 0.00
Equipment Purchase ($1,000 p/site)	USD$ 2,000.00		USD$ 2,000.00
Equipment Rental			USD$ 0.00
Internet Service			USD$ 0.00
Office Supplies			USD$ 0.00
Postage			USD$ 0.00
Printing			USD$ 0.00
Rent/Lease			USD$ 0.00
Telephone			USD$ 0.00
Transportation			USD$ 0.00
Benefits (@ 5%)	USD$ 373.08		USD$ 373.08
Total	**USD$ 11,834.62**	**USD$ 0.00**	**USD$ 11,834.62**

Budget Narrative

The above budget supports After School Recreation Athletics and Arts programs at two (2) City of Pomona-Neighborhood Services Department-Community Services centers located within District 4.

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 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	✔	Certification- Assurance of Audit Requirements

download template		
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
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)	✔	document
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 2019 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
Certification of Application download template		Certification of Application

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CS-D5 Afterschool-
Recreation Athletics and Arts Program

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City of Pomona
Neighborhood Services Department - Housing Division
Community Development Block Grant Program (PY) 2020 - 2021
2/13/2020 deadline

City of Pomona-Neighborhood Services Department-Community Services

D5-After School Recreation Athletics and Arts programs

Jump to: Application Questions Budget Required Documents

USD$ 11,834.62 Requested

Submitted: 1/9/2020 6:10:50 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

Telephone9096202311
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)
- e Faith Based
- e Non-Profit
- ✔ Government/Public Agency

3. How many total years of prior CDBG experience does your agency have?
35

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

2,076,396	FY 2019-2020
2,167,226	FY 2018-2019
2,013,735	FY 2017-2018
1,982,076	FY 2016-2017
2,011,586	FY 2015-2016
10,251,019.00	**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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- ○ 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.
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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 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.
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- 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

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

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 5pm. 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. 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.

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Sports and Arts programs have resulted in an increase of overall attendance and new participants. Sports and Art activities are offered at all after school 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 by City staff and 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.

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

During 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 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 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.

y	Are written procedures in place? (Formal Personnel System)
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y	Is client's eligibility verified?
y	Is client demographic data collected and a reporting system in place?
y	Are there written formal procurement policies/procedures in place?
y	Are Conflict of Interest Policies in place?
y	Are Client Grievance Policies in place?
n	Does your agency generate annual fundraising revenue?
y	Is there Financial Oversight by the Board of Directors?
y	Is there Program Oversight by the Board of Directors?
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

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, 2020?

✔ YES

NO

Budget *top*

Proposed FY 20-21 Budget	Request	Other Sources	Total CDBG Request
CDBG	USD$ 11,834.62		USD$ 11,834.62
HOME			USD$ 0.00
ESG			USD$ 0.00
Other Sources:			USD$ 0.00
Total	**USD$ 11,834.62**	**USD$ 0.00**	**USD$ 11,834.62**

Proposed Budget Details	Request	Other Sources	Total CDBG Request
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Staff - Position Name			USD$ 0.00
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Telephone			USD$ 0.00
Transportation			USD$ 0.00
Benefits (@ 5%)	USD$ 373.08		USD$ 373.08
Total	**USD$ 11,834.62**	**USD$ 0.00**	**USD$ 11,834.62**

Budget Narrative

The above budget supports After School Recreation Athletics and Arts programs at two (2) City of Pomona-Neighborhood Services Department-Community Services centers located within District 5.

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 *
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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	✔	Certification- Assurance of Audit Requirements

download template		
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
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)	✔	document
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 2019 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
Certification of Application download template		Certification of Application

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CS-D6 Afterschool-Recreation Athletics and Arts Program

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City of Pomona
Neighborhood Services Department - Housing Division
Community Development Block Grant Program (PY) 2020 - 2021
2/13/2020 deadline

City of Pomona-Neighborhood Services Department-Community Services

D6-After School Recreation Athletics and Arts program

Jump to: Application Questions Budget Required Documents

USD$ 11,834.62 Requested

Submitted: 1/9/2020 6:18:37 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

Telephone9096202311
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)
- e Faith Based
- e Non-Profit
- ✔ Government/Public Agency

3. How many total years of prior CDBG experience does your agency have?
35

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

2,076,396	FY 2019-2020
2,167,226	FY 2018-2019
2,013,735	FY 2017-2018
1,982,076	FY 2016-2017
2,011,586	FY 2015-2016
10,251,019.00	**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

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

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 5pm. 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.

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. 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 after school 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 by City staff and 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.

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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.

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NO

N/A

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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: ,

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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?

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NO

35. Can this project proceed on July 1, 2020?

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NO

Budget *top*

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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	✔	Certification- Assurance of Audit Requirements

download template		
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
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Written Financial Management Procedures	✔	document
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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)	✔	document
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 2019 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
Certification of Application download template		Certification of Application

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CS-Enrichment Activities for the Elderly (Citywide)

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City of Pomona
Neighborhood Services Department - Housing Division
Community Development Block Grant Program (PY) 2020 - 2021
2/13/2020 deadline

City of Pomona-Neighborhood Services Department-Community Services

Citywide-Enrichment Activities for the Elderly

Jump to: Application Questions Budget Required Documents

USD$ 6,953.00 Requested

Submitted: 1/9/2020 7:01:01 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

Telephone9096202311
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)
- e Faith Based
- e Non-Profit
- ✔ Government/Public Agency

3. How many total years of prior CDBG experience does your agency have?
35

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

2,076,396	FY 2019-2020
2,167,226	FY 2018-2019
2,013,735	FY 2017-2018
1,982,076	FY 2016-2017
2,011,586	FY 2015-2016
10,251,019.00	**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

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

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 inter-generational 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 staff to facilitate enrichment activities as guest instructors in the City's ENP programs. 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. 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 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

e 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 middles 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.

During 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 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 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.

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

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, 2020?

