

City of Morro Bay

City Council Agenda

Mission Statement

The City of Morro Bay is dedicated to the preservation and enhancement of the quality of life. The City shall be committed to this purpose and will provide a level of municipal service and safety consistent with and responsive to the needs of the public.

**REGULAR MEETING
NOVEMBER 13, 2012**

**CLOSED SESSION
CITY HALL CONFERENCE ROOM - 5:00 P.M.
595 HARBOR ST., MORRO BAY, CA**

CS-1 GOVERNMENT CODE SECTION 54956.8; PROPERTY TRANSACTIONS

Instructing City's real property negotiator regarding the price and terms of payment for the purchase, sale, exchange, or lease of real property as to one parcel.

- **Property: Morro Bay Fish Company Inc., Lease Site 129W-131W**
Negotiating Parties: Morro Bay Fish Company Inc. and City of Morro Bay
Negotiations: Lease Terms and Conditions

**IT IS NOTED THAT THE CONTENTS OF CLOSED SESSION MEETINGS
ARE CONFIDENTIAL AND EXEMPT FROM DISCLOSURE.**

**PUBLIC SESSION
VETERANS MEMORIAL HALL - 6:00 P.M.
209 SURF ST., MORRO BAY, CA**

ESTABLISH QUORUM AND CALL TO ORDER
MOMENT OF SILENCE
PLEDGE OF ALLEGIANCE
MAYOR AND COUNCILMEMBERS ANNOUNCEMENTS & PRESENTATIONS
CLOSED SESSION REPORT

PUBLIC COMMENT PERIOD - Members of the audience wishing to address the Council on City business matters (other than Public Hearing items under Section B) may do so at this time.

To increase the effectiveness of the Public Comment Period, the following rules shall be followed:

- When recognized by the Mayor, please come forward to the podium and state your name and address for the record. Comments are to be limited to three minutes.
- All remarks shall be addressed to Council, as a whole, and not to any individual member thereof.
- The Council respectfully requests that you refrain from making slanderous, profane or personal remarks against any elected official, commission and/or staff.
- Please refrain from public displays or outbursts such as unsolicited applause, comments or cheering.
- Any disruptive activities that substantially interfere with the ability of the City Council to carry out its meeting will not be permitted and offenders will be requested to leave the meeting.
- Your participation in City Council meetings is welcome and your courtesy will be appreciated.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk, (805) 772-6205. Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

A. CONSENT CALENDAR

Unless an item is pulled for separate action by the City Council, the following actions are approved without discussion.

A-1 APPROVAL OF CITY COUNCIL MINUTES FOR THE REGULAR MEETING OF OCTOBER 23, 2012; (ADMINISTRATION)

RECOMMENDATION: Approve as submitted.

A-2 DIRECTION TO ALLOCATE \$50,000 RECEIVED THROUGH THE CITY'S LICENSE AGREEMENT WITH X2 TELECOM LLC TOWARD CITY'S TECHNOLOGY NEEDS; (ADMINISTRATION/CITY ATTORNEY)

RECOMMENDATION: Direct the expenditure of one time monies in the amount of \$50,000 on City technology needs.

A-3 APPROVAL OF RESOLUTION 57-12 REGARDING CITY'S INTENTION TO SELL THE CITY-OWNED PROPERTY AT 1320 MAIN STREET IN MORRO BAY, CALIFORNIA; (CITY ATTORNEY)

RECOMMENDATION: Adopt Resolution No. 57-12.

A-4 REVIEW AND ADOPT DRAFT FUNDING RECOMMENDATIONS FOR THE 2013 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS; (PUBLIC SERVICES)

RECOMMENDATION: Review and adopt draft funding recommendations for the 2013 Community Development Block Grant (CDBG) funds and forward recommendations to the San Luis Obispo County Board of Supervisors. Additionally, authorize the City Manager to make pro rata adjustments to the allocation based on final funding amount from San Luis Obispo County.

A-5 RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MORRO BAY, CALIFORNIA REAFFIRMING COMMUNITY SUPPORT OF THE LOCAL COMMERCIAL FISHING INDUSTRY; (CITY ATTORNEY)

RECOMMENDATION: Adopt Resolution 56-12.

B. PUBLIC HEARINGS, REPORTS & APPEARANCES

B-1 RESOLUTION NO. 55-12 APPROVING MORRO BAY GARBAGE SERVICE INTERIM RATE YEAR ADJUSTMENT APPLICATION AND ADJUSTING SOLID WASTE COLLECTION RATES; (PUBLIC SERVICES)

RECOMMENDATION: Adopt Resolution No. 55-12.

C. UNFINISHED BUSINESS - None

D. NEW BUSINESS

D-1 REVIEW OF CONCEPT PLAN FOR IMPROVEMENTS TO CENTENNIAL STAIRCASE; (CITY ATTORNEY)

RECOMMENDATION: Review and discuss the Concept Plan for Improvements to Centennial Staircase and direct Staff to schedule this item for review at the Recreation and Parks Commission and the Planning Commission and return to the City Council with their recommendations.

E. DECLARATION OF FUTURE AGENDA ITEMS

F. ADJOURNMENT

THIS AGENDA IS SUBJECT TO AMENDMENT UP TO 72 HOURS PRIOR TO THE DATE AND TIME SET FOR THE MEETING. PLEASE REFER TO THE AGENDA POSTED AT CITY HALL FOR ANY REVISIONS OR CALL THE CLERK'S OFFICE AT 772-6205 FOR FURTHER INFORMATION.

MATERIALS RELATED TO AN ITEM ON THIS AGENDA SUBMITTED TO THE CITY COUNCIL AFTER DISTRIBUTION OF THE AGENDA PACKET ARE AVAILABLE FOR PUBLIC INSPECTION AT CITY HALL LOCATED AT 595 HARBOR STREET; MORRO BAY LIBRARY LOCATED AT 625 HARBOR STREET; AND MILL'S COPY CENTER LOCATED AT 495 MORRO BAY BOULEVARD DURING NORMAL BUSINESS HOURS.

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN A CITY MEETING, PLEASE CONTACT THE CITY CLERK'S OFFICE AT LEAST 24 HOURS PRIOR TO THE MEETING TO INSURE THAT REASONABLE ARRANGEMENTS CAN BE MADE TO PROVIDE ACCESSIBILITY TO THE MEETING.

AGENDA NO: A-1

MEETING DATE: 11/13/2012

MINUTES - MORRO BAY CITY COUNCIL
REGULAR MEETING – OCTOBER 23, 2012
VETERAN’S MEMORIAL HALL – 6:00P.M.

Mayor Yates called the meeting to order at 6:00 p.m.

PRESENT:	William Yates	Mayor
	Carla Borchard	Councilmember
	Nancy Johnson	Councilmember
	George Leage	Councilmember
	Noah Smukler	Councilmember
STAFF:	Andrea Lueker	City Manager
	Robert Schultz	City Attorney
	Jamie Boucher	City Clerk
	Rob Livick	Public Services Director
	Mike Lewis	Interim Police Chief
	Mike Pond	Fire Chief
	Susan Slayton	Administrative Services Director
	Eric Endersby	Harbor Director
	Joe Woods	Recreation & Parks Director
	Bruce Keogh	WWTP Manager

ESTABLISH QUORUM AND CALL TO ORDER

MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE

MAYOR AND COUNCIL MEMBERS REPORTS, ANNOUNCEMENTS &
PRESENTATIONS

CLOSED SESSION REPORT – City Attorney Robert Shultz reported that City Council met in Closed Session and no reportable action under the Brown Act was taken.

PUBLIC COMMENT

Crystal Bergman, owner of the Treasures Antique Mall, presented the Morro Bay Business Report. Her business is located at 475 Morro Bay Blvd and features a 4200 square foot space that allows for 78 local vendors to display their antiques and vintage gifts. They are open 7 days a week, Monday thru Saturday from 10am-7pm and Sundays from 10am-5pm.

Commander Bryan Millard spoke on the current strength and responsiveness of our Morro Bay Police Department. He also thanked Interim Chief Mike Lewis for such a fantastic job of keeping the department pointed in the right direction during his tenure.

Michael Durrick spoke on the WWTP project. He asked Council and those watching at home to look on the City’s website for the study conducted by Dudek which provides the cost analysis of building the project at the existing site versus the Righetti site. He has concerns with the cost impacts on rate payers should the Regional Water Quality Control Board and the EPA choose

not to allow us to continue with our 301h waiver during the time it would take to construct the new plant. What the study doesn't consider are the possible fines for non-compliance that could and would be levied at up to \$10,000/day. He urged Morro Bay rate payers to read the report before making any decision on whether or not you support moving the plant to a remote location.

Garry Johnson spoke on a new website – Fogcutter News (Fogcutternews.org) which brings truth into the light. The stories are written by 5 columnists and feature articles of local interest. It is also a site where you can donate to our troops overseas. There are also links on the site that allow you to fill out and send in protest petitions for both the WWTP project as well as the PG&E Seismic Testing project.

Carol DeVore spoke on behalf of Womenade, a local 501(c)3 network of over 525 women who donate items, time and money to meet essential needs in San Luis Obispo County. These monies are one time help, as opposed to cash payments to individuals, for things like furniture, diapers, doctors/dentist appointments, groceries, etc... Since 2003, \$195,808 has been raised through donations and every single penny goes to help those in need.

Gwen Infante and Tyra Solomon, both members of Womenade, promoted a calendar that they are selling for \$21.50. The photography shoot was donated by Two Tall Studios with all monies from the sales going to benefit their organization.

Sandy Tannler spoke regarding the article that was printed in the Wall Street Journal about the WWTP project. She feels we are being manipulated, that the article is skewed with half-truths, and that the possibility of a tsunami is being used as a scare tactic. She is also fearful of the expense of moving an entire new infrastructure to a new location where the sewage would have to be piped uphill.

Betty Winholtz spoke on Item A-5, the contract with the Fiber Optic Company at North Point. She was pleased that the City was receiving benefits but was concerned that this will only benefit City government; she would like to see the \$50,000 go to a defined public good and not just to the general fund. She also spoke on Item C-2, the Reorganization of the Public Services Department. She feels the timing of this is poor as the new Council will be seated in 6 weeks and she feels they should have some input. She urges the Council postpone action on this item.

Mayor Yates closed the public comment period.

A. CONSENT CALENDAR

Unless an item is pulled for separate action by the City Council, the following actions are approved without discussion.

A-1 APPROVAL OF CITY COUNCIL MINUTES FOR THE REGULAR MEETING OF OCTOBER 9, 2012; (ADMINISTRATION)

RECOMMENDATION: Approve as submitted.

A-2 ADOPTION OF ORDINANCE NO. 581 REPEALING, AMENDING, AND REENACTING CHAPTER 10.76 OF THE MORRO BAY MUNICIPAL CODE

ENTITLED COASTERS, ROLLER SKATES, SKATEBOARDS, SCOOTERS, EPAMDS AND SIMILAR DEVICES; (CITY ATTORNEY)

RECOMMENDATION: Adopt Ordinance 581.

A-3 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MORRO BAY IDENTIFYING LOCATIONS PROHIBITING THE USE OF COASTERS, ROLLER SKATES, SKATEBOARDS, SCOOTERS, EPAMDS AND SIMILAR DEVICES ON CERTAIN CITY SIDEWALKS ; (CITY ATTORNEY)

RECOMMENDATION: Adopt Resolution 50-12.