- ✔ YES
- ○ NO

Budget *top*

Proposed FY 20-21 Budget	Request	Other Sources	Total CDBG Request
CDBG	USD$ 6,953.00		USD$ 6,953.00
HOME			USD$ 0.00
ESG			USD$ 0.00
Other Sources:			USD$ 0.00
Total	**USD$ 6,953.00**	**USD$ 0.00**	**USD$ 6,953.00**

Proposed Budget Details	Request	Other Sources	Total CDBG Request
CSS II (Activity Lead)	USD$ 0.00	USD$ 15,000.00	USD$ 15,000.00
CSS II (guest instructor)	USD$ 1,860.00		USD$ 1,860.00
CSS2 - Arts (shared)			USD$ 0.00
Staff - Position Name			USD$ 0.00
Consultant/Professional Services	USD$ 0.00		USD$ 0.00

Capital Improvements/Housing Rehab Demo			USD$ 0.00
Capital Improvements/Housing Rehab Construction/Renovation			USD$ 0.00
Architectural/Engineering Services			USD$ 0.00
Fees and Permits			USD$ 0.00
Equipment Maintenance			USD$ 0.00
Equipment and Supplies	USD$ 5,000.00		USD$ 5,000.00
Equipment Rental			USD$ 0.00
Internet Service			USD$ 0.00
Office Supplies			USD$ 0.00
Postage			USD$ 0.00
Printing			USD$ 0.00
Rent/Lease			USD$ 0.00
Telephone			USD$ 0.00
Transportation			USD$ 0.00
Benefits (@ 5%)	USD$ 93.00		USD$ 93.00
Total	**USD$ 6,953.00**	**USD$ 15,000.00**	**USD$ 21,953.00**

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 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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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)	✔	document
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 2019 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
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Copy of Organization Articles of Incorporation	✔	document
Copy of Limited English Proficiency Plan (L.E.P)	✔	document
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Application ID: 156764

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PD-Community Problem Oriented Policing Program (CPOP)

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City of Pomona
Neighborhood Services Department - Housing Division
Community Development Block Grant Program (PY) 2020 - 2021
2/13/2020 deadline

Pomona Police Department

Community Development Block Grant Program (PY) 2020 - 2021

Jump to: Application Questions Budget Required Documents

USD$ 202,016.00 Requested

Submitted: 1/28/2020 3:27:53 PM (Pacific)

Project Contact
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Additional Contacts
none entered

Pomona Police Department

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Web www.ci.pomona.ca.us

City Manager
Michael Olivieri
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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)

- e Faith Based
- e Non-Profit
- ✔ Government/Public Agency

3. How many total years of prior CDBG experience does your agency have?
6

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

202016	FY 2019-2020
73050	FY 2018-2019
106469	FY 2017-2018
111991	FY 2016-2017
123181	FY 2015-2016
616,707.00	**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)
FY19/20 Mental Health Grant- $5,130
2018 BJA Bulletproof Vest Grant= $25,334
FY 2019-20 JAG= $56,496
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.
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- ○ 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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- ○ 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)
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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

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
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.

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?
YES	Are internal monitoring/evaluation systems procedures in compliance with Sarbanes-Oxley?
YES	Is client's eligibility verified?
YES	Is client demographic data collected and a reporting system in place?
YES	Are there written formal procurement policies/procedures in place?
YES	Are Conflict of Interest Policies in place?
YES	Are Client Grievance Policies in place?
YES	Does your agency generate annual fundraising revenue?
YES	Is there Financial Oversight by the Board of Directors?
YES	Is there Program Oversight by the Board of Directors?
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

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, 2020?

✔ YES

○ NO

Budget *top*

Proposed FY 20-21 Budget	Request	Other Sources	Total CDBG Request
CDBG	USD$ 202,016.00	USD$ 0.00	USD$ 202,016.00
HOME	USD$ 0.00	USD$ 0.00	USD$ 0.00
ESG	USD$ 0.00	USD$ 0.00	USD$ 0.00
Other Sources:	USD$ 0.00	USD$ 0.00	USD$ 0.00
Total	**USD$ 202,016.00**	**USD$ 0.00**	**USD$ 202,016.00**

Proposed Budget Details	Request	Other Sources	Total CDBG Request
Staff - Police Corporal	USD$ 202,016.00		USD$ 202,016.00
Staff - Position Name			USD$ 0.00
Staff - Position Name			USD$ 0.00
Staff - Position Name			USD$ 0.00
Consultant/Professional Services			USD$ 0.00
Capital Improvements/Housing Rehab Demo			USD$ 0.00
Capital Improvements/Housing Rehab Construction/Renovation			USD$ 0.00
Architectural/Engineering Services			USD$ 0.00
Fees and Permits			USD$ 0.00
Equipment Maintenance			USD$ 0.00
Equipment Purchase			USD$ 0.00
Equipment Rental			USD$ 0.00
Internet Service			USD$ 0.00
Office Supplies			USD$ 0.00
Postage			USD$ 0.00
Printing			USD$ 0.00
Rent/Lease			USD$ 0.00
Telephone			USD$ 0.00
Transportation			USD$ 0.00
OTHER:			USD$ 0.00

Total	**USD$ 202,016.00**	**USD$ 0.00**	**USD$ 202,016.00**

Required Documents *top*

Documents Requested *	Required?	Attached Documents *
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	✔	State and Federal Tax Exemption 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.	✔	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)	✔	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 2019 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 for all NON-PROFIT AGENCIES (No exceptions)
Copy of City of Pomona Business License	✔	Copy of City of Pomona Business License
Copy of Proof of Registration in SAM.GOV	✔	Copy of 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.	✔	Copy of Proof of Insurance Coverage
Copy of Organization By-Laws	✔	Copy of Organization Articles of Incorporation
Copy of Organization Articles of Incorporation	✔	Copy of Organization Articles of Incorporation
Copy of Limited English Proficiency Plan (L.E.P)	✔	Copy of Limited English Proficiency Plan (L.E.P)
Certification of Application download template		

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Application ID: 158057

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NSD CDBG Homeless Services

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City of Pomona
Neighborhood Services Department - Housing Division
Community Development Block Grant Program (PY) 2020 - 2021
2/13/2020 deadline

City of Pomona - Neighborhood Services Department

CDBG Homeless Services

Jump to: Application Questions Budget Required Documents

USD$ 75,000.00 Requested

Submitted: 2/6/2020 5:16:56 PM (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
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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, 2888

2. Select the type of organization: (check all that apply)
- e Faith Based
- e 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:

44,769	FY 2019-2020
59,250	FY 2018-2019
73,001	FY 2017-2018
1,000	FY 2016-2017
60,000	FY 2015-2016
238,020.00	**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

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
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, 2020-June 30, 2021.

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 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.

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?
yes	Are internal monitoring/evaluation systems procedures in compliance with Sarbanes-Oxley?
yes	Is client's eligibility verified?
yes	Is client demographic data collected and a reporting system in place?
yes	Are there written formal procurement policies/procedures in place?
yes	Are Conflict of Interest Policies in place?
yes	Are Client Grievance Policies in place?
yes	Does your agency generate annual fundraising revenue?
yes	Is there Financial Oversight by the Board of Directors?
n/a	Is there Program Oversight by the Board of Directors?
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

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:
Signs

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, 2020?