A-4 ADOPTION OF ORDINANCE NO. 580 ADDING SECTION 7.04.170 MENACING AND AGGRESSIVE ANIMAL ORDINANCE TO CHAPTER 7.04 OF THE MORRO BAY MUNICIPAL CODE; (POLICE)

RECOMMENDATION: Adopt Ordinance 580.

A-5 APPROVAL OF LICENSE AGREEMENT BETWEEN THE CITY OF MORRO BAY AND X2 TELECOM LLC FOR USE OF A PORTION OF THE NORTH POINT NATURAL AREA AND RIGHT OF WAY AREA FOR FIBER OPTIC CABLES; (CITY ATTORNEY)

RECOMMENDATION: Approve the license agreement with X2 Telecomm LLC for the use of a portion of the North Point Natural Area and right-of-way area for fiber optic cable.

A-6 RESOLUTION OF THE CITY COUNCIL OF CITY OF MORRO BAY APPROVING THE APPLICATION FOR GRANT FUNDS FROM THE FEDERAL RECREATIONAL TRAILS PROGRAM; (RECREATION & PARKS)

RECOMMENDATION: Adopt Resolution 51-12 authorizing staff to submit a grant application to secure funds from the Federal Recreational Trails Program for the Morro Rock Access Ramp project.

A-7 RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MORRO BAY, CALIFORNIA APPROVING AMENDMENT #4 TO THE LEASE AGREEMENT FOR LEASE SITE 102/102W LOCATED AT 1001 EMBARCADERO; (CITY ATTORNEY)

RECOMMENDATION: Adopt Resolution 53-12.

A-8 RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MORRO BAY, CALIFORNIA APPROVING AMENDMENT #4 TO THE LEASE AGREEMENT FOR LEASE SITE 105.1W/105.2 LOCATED AT 1001 EMBARCADERO; (CITY ATTORNEY)

RECOMMENDATION: Adopt Resolution 54-12.

A-9 RESOLUTION NO. 40-12 ADOPTING THE MEMORANDUM OF UNDERSTANDING WITH THE MORRO BAY POLICE EMPLOYEES AND RELATED COMPENSATION; (ADMINISTRATIVE SERVICES)

RECOMMENDATION: Adopt Resolution 40-12.

Councilmember Borchard pulled Item A-5 from the Consent Calendar.

MOTION: Councilmember Borchard moved the City Council approve Items A-1, A-2, A-3, A-4, A-6, A-7, A-8 and A-9 of the Consent Calendar as presented. The motion was seconded by Councilmember Smukler and carried unanimously 5-0.

A-5 APPROVAL OF LICENSE AGREEMENT BETWEEN THE CITY OF MORRO BAY AND X2 TELECOM LLC FOR USE OF A PORTION OF THE NORTH POINT NATURAL AREA AND RIGHT OF WAY AREA FOR FIBER OPTIC CABLES; (CITY ATTORNEY)

Councilmember Borchard doesn't want to see this money go to the general fund. Her thought is to put it towards a facility maintenance fund for technology improvements.

Councilmember Smukler agrees that designating the monies will allow tracking of where funds are spent.

MOTION: Councilmember Borchard moved to approve the license agreement with X2 Telecom LLC with the provision that an item be brought back to the next meeting stipulating where the money will be spent. The motion was seconded by Councilmember Smukler and carried unanimously 5-0.

B. PUBLIC HEARINGS, REPORTS & APPEARANCES

B-1 APPEAL OF THE AMENDMENT OF CONDITIONAL USE PERMIT CUP-02-01 TO CONSTRUCT A SECOND STORY OFFICE/STORAGE AREA AT THE EXISTING HARBOR HUT, 1205 EMBARCADERO; (PUBLIC SERVICES)

Councilmember Leage had to step down from the dais due to a conflict of interest.

Public Services Director Rob Livick presented the staff report.

Appellant Betty Winholtz presented her arguments supporting her appeal of the project.

Cathy Novak, speaking as the representative for the applicant, presented her arguments in favor of upholding the Planning Commission's decision.

Mayor Yates opened the hearing for public comment; seeing none, the public hearing was closed.

Councilmember Smukler was curious to hear from Public Services Director Livick staff's and the Planning Commission's opinion on why this wasn't an exception to Measure D.

Mayor Yates feels this that this addition provides ancillary benefit only; they are not adding restaurant space. In addition, this project provides public benefit as adding this office space adds square footage to the building which the City owns. He is in favor of upholding the Planning Commission's decision.

Councilmember Johnson agrees with Mayor Yates.

Councilmember Borchard stated that Council has been made fully aware, during the entire process of the lease site amendment process that this office space was proposed and Council approved it as such. It was vetted through the Planning Commission for the specifics.

MOTION: Councilmember Johnson moved to deny the appeal and uphold the Planning Commission's approval of the requested Amendment of Conditional Use Permit CUP-02-01. The motion was seconded by Councilmember Borchard and carried 4-0-1 with Councilmember Leage abstaining due to a conflict of interest.

C. UNFINISHED BUSINESS

C-1 UPDATE ON SIDEWALK UPGRADES ON THE EMBARCADERO BETWEEN BEACH STREET AND PACIFIC STREETS AND THE IMPACT TO PARKING; (PUBLIC SERVICES)

Public Services Director Rob Livick presented the staff report.

Councilmember Smukler is intrigued by this concept and feels it is worth looking at; during his time on Council, there has been a transition in thought of a lot of business owners from concern to now looking into support of making changes. He feels that a conversation would need to begin regarding the update of the Local Coastal Plan and circulation element. He is interested in exploring a pilot program in the area to look at what could work and would be most cost effective. He would like to hear formally from the businesses in the area as these improvements would need to be supported by the businesses – maybe the first step could be a business forum on this topic.

Mayor Yates has walked this area with Ron DiCarli, Executive Director of SLOCOG and feels that COG would be able to fund this; however, it could be a 2-3 year process. He agrees that businesses would need to be on board. He also feels that waiting for an LCP update would take too long. He feels that COG could supply design monies, maybe as much as 90%. He would like to see the process begin, write COG requesting money to begin the design phase.

Councilmember Leage agrees with Mayor Yates completely as he has been a proponent of this for a long time. He has personally talked to businesses on the Embarcadero and they feel that widening the sidewalk will help their businesses.

Councilmember Johnson agrees we need something and this could be our best chance. She agrees that moving forward seeing what SLOCOG can do for us is the most expedient and least expensive solution at this time.

Councilmember Borchard stated that not having signs on the sidewalks has greatly improved the flow for the limited space we have. As projects on the Embarcadero come forward, the new Council and Planning Commission needs to be mindful of sidewalk enhancement and upgrade possibilities.

ACTION: There was unanimous Council consensus to start dialogue with SLOCOG; letting them know what we would like to see happen as well as to request design money for enhancements.

**C-2 PUBLIC SERVICES DEPARTMENT - DEPARTMENT REORGANIZATION;
(ADMINISTRATION/PUBLIC SERVICES)**

Public Services Director Rob Livick presented his staff report.

Councilmember Smukler is feeling cautious about this request. While he agrees with most of the adjustments both in salary and increased duties, he has concerns that in the future, he is fearful of additional expansions in salaries. He wants to postpone the request for the Permit Technician moving back to a full-time position.

Mayor Yates is in favor of moving the Permit Technician position back to full-time as things have been moving much smoother in the last couple of months. He sees this as continued improvement.

Councilmember Johnson is happy with the new organizational chart as she feels it is a good plan, she would like to wait however until mid-year to look at moving the Permit Technician position from $\frac{3}{4}$ time to full-time.

Councilmember Borchard agrees with Councilmembers Smukler and Johnson and feels we should wait until mid-year for the new Council to make a determination on the $\frac{3}{4}$ time position based on the budget. She is also fine with the new reorganization. She called into question the approval of the filling of the vacant Collection System position; she thought that they hadn't approved refilling that spot.

MOTION: Councilmember Johnson moved to approve the Public Services Department Reorganization Plan with the exception of the Building Permit Technician moving from $\frac{3}{4}$ time to full time; require tracking business licenses so there is information available when it comes back; and pending confirmation that Council approved filling the Collection System Operator II position. The motion was seconded by Councilmember Smukler and passed unanimously 5-0.

D. NEW BUSINESS

D-1 DISCUSSION OF MORATORIUM ON BUILDING IMPACT FEES FOR COMMERCIAL AND RESIDENTIAL IMPACT FEE REDUCTION AND ADOPTION OF RESOLUTION 52-12 ESTABLISHING A REDUCTION FOR THE PAYMENT OF DEVELOPMENT IMPACT FEES FOR RESIDENTIAL PROJECTS; (CITY COUNCIL)

Councilmember Borchard presented the staff report noting that there is a correction in the Resolution that needs to be made in the date – it needs to say “...permit as of October 23, 2012 shall be eligible until July 1, ~~2013~~ 2014, for the residential projects impact fee waiver.” This only changes impact fees, it doesn’t change any other building fees. She stated that it is currently very cost prohibitive to build and is requesting that for the next 18 months, to only charge ½ of what they currently are.

Councilmember Johnson approves but wonders about limiting it to single family homes. Is it possible to include allowing this for projects of less than 8?

Councilmember Smukler is not in support of this as proposed. We currently have opportunities for us to help people construct new structures and smaller renovations. What we are doing here is giving a considerable amount and there isn’t a standard that we are asking them to comply with. He would be interested in pursuing if we could require they provide a higher standard of enhanced efficiencies.

Mayor Yates disagrees with Councilmember Smukler; the idea behind this is to spur construction. He also feels this is the same thing as waiving commercial impact fees. By doing this, it sends a message - there is a timetable as it won’t last forever.

Councilmember Smukler agrees that it is important to build new homes as well as renovate existing homes. But moving forward with this cuts back on the funding sources that allow us to accommodate new infrastructure improvements that we have been trying to move forward with. He feels that tying this into a higher standard makes more sense and provides us a sense of security that we won’t lose the quality of life that we are trying to provide.

Mayor Yates feels that impact fees are just another tax; it’s a revenue generation machine. He thinks that the trade off in losing the impact fees but gaining in property taxes and sales taxes will more than make up for the losses.

Councilmember Borchard reinforced that this isn’t a waiver of impact fees, it is a reduction of impact fees. In addition, this isn’t a subdivision development waiver; it is intended for single family residences.

Councilmember Smukler spoke about dual plumbing fixtures stating they are the wave of the future. He feels we should mandate that dual plumbing fixtures be installed for these types of requests as he feels it will be saving residents money in the long run when these fixtures become a requirement. Council consensus was not to trade a cost for a waiver of cost.

Councilmember Johnson feels it should be limited to single family residences or small 2 or 3 unit subdivisions. Councilmember Borchard is comfortable with 3 units.

MOTION: Councilmember Borchard moved for the adoption of Resolution No. 52-12 with the following change to the last “Whereas”, where the sentence now reads: **WHEREAS**, in furtherance of these goals, the City Council hereby desires to establish the following reductions to the payment of Development Impact Fees for single family residential projects **up to three units:...** as well as changes the eligibility date for the reduction of impact fee waiver on residential development until July 1, ~~2013~~ 2014. The

motion was seconded by Councilmember Johnson and passed 4-1 with Councilmember Smukler voting no.

E. DECLARATION OF FUTURE AGENDA ITEMS

Councilmember Borchard requested an item recommending earmarking the \$50,000 monies from X2 Telecom LLC to City's technology needs; there was unanimous Council consensus.

ADJOURNMENT

The meeting adjourned at 8:02 p.m.