- ✔ YES
- ○ NO

Budget *top*

Proposed FY 20-21 Budget	Request	Other Sources	Total CDBG Request
CDBG	USD$ 75,000.00		USD$ 75,000.00
HOME			USD$ 0.00
ESG			USD$ 0.00
Other Sources:			USD$ 0.00
Total	**USD$ 75,000.00**	**USD$ 0.00**	**USD$ 75,000.00**

Proposed Budget Details	Request	Other Sources	Total CDBG Request
Staff - Position Name			USD$ 0.00
Staff - Position Name			USD$ 0.00
Staff - Position Name			USD$ 0.00
Staff - Position Name			USD$ 0.00
Program Supplies	USD$ 53,900.00		USD$ 53,900.00
Trash Service	USD$ 3,700.00		USD$ 3,700.00

Portable Potties	USD$ 4,600.00		USD$ 4,600.00
Propone	USD$ 2,000.00		USD$ 2,000.00
Security Services	USD$ 10,800.00		USD$ 10,800.00
Total	**USD$ 75,000.00**	**USD$ 0.00**	**USD$ 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 Regarding Lobbying download template	✔	Cert of Application
Certification Regarding Debarment and Suspension download template	✔	Cert of Debarment
Certification Regarding a Drug Free Workplace download template	✔	Cert of Drug Free Workplace
Certification Regarding Reservation of Rights download template	✔	Cert of Reservation of Rights
Certification Regarding Section 504 download template	✔	Cert of 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 of Conflict of Interest
Certification- Assurance of Audit Requirements download template	✔	Cert of Assurance of Audits
Certification of Affiliation download template	✔	Cert of Affiliation
Certification- Project Contact Information download template	✔	Project Contact
Certification- Signature Authorization Form download template	✔	Cert of Signature Form
Certification Regarding Board of Directors/Governing Boards Economic Interest download template	✔	Memo- Economic Interest
State and Federal Tax Exemption Determination Letter	✔	Memo - Tax
Written Financial Management Procedures	✔	Memo - 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.	✔	Memo - Authorization to submit 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	✔	Memo- Job Descriptions

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 2019 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	✔	Memo - Fiscal Documents
Copy of City of Pomona Business License	✔	Memo - Business License
Copy of Proof of Registration in SAM.GOV	✔	SAMS.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.	✔	Memo - Insurance
Copy of Organization By-Laws	✔	Memo - ByLaws
Copy of Organization Articles of Incorporation	✔	Memo - Articles of Incorporation
Copy of Limited English Proficiency Plan (L.E.P)	✔	Memo - LEP
Certification of Application download template		Cert of Application

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Application ID: 154380

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NSD- Housing Services Program

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City of Pomona
Neighborhood Services Department - Housing Division
Community Development Block Grant Program (PY) 2020 - 2021
2/13/2020 deadline

City of Pomona - Neighborhood Services Department

Housing Services

Jump to: Application Questions Budget Required Documents

USD$ 150,000.00 Requested

Submitted: 2/11/2020 8:25:18 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
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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, 1988

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

- e Faith Based
- e 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:

83220	FY 2019-2020
117756	FY 2018-2019
246052	FY 2017-2018
269213	FY 2016-2017
254375	FY 2015-2016
970,616.00	**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 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

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

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, 2020 and will be completed on June 30, 2021.

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 LEAD 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 multifamily 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.

VACANT (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 and 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.

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?
yes	Are internal monitoring/evaluation systems procedures in compliance with Sarbanes-Oxley?
yes	Is client's eligibility verified?
yes	Is client demographic data collected and a reporting system in place?
yes	Are there written formal procurement policies/procedures in place?
yes	Are Conflict of Interest Policies in place?
yes	Are Client Grievance Policies in place?
no	Does your agency generate annual fundraising revenue?
n/a	Is there Financial Oversight by the Board of Directors?
n/a	Is there Program Oversight by the Board of Directors?
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

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:
There are no accessibility at City Hall.

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, 2020?
✔ YES
○ NO

Budget *top*

Proposed FY 20-21 Budget	Request	Other Sources	Total CDBG Request
CDBG	USD$ 150,000.00		USD$ 150,000.00
HOME			USD$ 0.00
ESG			USD$ 0.00
Other Sources:			USD$ 0.00
Total	**USD$ 150,000.00**	**USD$ 0.00**	**USD$ 150,000.00**

Proposed Budget Details	Request	Other Sources	Total CDBG Request
Maria Siacunco, Hsg. Grants Supervisor	USD$ 150,000.00		USD$ 150,000.00
Antoinette Perez-Loan Coordinator 1			USD$ 0.00
Jacqueline Contreras, Hsg. Technician			USD$ 0.00
Mike Cravens, Rehab Specialist			USD$ 0.00
Consultant/Professional Services-John Sottek			USD$ 0.00
Consultant/Professional Services-Pricilla Davila			USD$ 0.00
Total	**USD$ 150,000.00**	**USD$ 0.00**	**USD$ 150,000.00**

Budget Narrative
The budget will be used to fund a portion of the salaries and benefit of personnel implementing HOME funded activities.

Required Documents *top*

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Certification Regarding Reservation of Rights download template	✔	Cert-Regarding Reservation of Rights
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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)	✔	JobApp_HousingGrantsSupervisor JobApp_HousingLoanCoordinator JobApp_HousingRehabSpecialist JobApp_HousingTechnician
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 2019 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	✔	Memo-Regarding Fiscal Management
Copy of City of Pomona Business License	✔	Memo-Regarding Business License
Copy of Proof of Registration in SAM.GOV	✔	Proof of 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.	✔	Memo-Regarding Proof of Insurance
Copy of Organization By-Laws	✔	Memo-Regarding By-Laws
Copy of Organization Articles of Incorporation	✔	Memo-Regarding Articles of Inc.
Copy of Limited English Proficiency Plan (L.E.P)	✔	Memo-Regarding LEP
Certification of Application download template		Cert-Regarding Application

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NSD- Housing Improvement Program

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City of Pomona
Neighborhood Services Department - Housing Division
Community Development Block Grant Program (PY) 2020 - 2021
2/21/2020 deadline

City of Pomona
HOUSING IMPROVEMENT PROGRAM

Jump to: Application Questions Budget Required Documents

USD$ 200,000.00 Requested

Submitted: 2/18/2020 2:21:37 PM (Pacific)

Project Contact
Maria Siacunco
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Additional Contacts
none entered

City of Pomona

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Neighborhood Services Director
Benita DeFrank
Benita_DeFrank@ci.pomona.ca.us

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)
- e Faith Based
- e 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 years.