Recorded by:

Jamie Boucher
City Clerk



AGENDA NO: A-2

MEETING DATE: 11/13/2012

Staff Report

TO: Honorable Mayor and City Council

DATE: November 5, 2012

FROM: Andrea Lueker, City Manager
Rob Schultz, City Attorney

SUBJECT: Direction to Allocate \$50,000 Received through the City's License Agreement with X2 Telecom LLC toward City's Technology Needs

RECOMMENDATION

Staff recommends that the City Council direct the expenditure of one time monies in the amount of \$50,000 on City technology needs.

FISCAL IMPACT

There will be no fiscal impact to the City.

SUMMARY

At the October 23, 2012 City Council meeting, Councilmember Borchard, with unanimous consensus of City Council, declared a future agenda item earmarking monies being received from X2 Telecom LLC to the City's technological needs. As a result of our License Agreement with X2 Telecom LLC, the City will be receiving a one-time payment of \$50,000.

In addition, and as a result of Council direction to "go paperless", the City has incurred costs for the purchase of iPads and corresponding licensing agreements for City Councilmembers and Department Heads. The City is also looking into the purchase of a Laserfiche system that would allow for the consolidation and paperless storage of a majority of Administration and City Attorney records. Such records will include Minutes, Resolutions, Ordinances, Harbor Lease Agreements, Contract Lease Agreements, etc. The investment in a Laserfiche system has an immediate public benefit of converting existing paper documents into an electronic or digital format, making them accessible to the public using the City website. Additionally, electronic files are stored and archived according to the City's Record Retention schedule, thereby saving document storage costs and providing staff the ability to search/retrieve any city document from their desktop.

CONCLUSION

It is staff's hope that Council will direct the usage of these monies to City technological needs as deemed appropriate by the City Manager, the City Attorney, and the City's Information System Technician.

Prepared By: JB / DS

Dept Review: _____

City Manager Review: _____

City Attorney Review: RWS



AGENDA NO: A-3

MEETING DATE: 11/13/12

Staff Report

TO: Honorable Mayor and City Council

DATE: November 5, 2012

FROM: Robert Schultz, City Attorney

SUBJECT: Approval of Resolution 57-12 Regarding City's Intention to Sell the City-Owned Property at 1320 Main Street in Morro Bay, California.

RECOMMENDATION:

Authorize and adopt Resolution No. 57-12 stating the City's intention to sell real property owned by the City.

FISCAL IMPACT:

The City expects to receive \$8,462.21 in net proceeds from this sale. This price meets the fair market standards set by law.

DISCUSSION:

The City owns two parcels of vacant land at 1320 Main Street just south of Highway One. The real property covered by this intent to sell is only one of the parcels. The parcel is APN 068-168-023. It is a ±2069 square foot triangle parcel of vacant land immediately adjacent to the side walk, and is depicted in the attached map.

Due to the size and location of the parcel, it is infeasible to develop; therefore the parcel has minimal value to anyone other than an adjacent property owner. The owner of the adjacent property has indicated that he is interested in purchasing the parcel (see attached letter). The City Council will need to make findings that there is no longer a need for this parcel of property. It is suggested that City Council determine there is no foreseeable present or future use by the City for this parcel and it cannot be rented or leased because of the size and location.

Government Code section 37421 allows for the sale of any City-owned property by adoption of a resolution of intention to sell. Pursuant to Section 37421, we attach Resolution 57-12 of the City's Intention to Sell Real Property. The purpose of this resolution is to allow for any person to protest the proposed sale. The protest may be written and delivered to the clerk of the legislative body or delivered orally at the meeting considering the final action. The meeting to consider final action is scheduled for December 11, 2012. (Government Code section 37424.) If no protests are received, or if the legislative body overrules the protests by a four-fifths vote of its members, it may proceed with the sale.

Prepared By: RWS

Dept Review:

City Manager Review:

City Attorney Review: RWS

CONCLUSION:

The attached resolution makes the appropriate findings necessary to begin the process of disposing of the City-owned real property located at 1320 Main Street in Morro Bay, California.

RESOLUTION NO. 57-12

**RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF MORRO BAY, CALIFORNIA
OF ITS INTENTION TO SELL CITY-OWNED REAL PROPERTY
LOCATED AT 1320 MAIN STREET IN MORRO BAY, CALIFORNIA**

**THE CITY COUNCIL
City of Morro Bay, California**

WHEREAS, the City owns real property located at 1320 Main Street, just south of Highway One, in Morro Bay, California; and

WHEREAS, the real property located at the 1320 Main Street is a ±2069 square foot triangle parcel of vacant land immediately adjacent to the side walk, and is depicted in the attached map as APN 068-168-023; and

WHEREAS, the City has determined that the property located at 1320 Main has no potential to be developed as a City facility; and

WHEREAS, due to the size and location of the parcel at 1320 Main Street it is infeasible to develop, therefore the parcel has minimal value to anyone other than an adjacent property owner; and

WHEREAS, pursuant to Government Code section 37350, the City desires to sell the City-owned real property located at 1320 Main Street in Morro Bay, California for the common benefit of its citizens.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Morro Bay notices the citizens of the City of Morro Bay of its intention to sell City-owned real property located at 1320 Main Street in Morro Bay, California; and

BE IT FURTHER RESOLVED, that the City shall hold a hearing on December 11, 2012 for any person who wishes to protest the sale of the City-owned property located at 1320 Main Street in Morro Bay, California; and

BE IT FURTHER RESOLVED, that pursuant to Government Code section 37422, the City shall post proper notice and proper publication of this Resolution; and

BE IT FURTHER RESOLVED, that on December 11, 2012 at the regularly scheduled City Council meeting, final action shall be taken on this matter.

PASSED AND ADOPTED by the City Council of the City of Morro Bay at a regular meeting thereof held on the 13th day of November, 2012 by the following vote:

AYES:

NOES:

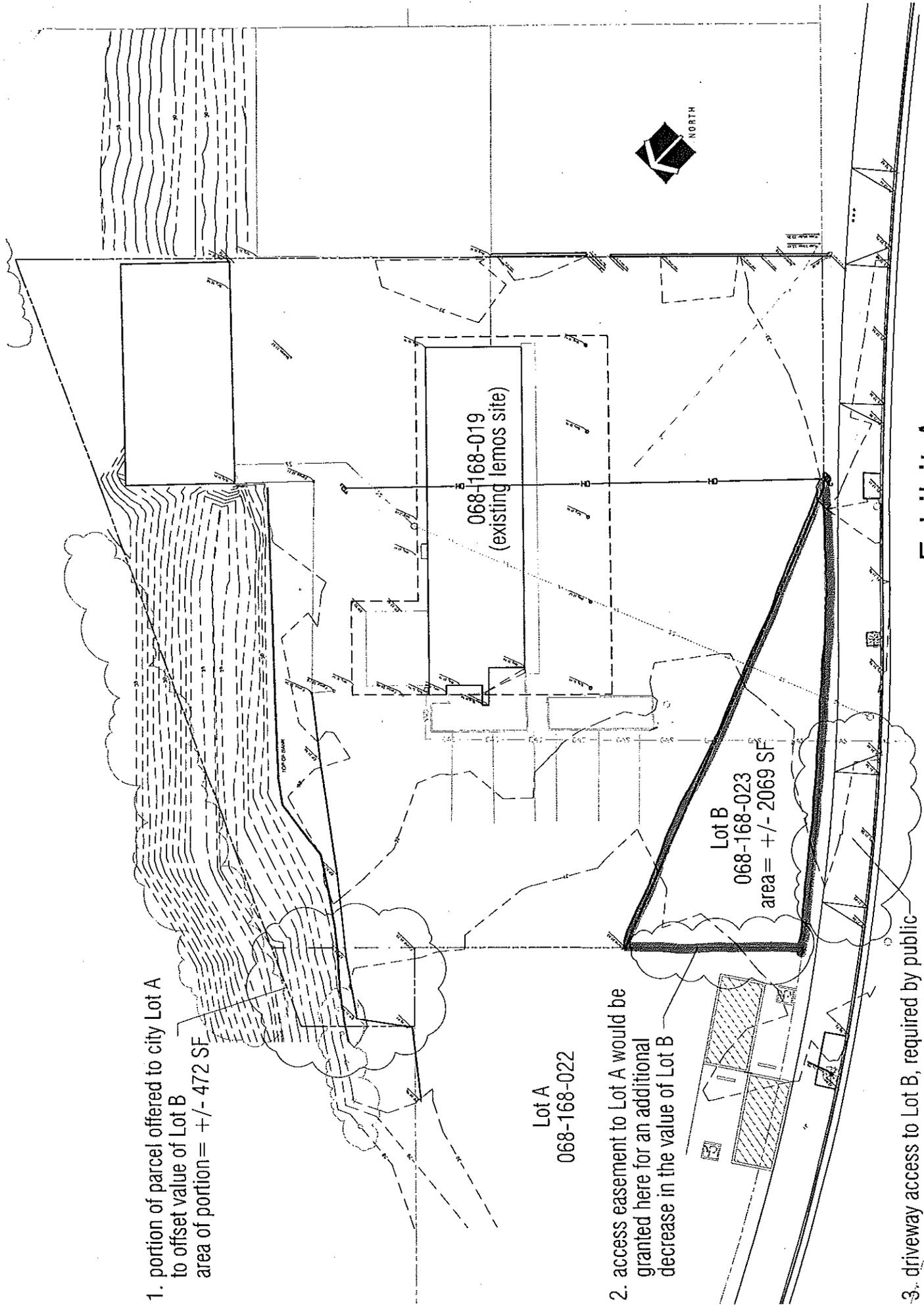
ABSENT:

ABSTAIN:

WILLIAM YATES, Mayor

ATTEST:

JAMIE BOUCHER, City Clerk



1. portion of parcel offered to city Lot A to offset value of Lot B area of portion = +/- 472 SF

Lot A
068-168-022

2. access easement to Lot A would be granted here for an additional decrease in the value of Lot B

Lot B
068-168-023
area = +/- 2069 SF

3. driveway access to Lot B, required by public works, to be upgraded to current driveway standards. estimated cost for demo & construction = \$15,000

Exhibit A



AGENDA NO: A-4

MEETING DATE: November 13, 2012

Staff Report

TO: Honorable Mayor and City Council **DATE:** November 7, 2012

FROM: Rob Livick, PE/PLS – Public Services Director/City Engineer
Cindy Jacinth – Assistant Planner

SUBJECT: Review and Adopt Draft Funding Recommendations for the 2013 Community Development Block Grant (CDBG) Funds

RECOMMENDATION

Council review and adopt draft funding recommendations for the 2013 Community Development Block Grant (CDBG) funds and forward recommendations to the San Luis Obispo County Board of Supervisors for inclusion with the other draft funding requests from the Urban County Consortium. Staff recommends that the City Council forward the two items from the City of Morro Bay, the barrier removal (ADA) project estimated at \$68,746 and program administration at \$17,186 for a total of \$85,932. Additionally, authorize the City Manager to make pro rata adjustments to the allocation based on final funding amount from San Luis Obispo County.

FISCAL IMPACT

The 2013 Community Development Block Grant (CDBG) available funds are anticipated to be approximately \$85,932 or about 8% less than the 2012 funding levels due to Congressional budget cuts. Approving staff recommendations would allow for \$68,746 in accessibility improvements (sidewalk and curb ramps) along with \$17,186 for the offset of administrative costs, including planning and engineering.

Projects that receive over \$2,000 in CDBG funds are subject to prevailing wage requirements under Davis-Bacon and Related Acts (DBRA).

SUMMARY

The CDBG fund is a flexible program providing communities with resources to address a wide range of unique community development needs. The program works to ensure decent, affordable housing; to provide services for members of our community; and to create jobs through expansion and retention of businesses.