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

$252,069	FY 2019-2020
$100,721	FY 2018-2019
$73,001	FY 2017-2018
$1,000	FY 2016-2017
$60,000	FY 2015-2016
486,791.00	**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
2019-2024: $4,600,000
2016-2019: $1,676,489
TOTAL: $6,276,489

2. Home Investment Partnerships (HOME) Program - Housing Rehabilitation Program
2019-2020: $1,017,795
2018-2019: $602,783
2017-2018: $199,309
2016-2017: $540,757
2015-2016: $641,941
TOTAL: $ 3,002,585

3. HOME - First Time Homebuyer Program
2019-2020: $1,492,618
2018-2019: $381,357
2017-2018: $506,548
2017-2016: $0
2015-2014: $0
TOTAL: $2,380,523

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 and electrical repairs, accessibility improvements and roof repairs. These repairs correct unsanitary and unsafe living conditions thereby improving the quality of life of program beneficiaries - 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.
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 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 homes 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 tine, experience dictates that exterior repairs create a "domino effect" and encourages other homeowners within the neighborhood to make exterior home improvements. 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

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

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 grant for emergency repairs such as heating, cooling, sewer repair, electrical repair or accessibility improvement. Minor exterior repair much 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/replacement involving a maximum of $12,000.

Only owner-occupied, single-family homes are eligible under the program. While the program is a grant, it requires that the home assisted with CDBG funds remain owner occupied for at least five years for emergency and roof repairs, and 10 years for exterior repairs. Otherwise, funds will be repaid equivalent to the portion of the grant when the home was sold or leased (I,e, For emergency rehab, $1,000 of 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 15 households (9 x $17,000 for combination roof and E-grant; 3x $10,000 for major emergency repairs; 3 x $5,000).

Timeline for Completion:
The project can be started and completed within 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 report preparation: 1 week
3) Bid solicitation (by owner): 2 weeks to 3 weeks
4) Bid submission and in-house estimates: 2 days
5) Scheduling and Grant Agreement and contract signing: 1 week
6) Purchase requisition and Purchase Order issuance: 1 - 1 1/2 weeks
7) Rehabilitation: 2-3 weeks
8) Final inspection: 1 day

9) Correction of any punch list items 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: 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 is 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, by providing driver's license or birth certificate.

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 the 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 and consecutive 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, as published by HUD on an annual basis.

Information are inputted and stored electronically via a 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. During the year, data collection and reporting shall be done via access data base.

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; # for agreement and contract signing; # under construction; and # 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 the project status and ensure the work are completed in a journey-man like fashion. The work is also compared against the scope of work per an

executed contract between the owner and the contractor. The work is further compared against trade standards and city codes. Deviations from the scopes and standards are noted and addressed. The inspections are recorded in an inspection form, indicating whether these are initial, progress, progress number or final inspection. Before and after photos are 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 V
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 and Correspondence
PART 2 - Disbursement/Expenditure Tracking (with copies of invoices, material receipts and payment demands)
PART 3 - Bid Tracking/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.

File Disposition is 3 years from the project close out in IDIS.

21. Describe the procedures your agency will use to separate and track CDBG activities and expenditures from other funds:
The City uses Mitchell Huimphrey 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 integrate CDBG budgets and expenditures with other Federal, State and 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 ten (10) years. The amount of CDBG funds expended is estimated at $1,618,708, which benefitted a total of 314 families or households. These funds were used to: install heating or cooling systems; install ADA lifts and ramps; ADA bathroom retrofit; repair or replace leaking roofs; address broken sewer lines; fix faulty electrical writing, 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 have resulted in an improved quality of life for Pomona homeowners and have contributed to the revitalization of neighborhoods.

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 of housing related projects for approximately 35 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 Partnerships (HOME) Program and Lead Hazard Reduction 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 and completion of the program.

25. Describe your agency's current capacity, including staff and volunteer qualifications, in carrying out the proposed activity:
The Housing Rehabilitation Team is composed of qualified and experienced personnel, as follows: 1 Housing Grants Supervisor; 2 Rehabilitation Specialists (1 full time and 1 consultant); 1 Loan Coordinator; and, 2 Housing Technicians (1 full time and 1 part time).

Maria Siacunco (Grants Supervisor)
- Over 19 years of housing related experience in direct program management and fiscal administration of various housing programs, to include CDBG, HOME, Lead Hazard Control and Healthy Homes; CalHome Program and RDA funding/

Mike Cravens (Full Time Rehabilitation Specialist)
- Over 36 years experience in the trade industry. Practices LEED standards in green building for housing improvement projects.

John Sottek (Housing Rehabilitation Consultant)
- Over 21 years experience working with cities overseeing the substantial rehabilitation of both single and multi-unit residences, including lead remediation and development of work specifications, contractor bid walks, bid selection, contract preparation, pre-construction conferences, project monitoring and inspections.

Antoinette Perez (Loan Coordinator)
- Over 23 years experience in the implementation of housing improvement programs, including eligibility review; agreement preparation and signing; contractor payments.

Jacqueline Contreras (Housing Technician)
- Over 3 years in project implementation, particularly of the Lead Hazard Control and Healthy Homes Program. Undertakes outreach and marketing, eligibility reviews, environmental reviews, bid walks, housing inspections, and processing of contractor invoices.

Vanessa Garcia (Housing Technician - PT)
- Over 3 years in the outreach and marketing. Proficient in the use of FMS, to include preparing purchase requisitions and vendor payments.

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?
Yes	Are internal monitoring/evaluation systems procedures in compliance with Sarbanes-Oxley?
Yes	Is client's eligibility verified?
Yes	Is client demographic data collected and a reporting system in place?
Yes	Are there written formal procurement policies/procedures in place?
Yes	Are Conflict of Interest Policies in place?
Yes	Are Client Grievance Policies in place?
No	Does your agency generate annual fundraising revenue?
N/A	Is there Financial Oversight by the Board of Directors?
N/A	Is there Program Oversight by the Board of Directors?
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 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

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 requirements. In addition, as part of program policy, staff provides reasonable accommodation to applicants and clients with physical/developmental disabilities 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: policies posted on City's website, ,
- ○ NO, please explain: policies posted on City's website, ,

33. If you answered 'YES' to question #32, indicate how:
The City's Administrative Policy No. 6 "Equal Employment Opportunity" dated 5/15/97 and updated 3/20/12 is posted at the City's website. This policy ensures an environmental 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, 2020?

✔ YES

○ NO

Budget top

Proposed FY 20-21 Budget	Request	Other Sources	Total CDBG Request
CDBG	USD$ 200,000.00		USD$ 200,000.00
HOME			USD$ 0.00
ESG			USD$ 0.00
Other Sources:			USD$ 0.00
Total	**USD$ 200,000.00**	**USD$ 0.00**	**USD$ 200,000.00**

Proposed Budget Details	Request	Other Sources	Total CDBG Request
Staff - Position Name			USD$ 0.00
Staff - Position Name			USD$ 0.00
Staff - Position Name			USD$ 0.00
Staff - Position Name			USD$ 0.00
Consultant/Professional Services			USD$ 0.00
Capital Improvements/Housing Rehab Demo			USD$ 0.00
Capital Improvements/Housing Rehab Construction/Renovation			USD$ 0.00
Architectural/Engineering Services			USD$ 0.00
Fees and Permits			USD$ 0.00
Equipment Maintenance			USD$ 0.00
Equipment Purchase			USD$ 0.00
Equipment Rental			USD$ 0.00
Internet Service			USD$ 0.00
Office Supplies			USD$ 0.00
Postage			USD$ 0.00
Printing			USD$ 0.00
Rent/Lease			USD$ 0.00
Telephone			USD$ 0.00
Transportation			USD$ 0.00
OTHER:			USD$ 0.00
Total	**USD$ 0.00**	**USD$ 0.00**	**USD$ 0.00**

Budget Narrative

Funding will be used to fund emergency and minor exterior improvements of qualified low-income homeowners. Funds will specifically be used to pay contractors who will undertake the improvements, per a rehabilitation contract between the owner and the selected contractor.

Required Documents top

Documents Requested *	Required?	Attached Documents *
Certification Regarding Lobbying download template	✔	Lobbying
Certification Regarding Debarment and Suspension download template	✔	Debarment and Suspension

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 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 Real Property
Certification of Compliance with Conflict of Interest & Procurement Policies download template	✔	Certification Regarding Conflict of Interest
Certification- Assurance of Audit Requirements download template	✔	Certification Regarding Audit
Certification of Affiliation download template	✔	Certification Regarding Affiliation
Certification- Project Contact Information download template	✔	Certification Regarding Contact Information
Certification- Signature Authorization Form download template	✔	Signature Authorization
Certification Regarding Board of Directors/Governing Boards Economic Interest download template	✔	Board of Doirectors Interest
State and Federal Tax Exemption Determination Letter	✔	Tax Exempt Determination
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 Documentation
Written documentation of the construction schedule developed for the proposed infrastructure/facilities projects only		Not Construction
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)	✔	Job Descriptions Loan Coordinator Job Description_Supervisor Job Description_Housing Technician Job Description_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)		Not Applicable
Fiscal Documents for all NON-PROFIT AGENCIES (No exceptions) A. FY 2019 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	✔	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
Copy of Organization By-Laws	✔	By-Laws
Copy of Organization Articles of Incorporation	✔	Art of Incorporation
Copy of Limited English Proficiency Plan (L.E.P)	✔	LEP
Certification of Application download template		Certification of Application

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DSD-Code Compliance Program

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City of Pomona
Neighborhood Services Department - Housing Division
Community Development Block Grant Program (PY) 2020 - 2021
2/13/2020 deadline

City of Pomona/Code Compliance
Community Development Block Grant Program 2020-2021

Jump to: Application Questions Budget Required Documents

USD$ 470,000.00 Requested

Submitted: 12/10/2019 10:57:03 AM (Pacific)

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City of Pomona/Code Compliance

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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)
- e Faith Based
- e 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:

470000	FY 2019-2020
400000	FY 2018-2019
415939	FY 2017-2018
461,788	FY 2016-2017
441,788	FY 2015-2016
2,189,515.00	**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)
Not applicable.

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.
This project consists 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

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

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 areas.

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
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.
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.
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 areas.

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 areas.

25. Describe your agency's current capacity, including staff and volunteer qualifications, in carrying out the proposed activity:
Currently, there is one Code Compliance Supervisor, seven 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.
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?
yes	Are internal monitoring/evaluation systems procedures in compliance with Sarbanes-Oxley?
yes	Is client's eligibility verified?
yes	Is client demographic data collected and a reporting system in place?
yes	Are there written formal procurement policies/procedures in place?
yes	Are Conflict of Interest Policies in place?
yes	Are Client Grievance Policies in place?
yes	Does your agency generate annual fundraising revenue?
yes	Is there Financial Oversight by the Board of Directors?
yes	Is there Program Oversight by the Board of Directors?
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

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

e NO

35. Can this project proceed on July 1, 2020?

✔ YES

e NO

Budget top

Proposed FY 20-21 Budget	Request	Other Sources	Total CDBG Request
CDBG	USD$ 470,000.00		USD$ 470,000.00
HOME			USD$ 0.00
ESG			USD$ 0.00
Other Sources:			USD$ 0.00
Total	**USD$ 470,000.00**	**USD$ 0.00**	**USD$ 470,000.00**

Proposed Budget Details	Request	Other Sources	Total CDBG Request
Staff - Code Compliance Manager	USD$ 49,000.00		USD$ 49,000.00
Staff - Code Compliance Supervisor	USD$ 49,000.00		USD$ 49,000.00
Staff - Inspectors (7)	USD$ 342,000.00		USD$ 342,000.00
Staff - Inspector			USD$ 0.00
Consultant/Professional Services			USD$ 0.00
Capital Improvements/Housing Rehab Demo			USD$ 0.00
Capital Improvements/Housing Rehab Construction/Renovation			USD$ 0.00
Architectural/Engineering Services			USD$ 0.00
Fees and Permits			USD$ 0.00
Equipment Maintenance			USD$ 0.00
Equipment Purchase			USD$ 0.00
Equipment Rental			USD$ 0.00
Internet Service			USD$ 0.00
Office Supplies			USD$ 0.00
Postage	USD$ 15,000.00		USD$ 15,000.00
Printing			USD$ 0.00
Rent/Lease			USD$ 0.00
Telephone			USD$ 0.00
Transportation			USD$ 0.00
OTHER:Legal Services	USD$ 15,000.00		USD$ 15,000.00
Total	**USD$ 470,000.00**	**USD$ 0.00**	**USD$ 470,000.00**

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 *	Required?	Attached Documents *
Certification Regarding Lobbying download template	✔	Ceritification Regarding Lobbying
Certification Regarding Debarment and Suspension download template	✔	Certification Regarding Debarement 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 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	✔	Certificate 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	✔	State and Federal Tax Exemption 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.	✔	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)	✔	Job Descriptions for Code Compliance Supervisor Job Description for Code Compliance Inspector
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 2019 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 Determination 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	✔	Proof of Insurance

$2,000,000 aggregate), Auto Liability (min. $1,000,000, per occurrence) & Workers' Compensation.		
Copy of Organization By-Laws	✔	Organization of By-Laws
Copy of Organization Articles of Incorporation	✔	Articles of Incorporation
Copy of Limited English Proficiency Plan (L.E.P)	✔	Limited English Proficiency Plan
Certification of Application download template		Certification of Application

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Application ID: 154944

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PW-ADA Path of Travel (Citywide)

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City of Pomona
Neighborhood Services Department - Housing Division
Community Development Block Grant Program (PY) 2020 - 2021
2/13/2020 deadline

City of Pomona Public Works Department

ADA Curb Ramps and Path of Travel (CDBG) (FY 20-21)

Jump to: Application Questions Budget Required Documents

USD$ 498,583.00 Requested

Submitted: 1/9/2020 9:56:24 AM (Pacific)

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City of Pomona Public Works Department

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N/A
N/A N/A
NA@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:

711901	FY 2019-2020
779520	FY 2018-2019
722627	FY 2017-2018
719574	FY 2016-2017
675985	FY 2015-2016
3,609,607.00	**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

6. Provide the agency Mission Statement:
City of Pomona Mission Statement:
The City of Pomona improves Quality of Life for our diverse Community.