In 2011, the City of Morro Bay agreed to join with the Urban County of San Luis Obispo, which is a consortium of participating jurisdictions that includes San Luis Obispo County and the Cities of Paso Robles, Atascadero, San Luis Obispo and Arroyo Grande for the purpose of receiving and

Prepared By: RL/CJ

Dept Review: RL

City Manager Review: _____

City Attorney Review: _____

allocating CDBG funds. The 2013 CDBG award process began in the fall of 2012. The first of two workshops were held throughout the County to solicit public comment on community needs. A needs workshop was held in Morro Bay on September 4, 2012 at the Community Center. The County published a request for CDBG proposals and the City received 8 applications. Total funding is anticipated to be approximately \$85,932. Final funding amounts will be released by the Department of Housing and Community Development (HCD) in early 2013.

Staff is recommending that the City Council review and adopt draft funding recommendations for the 2013 Community Development Block Grant (CDBG) funds; specifically the funding of the two requests from the City of Morro Bay.

BACKGROUND/DISCUSSION:

CDBG funds are available for community development activities, which meet at least one of the three national objectives:

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

In order for a program to qualify under the low and moderate income objective, at least 51% of the persons benefiting from the project or program must earn no more than 80% of the area median. Additionally, at least 70% of the CDBG funds must be spent toward this objective.

The following criteria should also be used to guide selection of CDBG programs:

1. The proposal is consistent with the national objectives and eligibility criteria of the HUD CDBG program;
2. The proposal is consistent with the Urban County Consolidated Plan;
3. The proposal is consistent with the General Plan and other City codes/ordinances.
4. The proposal will achieve multiple community development objectives;
5. The proposal can be implemented in a timely manner, without significant environmental, policy, procedural, legal, or fiscal obstacles to overcome; and
6. The project is not financially feasible without CDBG funding.

The City received the following applications for the 2013 funding cycle:

<i>Public Facilities</i>	Amount Requested	Amount Recommended
City of Morro Bay – <i>Handicapped Accessibility - Barrier Removal Projects</i>	\$100,000	\$68,746
<i>Public Services – Limited to 15% of 2013 Allocation (or a maximum of \$12,889)</i>		

CAPSLO –Prado Day Center	8,600	0
CAPSLO – Maxine Lewis Memorial Shelter <i>Operation expenses</i>	8,600	0
Senior Nutrition Program of SLO County – <i>Senior Nutrition Program</i>	10,000	0
Transitional Food & Shelter – <i>Shelter for the Medically Fragile Homeless</i>	1,000	0
Big Brothers Big Sisters of SLO County – <i>Mentoring Program</i>	5,000	0
Food Bank Coalition of SLO County – <i>Farm to Family Produce Program</i>	5,000	0
<i>Economic Development</i>		
Mission Community Services – Women’s Business Center	5,000	0
<i>Administration – Limited to 20% of 2013 Allocation</i>		
City Program Administration Costs	17,186	17,186
Total Funds Requested	\$160,386	85,932
Estimated Total Funding Available	\$93,405	93,405

Applications received significantly exceed anticipated funding. In addition there are limits related to categories of funding as described below. As part of the CDBG process, Council must adopt a draft recommendation for the 2013 grant year that meets the funding criteria while adhering to the category limits.

A copy of all applications and funding regulations has been provided with your agenda packet (Attachments 1 through 9). Copies have also been provided in the Public Services Department for public review.

Upon approval, the draft funding recommendations will be forwarded to the County for publishing along with recommendations from all participating jurisdictions. A minimum of 30 days after publication, the second public workshop will be held to allow questions from applicants regarding the draft recommendations after which the draft allocations will be forwarded to City Council, with comments from the workshop, for final approval and forwarding to the County Board of Supervisors. The following is a brief explanation of the funding groups and applications within each:

Public Facilities

Public Facilities are defined as activities relating to real property, including the acquisition, construction, rehabilitation or installation of public improvements. These activities can be carried out by a grantee, sub-recipient or other nonprofit.

- *City of Morro Bay – City Facilities and Infrastructure – Barrier Removal*
Funds Requested: \$100,000

This project provides for the removal of accessibility barriers citywide. Project will include, in part, sidewalk modifications, infill of sidewalk gaps, visual and tactile warning systems, curb ramp, and addresses access to facilities.

Public Services - 15% cap on percentage of award from this category estimated at \$12,889.

CDBG regulations allow for a wide range of public service activities, including, but not limited to: Employment services, crime prevention, child care, health services, substance abuse services, fair housing counseling and recreational services.

- *CAPSLO – Prado Day Center*
Funds Requested: \$8,600

The project is to provide operating support to the Prado Day Center located in San Luis Obispo, but which provides services county wide. The Prado Day Center operates seven days a week, year-round, providing breakfast and lunch to an average daily census of 84 persons and other services to a daily average of 132 persons.

- *CAPSLO – Maxine Lewis Memorial Shelter Operation Expenses*
Funds Requested: \$8,600

CAPSLO is requesting CDBG funds to assist with operation expenses of the Maxine Lewis Memorial Shelter which is located in San Luis Obispo at Orcutt and South Broad Streets but which serves homeless men, women and children county-wide. CDBG funds will enable the Shelter to maintain the current level of services.

- *Senior Nutrition Program of San Luis Obispo County – Senior Nutrition Program*
Funds Requested: \$10,000

The Senior Nutrition Program provides free, hot, nutritious noon-time meals to seniors who are at least 60 years old and operate ten dining rooms throughout San Luis Obispo County. Meals are also delivered to qualified homebound seniors. Requested CDBG funds will be used to maintain the high quality of their program and services and will be used as a matching funds for their Federal grant.

- *Transitional Food & Shelter – Shelter for the Medically Fragile Homeless*
Funds Requested: \$1,000

Transitional Food & Shelter is requesting CDBG funds to serve Medically Fragile Homeless, those too ill, injured or disabled to be in an overnight homeless shelter who require 24 hour per day shelter or care. Transitional Food & Shelter has provided services countywide for 14 years and requests CDBG funds to serve approximately 100 medically

fragile homeless.

- *Big Brothers Big Sisters of SLO County – Mentoring Program*
Funds Requested: \$5,000

Big Brother Big Sister of SLO County is a donor and volunteer supported organization which helps vulnerable children of single, low-income and/or incarcerated parents succeed. Requested CDBG funds will allow continuation of services to families and emphasis on bi-monthly program activities for participating children.

- *Food Bank Coalition of SLO County – Farm to Family Produce Program*
Funds Requested: \$5,000

The Food Bank Coalition of SLO County's Farm to Family Produce Program brings fresh produce to schools and neighborhoods throughout the county, providing nutritious produce for families that would otherwise not have adequate access to healthy food. Farm to Family works to reduce hunger among low-income children and their families. Requested CDBG funds will be used to expand existing services.

Economic Development Economic Development is defined as acquiring, constructing, reconstructing, rehabilitating or installing commercial or industrial buildings, structures, and other real property equipment and improvements; assisting a private, for-profit business through loans, grants, interest subsidies, or providing economic development services in connection with otherwise eligible CDBG economic development activities.

- *Mission Community Services Corporation – Women's Business Center Program*
Funds Requested: \$5,000

The title of the proposed project is Women's Business Center – Entrepreneurial Training Program with Fiscal Literacy and Business Technical assistance. The Women's Business Center program is established by the U.S. Small Business Administration. The purpose of the program is to provide introductory and in-depth entrepreneurial training to underserved women, minorities, displaced workers, veterans and other population groups.

Administration -20% cap on percentage of award from this category estimated at \$17,186 this cycle.

- *City of Morro Bay – CDBG Program Administration*
Funds Requested: \$17,186

Costs associated with the administration of the Community Development Block Grant program. Significant staff time from Administration, Public Works, Administrative Services and Planning is required for grant administration, payment processing and coordination with County Planning staff.

If administration costs exceed the funding allocation, remaining cost of administering the program will need to be paid from the general fund.

CONCLUSION

Staff recommends Council approve draft funding recommendation for the two requests from the City of Morro Bay for accessibility improvements and program administration. Funding of the request will allow the City to continue accessibility improvements at street locations throughout the City. Should Council modify this recommendation, awards must meet program requirements, providing a minimum of 70% of funding for benefit to low and moderate-income persons, and no more than 15% can be allocated to the public service category.

ATTACHMENTS

1. Community Development Block Grant Entitlement Fact Sheet (see <http://hud.gov/offices/cpd/communitydevelopment/library/deskguid.cfm> for the complete CDBG guidelines)
2. City of Morro Bay – Handicapped Accessibility – Barrier Removal
3. CAPSLO – Prado Day Center
4. CAPSLO – Maxine Lewis Memorial Shelter Operation Expenses
5. Senior Nutrition Program for SLO County – Senior Nutrition Program
6. Transitional Food & Shelter – Shelter for the Medically Fragile Homeless
7. Big Brothers Big Sisters of SLO County – Mentoring Program
8. Food Bank Coalition of SLO County – Farm to Family Produce Program
9. Mission Community Services – Women’s Business Center

ATTACHMENT 1

APPENDIX A

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

ENTITLEMENT PROGRAM FACT SHEET

Introduction

The program provides annual grants on a formula basis to entitled cities and counties to develop viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, principally for low- and moderate-income persons.

In This Fact Sheet

- ✓ Grantee Eligibility
- ✓ Requirements
- ✓ Citizen Participation
- ✓ Legal Authority/Information Sources

Nature of Program

HUD awards grants to entitlement communities to carry out a wide range of community development activities directed toward revitalizing neighborhoods, economic development, and providing improved community facilities and services.

Entitlement communities develop their own programs and funding priorities. However, grantees must give maximum feasible priority to activities which benefit low- and moderate-income persons. A grantee may also carry out activities which aid in the prevention or elimination of slums or blight, or to which it certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community where other financial resources are not available to meet such needs. CDBG funds may not be used for activities which do not meet these broad national objectives.

CDBG funds may be used for activities which include, but are not limited to:

- ❖ Acquisition of real property;
- ❖ Relocation and demolition;
- ❖ Rehabilitation of residential and non-residential structures;
- ❖ Construction of public facilities and improvements, such as water and sewer facilities, streets, neighborhood centers, and the conversion of school buildings for eligible purposes;
- ❖ Public services, within certain limits;

- ❖ Activities relating to energy conservation and renewable energy resources; and

- ❖ Providing assistance to profit-motivated businesses to carry out economic development and job creation/retention activities.

Generally, the following types of activities are *ineligible*: acquisition, construction, or reconstruction of buildings for the general conduct of government; political activities; certain income payments and construction of new housing by units of general local government.

Grantee Eligibility

Central cities of Metropolitan Statistical Areas (MSAs), other metropolitan cities with populations of at least 50,000, and qualified urban counties with populations of at least 200,000 (excluding the population of entitled cities) are entitled to receive annual grants. HUD determines the amount of each entitlement grant by a statutory dual formula which uses several objective measures of community needs, including the extent of poverty, population, housing overcrowding, age of housing, and population growth lag in relationship to other metropolitan areas.