Public Works Department Mission Statement:
Providing Essential Services and Infrastructure to Enhance our Community's Lie 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

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. Type of Work: Sidewalk rehabilitation, new sidewalk, curb and gutter, and ADA related upgrades to existing curb ramps

and alley approaches.

2. Timeline for Completion: Preliminary engineering/design- 2020/2021, Construction- 2021/21, Completion 2021

3. Prevailing Wage and Federal Reporting: Federal Labor Standard Provisions, including prevailing wage requirement 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
Locations are 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, program 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, lighting, 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 3 full-time and 1 part-time engineers, 1 full-time administrative assistant, 1 full-time management analyst ad 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.

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?
YES	Are internal monitoring/evaluation systems procedures in compliance with Sarbanes-Oxley?
YES	Is client's eligibility verified?
YES	Is client demographic data collected and a reporting system in place?
YES	Are there written formal procurement policies/procedures in place?
YES	Are Conflict of Interest Policies in place?
YES	Are Client Grievance Policies in place?
N/A	Does your agency generate annual fundraising revenue?
N/A	Is there Financial Oversight by the Board of Directors?
N/A	Is there Program Oversight by the Board of Directors?
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

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 posted on the City's website and is also listed on employment 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, 2020?

✔ YES

○ NO

Budget top

Proposed FY 20-21 Budget	Request	Other Sources	Total CDBG Request
CDBG	USD$ 498,583.00		USD$ 498,583.00
HOME			USD$ 0.00
ESG			USD$ 0.00
Other Sources:			USD$ 0.00
Total	**USD$ 498,583.00**	**USD$ 0.00**	**USD$ 498,583.00**

Proposed Budget Details	Request	Other Sources	Total CDBG Request
City Engineering	USD$ 50,000.00		USD$ 50,000.00
Staff - Position Name			USD$ 0.00
Staff - Position Name			USD$ 0.00
Staff - Position Name			USD$ 0.00
Consultant/Professional Services	USD$ 60,000.00		USD$ 60,000.00
Capital Improvements/Housing Rehab Demo			USD$ 0.00
Capital Improvements/Housing Rehab Construction/Renovation	USD$ 368,583.00		USD$ 368,583.00
Architectural/Engineering Services			USD$ 0.00
Fees and Permits			USD$ 0.00
Equipment Maintenance			USD$ 0.00
Equipment Purchase			USD$ 0.00
Equipment Rental			USD$ 0.00
Internet Service			USD$ 0.00
Office Supplies			USD$ 0.00
Postage			USD$ 0.00
Printing			USD$ 0.00
Rent/Lease			USD$ 0.00
Telephone			USD$ 0.00
Transportation			USD$ 0.00
OTHER:	USD$ 20,000.00		USD$ 20,000.00
Total	**USD$ 498,583.00**	**USD$ 0.00**	**USD$ 498,583.00**

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 Regarding Lobbying download template	✔	Cert Reg Lobbying NA
Certification Regarding Debarment and Suspension download template	✔	Cert Debartment & Susp NA
Certification Regarding a Drug Free Workplace download template	✔	Cert Drug Free Env NA
Certification Regarding Reservation of Rights download template	✔	Cert Reserv Rights NA
Certification Regarding Section 504 download template	✔	Cert Sec 504
Certification Regarding Section 3 (if applicable) download template		Cert Sec 3
Certification Regarding Use of Real Property (if applicable) download template		
Certification of Compliance with Conflict of Interest & Procurement Policies download template	✔	Cert Conf Int NA
Certification- Assurance of Audit Requirements download template	✔	Cert Assur Audit NA
Certification of Affiliation download template	✔	Cert Affiliation NA
Certification- Project Contact Information download template	✔	Project Contact Info
Certification- Signature Authorization Form download template	✔	Sign Auth
Certification Regarding Board of Directors/Governing Boards Economic Interest download template	✔	Cert Board of Dir NA
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 Schedule
Written documentation of all bidding process undertaken for the infrastructure/facilities proposed projects only		Section 2-970
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	✔	N/A

(No exceptions) A. FY 2019 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		
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
Copy of Organization By-Laws	✔	N/A
Copy of Organization Articles of Incorporation	✔	N/A
Copy of Limited English Proficiency Plan (L.E.P)	✔	N/A
Certification of Application download template		App Cert

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

Application ID: 156652

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PW-Alleys
(D4)

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City of Pomona
Neighborhood Services Department - Housing Division
Community Development Block Grant Program (PY) 2020 - 2021
2/13/2020 deadline

City of Pomona Public Works Department

Alley Improvements- D4 (CDBG) (FY 20-21 to FY 22-23)

Jump to: Application Questions Budget Required Documents

USD$ 123,089.00 Requested

Submitted: 1/9/2020 9:33:42 AM (Pacific)

Project Contact
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City of Pomona Public Works Department

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Web www.ci.pomona.ca.us

N/A
N/A N/A
NA@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:

711901	FY 2019-2020
779520	FY 2018-2019
722627	FY 2017-2018
719574	FY 2016-2017
675985	FY 2015-2016
3,609,607.00	**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

6. Provide the agency Mission Statement:
City of Pomona Mission Statement:
The City of Pomona improves Quality of Life for our diverse Community.

Public Works Department Mission Statement:
Providing Essential Services and Infrastructure to Enhance our Community's Lie 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.
The project will reduce the number of alleys in poor condition and promote an acceptable street condition index for the City. The project will improve serviceable pavement for 25- 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

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. Type of Work: 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" thick PCC approaches on 6" of aggregate base at the street intersections and asphalt pavement for the alley resurfacing.

2. Timeline for Completion: Preliminary engineering/design- 2020/2022, Construction- 2022/23, Completion 2023

3. Prevailing Wage and Federal Reporting: Federal Labor Standard Provisions, including prevailing wage requirement 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.
Alley within 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
Locations are 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, program 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, lighting, 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 3 full-time and 1 part-time engineers, 1 full-time administrative assistant, 1 full-time management analyst ad 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.

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?
YES	Are internal monitoring/evaluation systems procedures in compliance with Sarbanes-Oxley?
YES	Is client's eligibility verified?
YES	Is client demographic data collected and a reporting system in place?
YES	Are there written formal procurement policies/procedures in place?
YES	Are Conflict of Interest Policies in place?
YES	Are Client Grievance Policies in place?
N/A	Does your agency generate annual fundraising revenue?
N/A	Is there Financial Oversight by the Board of Directors?
N/A	Is there Program Oversight by the Board of Directors?
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
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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 posted on the City's website and is also listed on employment 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, 2020?

✔ YES

○ NO

Budget top

Proposed FY 20-21 Budget	Request	Other Sources	Total CDBG Request
CDBG	USD$ 123,089.00		USD$ 123,089.00
HOME			USD$ 0.00
ESG			USD$ 0.00
Other Sources:			USD$ 0.00
Total	**USD$ 123,089.00**	**USD$ 0.00**	**USD$ 123,089.00**

Proposed Budget Details	Request	Other Sources	Total CDBG Request
City Engineering	USD$ 10,000.00		USD$ 10,000.00
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Staff - Position Name			USD$ 0.00
Staff - Position Name			USD$ 0.00
Consultant/Professional Services	USD$ 7,000.00		USD$ 7,000.00
Capital Improvements/Housing Rehab Demo			USD$ 0.00
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Postage			USD$ 0.00
Printing			USD$ 0.00
Rent/Lease			USD$ 0.00
Telephone			USD$ 0.00
Transportation			USD$ 0.00
OTHER:	USD$ 3,000.00		USD$ 3,000.00
Total	**USD$ 123,089.00**	**USD$ 0.00**	**USD$ 123,089.00**

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.

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Required Documents *top*

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Certification Regarding Section 504 download template	✔	Cert Sec 504
Certification Regarding Section 3 (if applicable) download template		Cert Sec 3
Certification Regarding Use of Real Property (if applicable) download template		
Certification of Compliance with Conflict of Interest & Procurement Policies download template	✔	Cert Conf Int NA
Certification- Assurance of Audit Requirements download template	✔	Cert Assur Audit NA
Certification of Affiliation download template	✔	Cert Affiliation NA
Certification- Project Contact Information download template	✔	Project Contact Info
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Certification of Application download template		App Cert

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Application ID: 156649

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PW-Street Improvements (Citywide)

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City of Pomona
Neighborhood Services Department - Housing Division
Community Development Block Grant Program (PY) 2020 - 2021
2/13/2020 deadline

City of Pomona Public Works Department

Street Improvements- Citywide (CDBG) (FY 18-19 to FY 20-21)

Jump to: Application Questions Budget Required Documents

USD$ 47,389.00 Requested

Submitted: 1/9/2020 9:23:48 AM (Pacific)

Project Contact
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City of Pomona Public Works Department

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Fax 909-620-2269
Web www.ci.pomona.ca.us

N/A
N/A N/A
NA@ci.pomona.ca.us

Application Questions *top*

AGENCY DESCRIPTION

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- ○ 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 will reduce the number of streets in poor condition and promote an acceptable street condition index for the City. The project will improve serviceable pavement for 25- 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

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. Type of Work: Street Rehabilitation of residential street segments, full removal and or 2-3" surface, sidewalk repairs, curb and gutter, and ADA related upgrades to existing curb ramps.

2. Timeline for Completion: Preliminary engineering/design- 2020/2021, Construction- 2021/21, Completion 2021

3. Prevailing Wage and Federal Reporting: Federal Labor Standard Provisions, including prevailing wage requirement 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 in District 5 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
Locations are 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, program 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, lighting, 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 3 full-time and 1 part-time engineers, 1 full-time administrative assistant, 1 full-time management analyst ad 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.

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?
YES	Are internal monitoring/evaluation systems procedures in compliance with Sarbanes-Oxley?
YES	Is client's eligibility verified?
YES	Is client demographic data collected and a reporting system in place?
YES	Are there written formal procurement policies/procedures in place?
YES	Are Conflict of Interest Policies in place?
YES	Are Client Grievance Policies in place?
N/A	Does your agency generate annual fundraising revenue?
N/A	Is there Financial Oversight by the Board of Directors?
N/A	Is there Program Oversight by the Board of Directors?
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

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 posted on the City's website and is also listed on employment 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, 2020?

✔ YES

○ NO

Budget top

Proposed FY 20-21 Budget	Request	Other Sources	Total CDBG Request
CDBG	USD$ 47,389.00		USD$ 47,389.00
HOME			USD$ 0.00
ESG			USD$ 0.00
Other Sources:			USD$ 0.00
Total	**USD$ 47,389.00**	**USD$ 0.00**	**USD$ 47,389.00**

Proposed Budget Details	Request	Other Sources	Total CDBG Request
City Engineering	USD$ 10,000.00		USD$ 10,000.00
Staff - Position Name			USD$ 0.00
Staff - Position Name			USD$ 0.00
Staff - Position Name			USD$ 0.00
Consultant/Professional Services	USD$ 5,000.00		USD$ 5,000.00
Capital Improvements/Housing Rehab Demo			USD$ 0.00
Capital Improvements/Housing Rehab Construction/Renovation	USD$ 29,389.00		USD$ 29,389.00
Architectural/Engineering Services			USD$ 0.00
Fees and Permits			USD$ 0.00
Equipment Maintenance			USD$ 0.00
Equipment Purchase			USD$ 0.00
Equipment Rental			USD$ 0.00
Internet Service			USD$ 0.00
Office Supplies			USD$ 0.00
Postage			USD$ 0.00
Printing			USD$ 0.00
Rent/Lease			USD$ 0.00
Telephone			USD$ 0.00
Transportation			USD$ 0.00
OTHER:	USD$ 3,000.00		USD$ 3,000.00
Total	**USD$ 47,389.00**	**USD$ 0.00**	**USD$ 47,389.00**