Requirements

To receive its annual CDBG entitlement grant, a grantee must develop and submit to HUD its Consolidated Plan, (which is a jurisdiction's comprehensive planning document and application for funding under the following Community Planning and Development formula grant programs: CDBG, HOME Investment Partnerships, Housing Opportunities for Persons with AIDS (HOPWA), and Emergency Shelter Grants (ESG)). In its Consolidated Plan, the jurisdiction must identify its goals for these programs, as well as for housing programs. The goals will serve as the criteria against which HUD will evaluate a jurisdiction's Plan and its performance under the Plan. Also, the Consolidated Plan must include several required certifications, including the certification that not less than 70% of the CDBG funds received, over a one, two, or three year period specified by the grantee, will be used for activities that benefit low- and moderate-income persons, and that the grantee will affirmatively further fair housing. HUD will approve a Consolidated Plan submission unless the Plan (or a portion of it) is inconsistent with the purposes of the National Affordable Housing Act or is substantially incomplete.

Following approval, the Department will make a full grant award unless the Secretary has made a determination that the grantee: (1) has failed to carry out its CDBG-assisted activities in a timely manner; (2) has failed to carry out those activities and its certifications in accordance with the requirements and the primary objectives of Title I of the Housing and Community Development Act of 1974, as amended, and with other applicable laws; or (3) lacks a continuing capacity to carry out its CDBG-assisted activities in a timely manner.

Citizen

A grantee must develop and follow a detailed plan which provides for and encourages citizen participation and which emphasizes participation by

Participation

persons of low- or moderate-income, particularly residents of predominantly low- and moderate-income neighborhoods, slum or blighted areas, and areas in which the grantee proposes to use CDBG funds. The plan must: provide citizens with reasonable and timely access to local meetings, information, and records related to the grantee's proposed and actual use of funds; provide for public hearings to obtain citizen views and to respond to proposals and questions at all stages of the community development program, including at least the development of needs, the review of proposed activities, and the review of program performance; provide for timely written answers to written complaints and grievances; and identify how the needs of non-English speaking residents will be met in the case of public hearings where a significant number of non-English speaking residents can be reasonably expected to participate.

Legal Authority

Title I of the Housing and Community Development Act of 1974, Public Law 93-383, as amended; 42 U.S.C.-5301 *et seq.*

Information Sources

If you are an interested citizen, contact your local municipal or county officials for more information. If your local government officials cannot answer your questions, or if you are a local official, contact the HUD field office* that serves your area. Note that the local government administers the program and determines which local projects receive funding.

Information about HUD field offices may be found on the World Wide Web at <http://www.hud.gov/local.html>.

* Hearing impaired users may call the Federal Information Relay Service at 1-800-877-8339.



COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM APPLICATION FOR THE 2013 PROGRAM YEAR

SAN LUIS OBISPO COUNTY DEPARTMENT OF PLANNING AND BUILDING
976 OSOS STREET • ROOM 200 • SAN LUIS OBISPO • CALIFORNIA 93408 • (805) 781-5600

Promoting the Wise Use of Land • Helping to Build Great Communities

Organization Name: City of Morro Bay
(Attach additional sheets if necessary)

To be considered for CDBG assistance, please submit this completed application with any exhibits, budgets or beneficiary data as needed. **PLEASE READ ALL INFORMATION IN THE APPLICATION.** Applications can be mailed to one of the participating jurisdictions listed in this application or to: Tony Navarro, Planner III, Department of Planning and Building, 976 Osos Street, Room 300, San Luis Obispo, CA., 93408 or hand delivered to Tony Navarro at 1035 Palm Street, Room 370, San Luis Obispo, CA., faxed to (805) 781-5624, or e-mailed to tnavarro@co.slo.ca.us. **The application deadline is 5:00 P.M., Friday, October 12, 2012.** Applications must be received by the County or one of the participating cities (Arroyo Grande, Atascadero, Morro Bay, Paso Robles, San Luis Obispo) prior to close of the business day. **POSTMARKED DATED MAIL RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED.**

NOTE:

- (1) Please review the CDBG regulations and guidelines and the Request for Proposals before completing this proposal. The CDBG regulations, under 24 CFR 570, are available at www.sloplanning.org under "Federal HUD Grants."
- (2) **HMIS Reporting for 2013 homeless services, housing and shelter** - All homeless service providers applying for CDBG funds to assist, house or shelter the homeless must identify and demonstrate its capacity to participate in the County of San Luis Obispo Homeless Management Information System (HMIS) to provide: personnel for data entry, user licensing, and hardware and software necessary for compatibility with HMIS. HMIS is an electronic data collection system that stores client level information about persons who access the homeless services system in a Continuum of Care, and reports aggregate data for the County as per the U.S. Department of Housing and Urban Development's Data Standards found in http://www.hudhre.info/documents/FinalHMISDataStandards_March2010.pdf.
- (3) The project/program proposal to the County of San Luis Obispo shall be examined in relation to the County's community development goals and funding priorities as presented in the Urban County of San Luis Obispo 2010-2015 Consolidated Plan (ConPlan). The ConPlan is available at www.sloplanning.org. The County of San Luis Obispo Department of Planning and Building (Planning) considers the criteria stated in the 2013 Request for Proposals as one of many tools to help make funding recommendations to the Board of Supervisors. Planning will use other information and sources including but are not limited to: the County Board of Supervisors, recommendations from the Homeless Services Oversight Council, other participating jurisdictions of the Urban County of San Luis Obispo, identified needs that could be addressed by the grant funds, consistency with goals and priorities in the 2010 Consolidated Plan and the Ten Year Plan to End Homelessness, results of the Needs Workshops, working knowledge of the project and/or organization by Planning, and availability of limited fund, to help with the funding recommendations.

Please call County and/or city CDBG staff with any questions about how to complete the form or about the rating criteria and process.

If the information for any of the questions below requires more room to provide a complete explanation of your proposed project or program, please attach additional sheets.

CONTACT INFORMATION

1. Name and mailing address of applicant organization, with contact person, phone and fax numbers, and e-mail address:

Name: City of Morro Bay

Address (mailing and physical address requested if different):

Contact person/title: Cindy Jacinth, Assistant Planner

Phone: 805-772-6577

Fax: 805-772-6268

E-mail address: cjacinth@morro-bay.ca.us

Is the organization a Faith Based Organization? Yes No

Organization's DUNS number: _____ 060890571 _____

If you are awarded CDBG funds or your proposal involves economic development, i.e., directly benefit a business, private property owner, business, involves façade improvements, provide technical assistance to a new or existing business, job creation, loan guarantee, the beneficiary must obtain a Dun and Bradstreet (DUNS) number that must be reported to HUD. Please contact Tony Navarro, (805) 781-5787, tnavarro@slo.co.ca.us for information on how to obtain a DUNS number prior to incurring and obligating the federal funds.

Is your agency currently participating in HMIS?

No

If not, does your agency have the capacity to participate in HMIS? If yes, how so?

N/A

PROJECT DESCRIPTION

2. Title/name/address of proposed project or program:

Morro Bay Pedestrian Accessibility Project – Phase 2
City wide – Morro Bay

3. Please describe the proposed project or program. In one or two short paragraphs, include a brief project/program description, the groups who will benefit and an explanation of how they will benefit from the proposed project or program. For projects, describe the location of the project (be as specific as possible, e.g. street address). For programs, state the location from which the program will be operated and/or describe the geographic area served by the program. Also, please include a schedule of project/program milestones.

Installation and repair of sidewalk and curb ramps throughout the City of Morro Bay will provide an accessible path of travel for those disabled low and very low income residents throughout the County. Project will include installation of curb ramps and sidewalk and repair of curb ramps and sidewalk so that this infrastructure meets current accessibility requirements.

4. Will the services offered by your organization increase or expand as a result of the CDBG assistance? If yes, please answer the following questions:

a. What new programs and/or services will be provided?

N/A

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

5. Check any of the following eligible activity categories that apply to the proposed project or program: (Refer to CDBG regulations and the Guide to Eligible CDBG Activities).

Acquisition of real property*

Disposition of real property

- Public facilities and improvements (may include acquisition, construction, reconstruction, rehabilitation or installation)* and/or **
- Privately owned utilities
- Clearance and remediation activities**
- Public services
- Interim assistance
- Relocation of individuals, families, businesses, non-profit organizations, and/or farms
- Loss of rental income
- Removal of architectural barriers
- Housing rehabilitation**
- New housing construction (under limited circumstances)
- Homeownership assistance
- Housing services
- Code enforcement
- Historic preservation**
- Commercial or industrial rehabilitation**
- Special economic development
- Technical assistance and planning studies

*** Relocation:** Any project that involves the acquisition of property and/or rehabilitation and is funded in whole or in part with federal funds, even if the federal funds are not used for the acquisition itself, is subject to federal requirements connected to acquisition and relocation. A project cannot be broken into separate “projects” in order to avoid the federal requirements connected with property acquisition and relocation. Any questions concerning whether the relocation regulations apply to a specific property acquisition project should be directed to the Community Development Division staff before any action is taken on the project.

If HUD funded project will cause a household or a business to move, even temporarily, the relocation regulations will apply.

Along with application submit:

- Estimate of relocation cost (moving costs, subsidy amount for suitable replacement dwelling)
- Letter to owner or voluntary acquisition, plus proof of delivery to owner.
- General Information letter to tenants (both business and residential tenants), plus proof of delivery to all).
- List of tenants (both business and residential tenants) at the time of application submittal.
- Refer to SLO Col website for sample relocation letters.

**** Lead based paint/asbestos:** If HUD funded project involves acquisition or rehabilitation of a residential units that was built in 1978 or earlier, then Lead-Based paint regulations will apply.

- Along with application submit an estimate of costs for LBP work, provided by certified LBP consultant. Or statement by LBP consultant explaining that project is exempt.
- Include any temporary housing costs.

6. Describe the need and the degree of urgency for the proposed project or program. What would be the consequences if the proposed project or program is not funded in the next year?

Removal of barriers through the construction and rehabilitation of sidewalks and curb ramps will remove the restriction that disabled and elderly face in accessing the City's pedestrian facilities.

7. Please describe the specific organizational method used to implement the proposed project or program (single or multiple group, public agency, non-profit, for-profit, experience in operating similar programs, etc.):

The City of Morro Bay will be implementing the program.

8. Does the project require the issuance of a permit (from local, state or federal agencies)?

Yes No

a. If yes, please identify the permits necessary to complete the project.

An encroachment permit will be required prior to construction.

b. Have the necessary permits been issued? Please provide proof of permit issuance.

The permits will be issued during implementation.

- c. If permits are required but not yet obtained, when will the permits be issued?

The permits will be issued during implementation.

NATIONAL OBJECTIVES CRITERIA

9. Does the proposed project or activity meet one of the three national objectives of the CDBG program? Please check one of the objectives below that applies to the proposal, and explain how the project or activity meets that national objective.

- a. Benefits low- and moderate-income persons as defined by the U.S. Department of Housing and Urban Development (HUD).

Select one:

Low/Moderate-Income Area Benefit – The project serves only a limited area which is proven by 2000 Census data or survey to be a predominately (51% or more) low/moderate-income area. Applicants choosing this category must be able to prove their project/activity primarily benefits low/moderate-income households.

Low/Moderate-Income Limited Clientele – The project benefits a specific group of people (rather than all areas in a particular area), at least 51% of whom are low/moderate-income persons;. Note: Income verification for clients must be provided for this category. The following groups are presumed to be low/moderate-income: abused children; elderly persons; battered spouses; homeless persons; adults meeting census definition of severely disabled; persons living with AIDS; and migrant farm workers

Low/Moderate-Income Housing – The project adds or improves permanent residential structures that will be/are occupied by low/moderate-income households upon completion.

Low/Moderate-Income Jobs – The project creates or retains permanent jobs, at least 51% of which are taken by low/moderate-income persons or considered to be available to low/moderate-income persons.

Explain: Provides barrier-free pedestrian accessibility

NOTE: To meet this national objective, the proposed activity must benefit a specific clientele or residents in a particular area of the County or participating city, at least 51 percent of who are low- and moderate-income persons.

- b. _____ Aids in the prevention or elimination of slums or blight.

Explain:

Select one:

Addressing Slums or Blight on an Area Basis -

Addressing Slums or Blight on a Spot Basis – This project will prevent or eliminate specific conditions of blight or physical decay. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.

Is the project located in a Redevelopment Area? Yes No

If yes, attach a map of the area with the site highlighted, and provide the Redevelopment Project Area (excerpts accepted) which documents the existence of slum/blight. Also, document the specific redevelopment objectives pertaining to the proposed project.

NOTE: To meet this national objective, the proposed activity must be within a designated slum or blighted area and must be designed to address one or more conditions that contributed to the deterioration of the area.

c. _____ Meets community development needs having a particular urgency where existing conditions pose a serious and immediate threat to the health or welfare of the community, and no other funding sources are available, i.e., a major catastrophe such as a flood or earthquake.

Explain:

NOTE: To meet this national objective, the proposed activity must deal with major catastrophes or emergencies such as floods or earthquakes.

10. If the project or program is designed to meet the national objective of providing benefit to low- and moderate-income persons, please estimate the number of unduplicated number of persons (or households) to benefit from the project and break that estimate down by income group (unduplicated means the number who are served, i.e., the grant will allow 25 children to participate in preschool – not 25 children x 5 days x 52 weeks = 6,500).

a. Total number of persons or households who will benefit from the project or program (regardless of income group):

__5,000__ Persons/households (circle the applicable unit)

b. Of the total number of persons or households entered above, how many will be low-income (earning 51% - 80% or less of the County median-income)?

__n/a__ Persons/households (circle the applicable unit)

c. Of the total number of persons or households entered above, how many will be very low-income (earning 50% or less of the County median-income)?

_____ n/a _____ Persons/households (circle the applicable unit)

11. Who are the clients of your organization? (Example: low- to moderate-income persons, elderly persons, severely disabled persons, migrant farm workers, battered spouses, etc.)

Low- to moderate-income persons.

12. How will the clients benefit from this project?

Provides for barrier free access to sidewalk and services the clients use.

13. If your project serves homeless households, please describe how your program coordinates with other continuum of care projects and entities and how it aligns with the San Luis Obispo Countywide 10-Year Plan to Homelessness.

N/A

BENEFICIARY DATA

14. How do you collect demographic data on the beneficiaries of the proposed project or program?

(Example: racial/ethnic characteristics)

NOTE: You are required to provide beneficiary data at the end of each quarter and year end data of the fiscal year.

City staff will be using census data to determine city-wide benefit.

15. How do you document and maintain income status of each client in compliance with HUD regulations? (Example: very low, low- and moderate-income)

See #14.

16. Provide the following information for the person(s) in your organization responsible for the preparation and submittal of the quarterly reports and for collecting and reporting the beneficiary data to the Urban County.

Contact person/title: Cindy Jacinth, Assistant Planner

Phone number: 805-772-6577

E-mail address: cjacinth@morro-bay.ca.us

FINANCIAL INFORMATION

For CDBG applications to the County of San Luis Obispo involving acquisition, construction or rehabilitation projects please provide the required additional budget information on BUDGET FORM A and BUDGET FORM B attached to the back of this application.

17. Total amount of CDBG funds requested: \$ 100,000

Please identify the jurisdiction(s) to which you are applying (see **Note** below):

If you are requesting CDBG funds from more than one jurisdiction, please break down the amount shown above by the jurisdiction listed below.

City of Arroyo Grande: _____ City of Paso Robles: _____
City of Atascadero: _____ City of San Luis Obispo: _____
City of Morro Bay: 100,000 County of San Luis Obispo: _____

NOTE: If you are applying to one or more cities, please provide a copy of the application to the County by the application deadline.

18. Please describe the budget for the proposed project or program. Itemize all sources of funding expected to be available and used for this project

a. **Revenues:**

1. CDBG Funds requested	\$ <u>100,000</u>
2. Other Federal fund(s) (please describe below)	\$ _____
3. State source(s) (please describe below)	\$ _____
4. Local source(s) (please describe below)	\$ _____
5. Other funds (please describe below)	\$ _____
Total Revenues	\$ <u>100,000</u>

b. **Expenditures:** List below by item or cost category.

must certify to HUD that it has complied with all applicable environmental procedures and requirements. Should project costs be obligated or incurred prior to the completion of the necessary environmental review, the project **shall not** benefit from the federal funds. Environmental review requirements pursuant to 24 CFR Part 58 must be fully satisfied for any project selected for funding prior to the CDBG Program issuing a Notice to Proceed for the project. The level of environmental review required depends on the nature of the project. 24 CFR Part 58 is available at www.hud.gov/offices/cpd/environmental/lawsandregs/regs.

If you need assistance or have questions regarding this application, please contact any of the persons listed below. Your application(s) can be dropped off or mailed to the following locations:

- Kelly Heffernon, Community Development Dept., City of Arroyo Grande, 214 E. Branch Street (P.O. Box 550), Arroyo Grande, CA 93421, (805) 473-5420.
- Valerie Humphrey, Public Works Dept., City of Atascadero, 6907 El Camino Real, Atascadero, CA 93422, (805) 470-3460.
- Rob Livick, Public Services Dept., City of Morro Bay, 955 Shasta Avenue, Morro Bay, CA, 93442, (805) 772-6261
- Darren Nash, Community Development Dept., City of Paso Robles, 1000 Spring St., Paso Robles, CA 93446, (805) 237-3970.
- Tyler Corey, Community Development Dept., City of San Luis Obispo, 919 Palm St., San Luis Obispo, CA 93401, (805) 781-7175.
- Tony Navarro, Dept. of Planning and Building, 976 Osos Street, Room 300, San Luis Obispo, CA 93408, (805) 781-5787.

COUNTY OF SAN LUIS OBISPO CDBG SUPPLEMENTAL BUDGET INFORMATION SHEET

BUDGET FORM A

For CDBG applications to the County of San Luis Obispo involving acquisition, construction or rehabilitation projects must provide the applicable project budget information.

Financial considerations are key in assessing a project’s ability to be completed successfully and timely. Factors to be considered in this area include (a) availability and sufficiency of resources (including all non-CDBG, federal, state, county or private funding sources, (b) the leveraging of resources, (c) fiscal support for the project for its continued viability and (d) the project budget’s accuracy, reasonableness and completeness in determining the financial needs of the project.

Source of Funds. Provide for entire project and round to the nearest hundred dollars. Do NOT include operating costs as this is not an eligible CDBG costs for projects involving acquisition, construction or rehabilitation projects.

Description of Cost	Date Funds Available	Amount Requested	Approved - Secured	Total	% of Total Budget
CDBG Funds: This Request		100,000		100,000	100,000
Previous Award					
Previous Award					
CDBG Funds: This request					
Previous Award					
Other Federal Funds Source:					
State Funds Source:					
Private Funds:					
Private Funds:					
Private Funds:					
In-Kind Contributions: Labor					
In-Kind Contributions					
Other:					
Other:					
Other:					
Totals					100%

Comment on your entity’s strategy and plans on the leveraging and sufficiency of resources to implement the proposed project. If project is not leveraged with other funds, explain why CDBG funds are being relied on solely to fund the proposed project.

COUNTY OF SAN LUIS OBISPO CDBG SUPPLEMENTAL BUDGET INFORMATION SHEET

BUDGET FORM B

Project Budget

Budget Form – Acquisition, Construction and Rehabilitation Project Preliminary Budget & Project Funding Requirements

Agency name: _____ City of Morro Bay _____

Project: _____ Morro Bay Pedestrian Accessibility Project _____

Preliminary Budget: List all funding necessary to complete the proposed project. You must provide a **DETAILED** budget line-item worksheet for all costs associated with the project. **NOTE: YOU MUST USE THIS FORMAT.** Additionally, you must provide a **DETAILED** budget narrative explaining how you arrived at each line item.

Activity	CDBG Funds	Other Funds	Total Cost
ACQUISITION			
Purchase of Land			
Purchase of Units			
Other Expenses (List)			
HARD COSTS			
Site Work			
Demolition			
Construction	83,200		83,200
Appliances			
Accessory Buildings			
General Requirements			
Contractor Overhead			
Contractor Profit			
Construction Contingency			
Other (List on separate sheet			
SOFT COSTS			
Architect Fee – Design	4,200		4,200
Architect Fee – Supervision			
Legal Fees			
Engineering Fees	4,200		4,200
Other Professional Fees (List) – Surveying	4,200		4,200
Appraisal			
Market Study			
Environmental Report			
Title & Recording Expenses			
Relocation Expenses			
Consultants	4,200		4,200
Other Soft Costs (List)			

INTERIM COSTS			
Construction Insurance			
Construction Interest			
Credit Enhancement			
Real Estate Taxes			
FINANCING COSTS			
Bond Premium			
Permanent Loan Origination			
Permanent Loan Credit Enhance			
Other Financing Costs (List)			
DEVELOPER'S FEE (Determined individually for each project)			
TOTAL DEVELOPMENT COST	\$100,000		\$100,000

Budget must be specific and reflect the applicant's financial commitment, including items paid for by other sources. This includes in-kind contributions and volunteer labor. It should not include amounts of administration. Indicate the circumstances/consequences of partial funding is awarded for this project.

Authorization:

 Authorized Signature for Project

 Title

 Date

Robert A. Livick_____
 Print name

COUNTY OF SAN LUIS OBISPO CDBG SUPPLEMENTAL BUDGET INFORMATION SHEET

WORK PLAN & PERFORMANCE SCHEDULE

List all project milestones and their anticipated work period. There will be an opportunity to update the project timeline after grant notification and before executing a grant agreement. Any proposed changes, including extension and early completion, must be requested in writing and approved in advance by the jurisdiction receiving the funding application. Note: Applicant will assume all financial risk if work on the proposed project begins before environmental clearance is obtained. You may either use or recreate this form to add tasks and activities and extended timeline. **YOU MUST USE THIS FORMAT.**

Task/Activity – Begin July 2013	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Environmental Review	X	X	X									
Contract Execution				X	X							
Project Activity Design						X	X					
Project Activity Implementation								X	X	X	X	X



COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM APPLICATION FOR THE 2013 PROGRAM YEAR

SAN LUIS OBISPO COUNTY DEPARTMENT OF PLANNING AND BUILDING
976 OSOS STREET • ROOM 200 • SAN LUIS OBISPO • CALIFORNIA 93408 • (805) 781-5600

Promoting the Wise Use of Land • Helping to Build Great Communities

Organization Name: Community Action Partnership of San Luis Obispo County, Inc.