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 Regarding Lobbying download template	✔	Cert Reg Lobbying NA
Certification Regarding Debarment and Suspension download template	✔	Cert Debartment & Susp NA
Certification Regarding a Drug Free Workplace download template	✔	Cert Drug Free Env NA
Certification Regarding Reservation of Rights download template	✔	Cert Reserv Rights NA
Certification Regarding Section 504 download template	✔	Cert Sec 504
Certification Regarding Section 3 (if applicable) download template		Cert Sec 3
Certification Regarding Use of Real Property (if applicable) download template		
Certification of Compliance with Conflict of Interest & Procurement Policies download template	✔	Cert Conf Int NA
Certification- Assurance of Audit Requirements download template	✔	Cert Assur Audit NA
Certification of Affiliation download template	✔	Cert Affiliation NA
Certification- Project Contact Information download template	✔	Project Contact Info
Certification- Signature Authorization Form download template	✔	Sign Auth
Certification Regarding Board of Directors/Governing Boards Economic Interest download template	✔	Cert Board of Dir NA
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 Schedule
Written documentation of all bidding process undertaken for the infrastructure/facilities proposed projects only		Section 2-970
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 2019 Financial Statements/Income Statement, AND B. Fully signed	✔	N/A

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	✔	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
Copy of Organization By-Laws	✔	N/A
Copy of Organization Articles of Incorporation	✔	N/A
Copy of Limited English Proficiency Plan (L.E.P)	✔	N/A
Certification of Application download template		App Cert

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PW- Streetlights
(D6)

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City of Pomona
Neighborhood Services Department - Housing Division
Community Development Block Grant Program (PY) 2020 - 2021
2/13/2020 deadline

City of Pomona Public Works Department

Streetlights- District 6 (CDBG) (FY 19-20 to FY 21-22)

Jump to: Application Questions Budget Required Documents

USD$ 111,376.00 Requested

Submitted: 1/9/2020 9:12:41 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

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Pomona, CA 91769

Telephone 909-620-2275
Fax 909-620-2269
Web www.ci.pomona.ca.us

N/A
N/A N/A
NA@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)
- e Faith Based
- e 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:

711901	FY 2019-2020
779520	FY 2018-2019
722627	FY 2017-2018
719574	FY 2016-2017
675985	FY 2015-2016
3,609,607.00	**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

6. Provide the agency Mission Statement:
City of Pomona Mission Statement:
The City of Pomona improves Quality of Life for our diverse Community.

Public Works Department Mission Statement:
Providing Essential Services and Infrastructure to Enhance our Community's Lie 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.
Completion of this work will reduce the amount of locations that do not currently have street lights. There are a total of 8 streetlight locations being requested at this time. The objective is to provide a suitable living environment which will provide sustainability.

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

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. Work generally includes installation of conduit and wiring, poles with foundations, streetlight assembly and connection with a power source together with sidewalk repairs when impacted, all to Public Works Construction specifications.

2. Timeline for Completion: Preliminary engineering/design- 2020/2021, Construction- 2021/22, Completion 2023

3. Prevailing Wage and Federal Reporting: Federal Labor Standard Provisions, including prevailing wage requirement 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 , Cary Lane and Sharon Drive between Garey Avenue and La Verne Avenue, which are 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
Locations are 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
Yes, currently there are no streetlights within the proposed streetlight locations, the project will result in new light service within a CDBG Eligible area.

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.
Completion of this work will reduce the amount of locations that do not currently have street lights. There are a total of 8 streetlight locations requested at this time.

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, program 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, lighting, 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 3 full-time and 1 part-time engineers, 1 full-time administrative assistant, 1 full-time management analyst ad 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.

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?
YES	Are internal monitoring/evaluation systems procedures in compliance with Sarbanes-Oxley?
YES	Is client's eligibility verified?
YES	Is client demographic data collected and a reporting system in place?
YES	Are there written formal procurement policies/procedures in place?
YES	Are Conflict of Interest Policies in place?
YES	Are Client Grievance Policies in place?
N/A	Does your agency generate annual fundraising revenue?
N/A	Is there Financial Oversight by the Board of Directors?
N/A	Is there Program Oversight by the Board of Directors?
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

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 posted on the City's website and is also listed on employment 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, 2020?

✔ YES

○ NO

Budget *top*

Proposed FY 20-21 Budget	Request	Other Sources	Total CDBG Request
CDBG	USD$ 111,376.00		USD$ 111,376.00
HOME			USD$ 0.00
ESG			USD$ 0.00
Other Sources:			USD$ 0.00
Total	**USD$ 111,376.00**	**USD$ 0.00**	**USD$ 111,376.00**

Proposed Budget Details	Request	Other Sources	Total CDBG Request
City Engineering	USD$ 10,000.00		USD$ 10,000.00
Staff - Position Name			USD$ 0.00
Staff - Position Name			USD$ 0.00
Staff - Position Name			USD$ 0.00
Consultant/Professional Services	USD$ 7,000.00		USD$ 7,000.00
Capital Improvements/Housing Rehab Demo			USD$ 0.00
Capital Improvements/Housing Rehab Construction/Renovation	USD$ 91,376.00		USD$ 91,376.00
Architectural/Engineering Services			USD$ 0.00
Fees and Permits			USD$ 0.00
Equipment Maintenance			USD$ 0.00
Equipment Purchase			USD$ 0.00
Equipment Rental			USD$ 0.00
Internet Service			USD$ 0.00
Office Supplies			USD$ 0.00
Postage			USD$ 0.00
Printing			USD$ 0.00
Rent/Lease			USD$ 0.00
Telephone			USD$ 0.00
Transportation			USD$ 0.00
OTHER:	USD$ 3,000.00		USD$ 3,000.00
Total	**USD$ 111,376.00**	**USD$ 0.00**	**USD$ 111,376.00**

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 Regarding Lobbying download template	✔	Cert Regarding Lobbying NA
Certification Regarding Debarment and Suspension download template	✔	Cert Debartment & Susp NA
Certification Regarding a Drug Free Workplace download template	✔	Cert Drug Free Env NA
Certification Regarding Reservation of Rights download template	✔	Cert Reserv Rights NA
Certification Regarding Section 504 download template	✔	Cert Sec 504
Certification Regarding Section 3 (if applicable) download template		Cert Sec 3
Certification Regarding Use of Real Property (if applicable) download template		
Certification of Compliance with Conflict of Interest & Procurement Policies download template	✔	Cert Conf Int NA
Certification- Assurance of Audit Requirements download template	✔	Cert Assur Audit NA
Certification of Affiliation download template	✔	Cert Affiliation NA
Certification- Project Contact Information download template	✔	Project Contact Info
Certification- Signature Authorization Form download template	✔	Sign Auth
Certification Regarding Board of Directors/Governing Boards Economic Interest download template	✔	Cert Board of Dir NA
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 Schedule
Written documentation of all bidding process undertaken for the infrastructure/facilities proposed projects only		Section 2-970
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	✔	N/A

(No exceptions) A. FY 2019 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		
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
Copy of Organization By-Laws	✔	N/A
Copy of Organization Articles of Incorporation	✔	N/A
Copy of Limited English Proficiency Plan (L.E.P)	✔	N/A
Certification of Application download template		App Cert

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

Application ID: 156346

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