(Attach additional sheets if necessary)

To be considered for CDBG assistance, please submit this completed application with any exhibits, budgets or beneficiary data as needed. **PLEASE READ ALL INFORMATION IN THE APPLICATION.** Applications can be mailed to one of the participating jurisdictions listed in this application or to: Tony Navarro, Planner III, Department of Planning and Building, 976 Osos Street, Room 300, San Luis Obispo, CA., 93408 or hand delivered to Tony Navarro at 1035 Palm Street, Room 370, San Luis Obispo, CA., faxed to (805) 781-5624, or e-mailed to tnavarro@co.slo.ca.us. **The application deadline is 5:00 P.M., Friday, October 12, 2012.** Applications must be received by the County or one of the participating cities (Arroyo Grande, Atascadero, Morro Bay, Paso Robles, San Luis Obispo) prior to close of the business day. **POSTMARKED DATED MAIL RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED.**

NOTE:

- (1) Please review the CDBG regulations and guidelines and the Request for Proposals before completing this proposal. The CDBG regulations, under 24 CFR 570, are available at www.sloplanning.org under "Federal HUD Grants."
- (2) **HMIS Reporting for 2013 homeless services, housing and shelter** - All homeless service providers applying for CDBG funds to assist, house or shelter the homeless must identify and demonstrate its capacity to participate in the County of San Luis Obispo Homeless Management Information System (HMIS) to provide: personnel for data entry, user licensing, and hardware and software necessary for compatibility with HMIS. HMIS is an electronic data collection system that stores client level information about persons who access the homeless services system in a Continuum of Care, and reports aggregate data for the County as per the U.S. Department of Housing and Urban Development's Data Standards found in http://www.hudhre.info/documents/FinalHMISDataStandards_March2010.pdf.
- (3) The project/program proposal to the County of San Luis Obispo shall be examined in relation to the County's community development goals and funding priorities as presented in the Urban County of San Luis Obispo 2010-2015 Consolidated Plan (ConPlan). The ConPlan is available at www.sloplanning.org. The County of San Luis Obispo Department of Planning and Building (Planning) considers the criteria stated in the 2013 Request for Proposals as one of many tools to help make funding recommendations to the Board of Supervisors. Planning will use other information and sources including but are not limited to: the County Board of Supervisors, recommendations from the Homeless Services Oversight Council, other participating jurisdictions of the Urban County of San Luis Obispo, identified needs that could be addressed by the grant funds, consistency with goals and priorities in the 2010 Consolidated Plan and the Ten Year Plan to End Homelessness, results of the Needs Workshops, working knowledge of the project and/or organization by Planning, and availability of limited fund, to help with the funding recommendations.

Please call County and/or city CDBG staff with any questions about how to complete the form or about the rating criteria and process.

If the information for any of the questions below requires more room to provide a complete explanation of your proposed project or program, please attach additional sheets.

CONTACT INFORMATION

1. Name and mailing address of applicant organization, with contact person, phone and fax numbers, and e-mail address:

Name: *Community Action Partnership of San Luis Obispo County, Inc. (CAPSLO)*

Address (mailing and physical address requested if different):
*1030 Southwood Drive,
San Luis Obispo, CA 93401*

Contact person/title: *Elizabeth "Biz" Steinberg, Chief Executive Officer*

Phone: *(805) 544-4355*

Fax: *(805) 549-8388*

E-mail address: *esteinberg@capslo.org*

Is the organization a Faith Based Organization? Yes No

***Organization's DUNS number:** *0589019500000*

If you are awarded CDBG funds or your proposal involves economic development, i.e., directly benefit a business, private property owner, business, involves façade improvements, provide technical assistance to a new or existing business, job creation, loan guarantee, the beneficiary must obtain a Dun and Bradstreet (DUNS) number that must be reported to HUD. Please contact Tony Navarro, (805) 781-5787, tnavarro@slo.co.ca.us for information on how to obtain a DUNS number prior to incurring and obligating the federal funds.

Is your agency currently participating in HMIS? Yes

If not, does your agency have the capacity to participate in HMIS? If yes, how so?

PROJECT DESCRIPTION

2. Title/name/address of proposed project or program:

*Prado Day Center
43 Prado Road
San Luis Obispo, CA 93401*

3. Please describe the proposed project or program. In one or two short paragraphs, include a brief project/program description, the groups who will benefit and an explanation of how they will benefit from the proposed project or program. For projects, describe the location of the project (be as specific as possible, e.g. street address). For programs, state the location from which the program will be operated and/or describe the geographic area served by the program. Also, please include a schedule of project/program milestones.

***Program description:** Since Prado Day Center opened in 1997, it has become the major point of daytime contact for local providers to serve the homeless and working poor families and individuals. The Center operates seven days a week, year-round, providing breakfast and lunch to an average daily census of 84 persons and other services to a daily average of 132 persons. Prado Day Center offers restrooms and shower facilities; laundry service; local phone use; mail service; newspapers for employment listings; a reading/writing area; children's playroom and play yard; a community garden; and bus tokens.*

A hot lunch is served daily by the People's Kitchen at Prado every day, year-round and volunteers have provided a breakfast program for those who do not eat breakfast at the Maxine Lewis Memorial (MLM) Shelter. Other services currently delivered at Prado on weekdays include TB testing and basic health screening, drug/alcohol meetings through CHC once a week, mental health outreach 3 hours a week, CAPSLO Case Management 7 days a week, CAPSLO Health Services Education and Information once a month, CHC Medical Case Management two days a week, Transitional Housing Outreach and Information twice a month, Department of Social Services information and questions once a week, free legal assistance once a month and information/referral to a wide range of community benefits and services. The Prado Day Center has proven to be a much needed community facility. Numerous volunteers assist with daily Center activities including reception, laundry and client interaction.

The children's playroom and fenced play yard offer toys, books and play equipment, to provide vulnerable children with respite from their difficult lives and an opportunity to play and enjoy themselves.

The Prado Day Center also functions as a Warming Station for individuals and families during inclement weather situations. The Maxine Lewis Memorial Shelter is the only night shelter in the city and only has approximately 50 beds which forces staff to turn away people nightly. This is particularly problematic during inclement weather. As a response the Prado Day Center extends its daytime hours into the evening so that families and single adults are not forced to sleep in the rain and severe cold. During months when the Warming Station was necessary an average of 206 individuals were provided services per month. Recently, January 2010 was the highest with 516 individuals seeking assistance.

March of 2011 was the next highest with 255 seeking a warm place to stay. On nights that the Warming Station was open during January – March, 2011 the average daily count for individuals seeking shelter was 39 per night.

Who/how will benefit: ***Who:** According to the 2011 Homeless Enumeration Report, 3,774 county residents were identified as homeless. A staggering 1,847 (49%) of those counted were younger than 18. Of those homeless persons surveyed, 39% countywide said they used shelter services and within the City of San Luis Obispo 53% said they had accessed shelter services in the past year. 70% reported having been homeless for more than a year, 19% have been homeless for more than three months, but less than a year, and 11% of have been homeless less than three months. All shelters were filled to capacity on the night of the count and many people had been turned away due to overcapacity. The Community Action Partnership's Homeless Services Program is the largest in the county, providing a significant service to the community.*

How: *The Prado Day Center was created to provide day services that complement the MLM Shelter night services. Each day at 7:30am, clients must leave the MLM Shelter until it reopens at 5:00pm. Prior to creation of the Prado Day Center, homeless community members spent the day in places such as Mission Plaza, public parks, the City/County Library, or on the streets. Being on the streets exposed the homeless to weather and temperature extremes. If their appearance identified them as homeless, they might be subjected to public disapproval or scorn. Since Prado Day Center opened, homeless residents have had a safe, supportive place off the streets to go during the day, and a place that offers assistance to help them assess their needs, access essential services, and re-establish their lives.*

Location: *Prado Day Center is in the City of San Luis Obispo but serves the entire county.*

Milestones: *Through Prado's relationships and partnerships with other service sites and providers, many of the low-income persons served achieve permanent housing, more stable employment, and family functioning. Each family's personal achievements are program milestones. All services are ongoing throughout the program year, and approximately 1,500 persons will receive one or more days of Prado Day Center services and assistance during the coming year. Each day of service is also considered to be a milestone.*

One of the strongest aspects of Prado's service strategy is the wide range of community services provided on-site. The free breakfast and lunch, showers, and laundry services draw clients to the site. Caring staff offer support and incentives that motivate clients to meet with providers who offer critical services. Social interaction between clients at the Center supports their healthy re-integration into the community and provides a safe environment for practicing appropriate behavior. The anecdotal outcomes reported by clients describe a return to "normal", "the means to stop self-defeating cycles" and the support needed to "break through...negativity and get on with creating a productive life."

4. Will the services offered by your organization increase or expand as a result of the CDBG assistance? If yes, please answer the following questions:

- a. What new programs and/or services will be provided?

None

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

CDBG funds will enable the Prado Day Center to maintain its current level of service. The Center is always looking for additional or enhanced vocational, educational or support services to bring on-site.

5. Check any of the following eligible activity categories that apply to the proposed project or program: (Refer to CDBG regulations and the Guide to Eligible CDBG Activities).

- Acquisition of real property*
- Disposition of real property
- Public facilities and improvements (may include acquisition, construction, reconstruction, rehabilitation or installation)* and/or **
- Privately owned utilities
- Clearance and remediation activities**
- Public services
- Interim assistance
- Relocation of individuals, families, businesses, non-profit organizations, and/or farms
- Loss of rental income
- Removal of architectural barriers
- Housing rehabilitation**
- New housing construction (under limited circumstances)
- Homeownership assistance
- Housing services
- Code enforcement
- Historic preservation**
- Commercial or industrial rehabilitation**
- Special economic development

_____ Technical assistance and planning studies

*** Relocation:** Any project that involves the acquisition of property and/or rehabilitation and is funded in whole or in part with federal funds, even if the federal funds are not used for the acquisition itself, is subject to federal requirements connected to acquisition and relocation. A project cannot be broken into separate “projects” in order to avoid the federal requirements connected with property acquisition and relocation. Any questions concerning whether the relocation regulations apply to a specific property acquisition project should be directed to the Community Development Division staff before any action is taken on the project.

If HUD funded project will cause a household or a business to move, even temporarily, the relocation regulations will apply.

Along with application submit:

- Estimate of relocation cost (moving costs, subsidy amount for suitable replacement dwelling)
- Letter to owner or voluntary acquisition, plus proof of delivery to owner.
- General Information letter to tenants (both business and residential tenants), plus proof of delivery to all).
- List of tenants (both business and residential tenants) at the time of application submittal.
- Refer to SLO Col website for sample relocation letters.

**** Lead based paint/asbestos:** If HUD funded project involves acquisition or rehabilitation of a residential units that was built in 1978 or earlier, then Lead-Based paint regulations will apply.

- Along with application submit an estimate of costs for LBP work, provided by certified LBP consultant. Or statement by LBP consultant explaining that project is exempt.
- Include any temporary housing costs.

6. Describe the need and the degree of urgency for the proposed project or program. What would be the consequences if the proposed project or program is not funded in the next year?

The Prado Day Center is heavily utilized, demonstrating the ongoing need for services. In the 12 months ending June 30, 2012, Prado provided one or more days of respite and services to 1,481 unduplicated persons; 544 (37%) of these were women and children; 1,142 (78%) of all adults were disabled. During the same period, clients received 47,308 total service units through 7,176 contacts made with community service providers at the Center. 30,135 breakfasts were served for an average of 82.5 persons a day receiving breakfast at the Center. The Center also hosts the People’s Kitchen, the only free lunch in San Luis Obispo, which served an average of 97 persons a day in the 12 months ending June 30, 2012.

The outcomes achieved in our homeless programs represent incremental progress toward increased personal and community well-being. At the personal level this means a homeless person facing their

problems, accepting help, developing a life-changing plan, and working in partnership with shelter staff to take a series of small, manageable steps that lead to positive change. At the community level this means reducing the impacts on agencies and systems such as law enforcement, the courts, hospital emergency rooms, mental health and drug/alcohol resources, and child welfare services. An average of 130 persons per day used Center services in the 12 months ending June 30, 2012.

If not funded: *The Friends of Prado Day Center is responsible for community fundraising to support the Center, and CAPSLO is responsible for raising public funding. Without CDBG funding from the County of San Luis Obispo and General Funds (in lieu of CDBG funds) from the City, the Prado Day Center would be forced to reduce days and/or hours of operation thereby limiting services at the county's only day center for homeless individuals.*

Without the Day Center, homeless men, women, and families would have no option but to return to the more public areas of the city during the daytime hours, where they often go without food, basic services, and assistance to maintain and re-establish their lives.

7. Please describe the specific organizational method used to implement the proposed project or program (single or multiple group, public agency, non-profit, for-profit, experience in operating similar programs, etc.):

As the county's Community Action Agency, CAPSLO has provided critical services to low-income county residents since 1965 and, since 1989, has operated the MLM Shelter in San Luis Obispo. We collaborate with the Interfaith Coalition for the Homeless, the City and County of San Luis Obispo, the SLO Housing Authority, the SLO Supportive Housing Consortium, the Homeless Services Coordinating Council, SLO People's Kitchen, and numerous public and private health and human service agencies to provide services to homeless clients. Key community partners include County Department of Social Services, County Mental Health, Community Health Centers of the Central Coast, Transitions-Mental Health Association, Cal Poly State University, and Beyond Shelter.

To support the countywide continuum of homeless services, CAPSLO contributed state funding toward creation of the county's 10-Year Plan to End Chronic Homelessness. This plan will help guide homeless service delivery for the next decade, and will benefit all communities in the county as well as the network of public, private and faith-based partners and service providers.

The agency is in the process of preparation to collect all data using the Homeless Management Information System (HMIS), required by HUD, for this project. The agency currently collects data for the case management projects and is working with the county to expand the collection to this and other projects. The CAPSLO Homeless Services Data Analyst is responsible for getting the information on all case managed clients who are being served under a HUD grant. Every other week, a case conference is held and it is decided then which clients will be accepted to the program, and which clients will be closed out. During the following week, the Data Analyst meets one on one with each of the Case Managers to review the client file for all opening and closing clients, for completeness, accuracy, to verify that the client is eligible for services under the program, and that all documentation is in place. The Data Analyst then enters all of the necessary information into HMIS. Additionally, case notes are emailed to the Data Analyst on a regular basis in order to get all of the services that the client is receiving entered into HMIS. With the information entered into the system, HMIS is capable of running reports to be given to the county and ultimately HUD.

8. Does the project require the issuance of a permit (from local, state or federal agencies)?

Yes No

- a. If yes, please identify the permits necessary to complete the project.
- b. Have the necessary permits been issued? Please provide proof of permit issuance.
- c. If permits are required but not yet obtained, when will the permits be issued?

NATIONAL OBJECTIVES CRITERIA

9. Does the proposed project or activity meet one of the three national objectives of the CDBG program? Please check one of the objectives below that applies to the proposal, and explain how the project or activity meets that national objective.

- a. Benefits low- and moderate-income persons as defined by the U.S. Department of Housing and Urban Development (HUD).

Select one:

Low/Moderate-Income Area Benefit – The project serves only a limited area which is proven by 2000 Census data or survey to be a predominately (51% or more) low/moderate-income area. Applicants choosing this category must be able to prove their project/activity primarily benefits low/moderate-income households.

Low/Moderate-Income Limited Clientele – The project benefits a specific group of people (rather than all areas in a particular area), at least 51% of whom are low/moderate-income persons;. Note: Income verification for clients must be provided for this category. The following groups are presumed to be low/moderate-income: abused children; elderly persons; battered spouses; homeless persons; adults meeting census definition of severely disabled; persons living with AIDS; and migrant farm workers

Low/Moderate-Income Housing – The project adds or improves permanent residential structures that will be/are occupied by low/moderate-income households upon completion.

Low/Moderate-Income Jobs – The project creates or retains permanents jobs, at least 51% of which are taken by low/moderate-income persons or considered to be available to low/moderate-income persons.

Explain:

Persons served at the Prado Day Center are all homeless including many persons with a physical or mental disability.

NOTE: To meet this national objective, the proposed activity must benefit a specific clientele or residents in a particular area of the County or participating city, at least 51 percent of who are low- and moderate-income persons.

b. _____ Aids in the prevention or elimination of slums or blight.

Explain:

Select one:

Addressing Slums or Blight on an Area Basis -

Addressing Slums or Blight on a Spot Basis – This project will prevent or eliminate specific conditions of blight or physical decay. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.

Is the project located in a Redevelopment Area? Yes No

If yes, attach a map of the area with the site highlighted, and provide the Redevelopment Project Area (excerpts accepted) which documents the existence of slum/blight. Also, document the specific redevelopment objectives pertaining to the proposed project.

NOTE: To meet this national objective, the proposed activity must be within a designated slum or blighted area and must be designed to address one or more conditions that contributed to the deterioration of the area.

c. _____ Meets community development needs having a particular urgency where existing conditions pose a serious and immediate threat to the health or welfare of the community, and no other funding sources are available, i.e., a major catastrophe such as a flood or earthquake.

Explain:

NOTE: To meet this national objective, the proposed activity must deal with major catastrophes or emergencies such as floods or earthquakes.

10. If the project or program is designed to meet the national objective of providing benefit to low- and moderate-income persons, please estimate the number of unduplicated number of persons (or households) to benefit from the project and break that estimate down by income group (unduplicated means the number who are served, i.e., the grant will allow 25 children to participate in preschool – not 25 children x 5 days x 52 weeks = 6,500).

- a. Total number of persons or households who will benefit from the project or program (regardless of income group):

1700 Persons/households (circle the applicable unit)

- b. Of the total number of persons or households entered above, how many will be low-income (earning 51% - 80% or less of the County median-income)?

119 Persons/households (circle the applicable unit)

- c. Of the total number of persons or households entered above, how many will be very low-income (earning 50% or less of the County median-income)?

1343 Persons/households (circle the applicable unit)

11. Who are the clients of your organization? (Example: low- to moderate-income persons, elderly persons, severely disabled persons, migrant farm workers, battered spouses, etc.)

The Prado Day Center serves homeless and working poor men, women and children. The client population includes youth accompanied by a parent or guardian (from newborns to teenagers), and adults including seniors. Persons with physical or mental disabilities are served so long as they can care for themselves and maintain appropriately in a congregate setting. We serve persons of all ages, genders, races, and ethnicities without discrimination. This includes the mentally ill, developmentally and physically disabled, persons suffering from or in recovery from substance abuse, veterans, migrant farmworkers, and the working poor. We serve the chronically homeless, situationally-homeless, unemployed, under-employed, uninsured, and underinsured.

12. How will the clients benefit from this project?

As well as providing a safe place to go during the day, the Prado Day Center provides a holistic framework of services to help meet client needs. Comprehensive services include a community breakfast and lunch, on-site services, linkages and advocacy support, and access to intensive case management. As previously mentioned, the Center is the major point of daytime contact for local providers to serve homeless and working poor families and individuals. The Prado Day Center also serves as Warming Station for individuals and families during periods of inclement weather. Other services currently delivered on weekdays at Prado Day Center include drug/alcohol meetings through CHC once a week, mental health outreach 3 hours a week, CAPSLO Case Management 7 days a week, CAPSLO Health Services Education and Information once a month, CHC Medical Case Management two days a week, Transitional Housing Outreach and Information twice a month, Department of Social Services information and questions once a week, free legal assistance once a month, and information/referral to a wide range of community benefits and services.

13. If your project serves homeless households, please describe how your program coordinates with other continuum of care projects and entities and how it aligns with the San Luis Obispo Countywide 10-Year Plan to Homelessness.

CAPSLO's Homeless Services Division works closely with other agencies that provide supplemental services, including: Tri-Counties Regional Center, Department of Social Services, Independent Living Resource Center, Salvation Army, Catholic Charities, Loaves and Fishes, SLO Housing Authority, local VA Service Center, and local churches. Being the provider for a complement of services enables our clients to seamlessly receive the benefits within one organization, as well as having the ability to be referred to multiple agencies as needed. As a member the County Continuum of Care (CoC) CAPSLO partially funded the development of the 10-year plan and is an active participant in its implementation. CAPSLO also has developed other CoC projects that dovetail with this project and aides in the continued effort to help homeless individuals and families moved toward self-sufficiency.

No single person, agency or government body can bring an end to veteran homelessness – it will take a comprehensive and coordinated approach among all organizations that serve this population. This is evident in the national strategy through the US Interagency Council on Homelessness and HUD. CAPSLO and its local partners seek to emulate this collaborative approach. Each of the partners has its specific expertise in dealing with homeless individuals and families. CDBG funding will enable us to build on this expertise and continue the services we provide. The end result will be a more client centered, “wraparound” service aimed at helping homeless individuals and families moved toward self-sufficiency, stability, and subsequent success.

The program looks to support all of the national priorities. The goals of the Partnership's “Housing Through Case Management” program are in sync with the key components of HUD's mandate to fund programs that promote moving homeless clients into housing and ensuring that they receive public benefits and develop the skills needed to live independently. The Partnership's Homeless Services programs (Maxine Lewis Memorial Shelter, Prado Day Center and Case Management) work with HUD's target population on a countywide basis and have an established program of cooperation and linkages with other agencies and organizations that provide services to homeless persons.

In addition to being consistent with the Federal Strategic Plan, the Partnership is an active participant in the countywide process that developed County's 10-Year Plan to End Homelessness. Numerous Partnership staff members have participated thus far, contributing their knowledge, experience and goodwill to ensure a successful outcome. The Partnership generated the state discretionary grant and the City of San Luis Obispo CDBG grant that were used by the County to pay for facilitation of the process to develop our local 10-Year Plan. The “Housing Through Case Management” services are consistent with the Consolidated Plan. The 2009 Action Year of the 2005 Consolidated Plan shows these priorities for Addressing Homelessness:

Priority 1: Provide needed emergency shelter facilities and related services.

Priority 2: Prevent homelessness by enabling people to obtain or retain decent affordable housing and supportive services.

Now that the 10-Year Plan is finalized, the Partnership is working diligently to advocate for, support and comply with service delivery philosophies, strategies, mandates, and performance standards that are setting a path to end all types of homelessness.

BENEFICIARY DATA

14. How do you collect demographic data on the beneficiaries of the proposed project or program?
(Example: racial/ethnic characteristics)

NOTE: You are required to provide beneficiary data at the end of each quarter and year end data of the fiscal year.

Demographics are collected during the client intake process using the California Department of Community Services and Development demographic form (Exhibit A attached).

15. How do you document and maintain income status of each client in compliance with HUD regulations? (Example: very low, low- and moderate-income)

As part of the client intake process, client income is verified using the federal poverty guidelines.

16. Provide the following information for the person(s) in your organization responsible for the preparation and submittal of the quarterly reports and for collecting and reporting the beneficiary data to the Urban County.

Contact person/title: Robert J. Ellis, Planning Specialist III

Phone number: (805) 544-4355

E-mail address: bellis@capslo.org

FINANCIAL INFORMATION

For CDBG applications to the County of San Luis Obispo involving acquisition, construction or rehabilitation projects please provide the required additional budget information on BUDGET FORM A and BUDGET FORM B attached to the back of this application.

17. Total amount of CDBG funds requested: \$ 130,086

Please identify the jurisdiction(s) to which you are applying (see Note below):

If you are requesting CDBG funds from more than one jurisdiction, please break down the amount shown above by the jurisdiction listed below.

City of Arroyo Grande: _____	City of Paso Robles: _____
City of Atascadero: _____	City of San Luis Obispo: <u>\$50,400</u>
City of Morro Bay: <u>\$8,600</u>	County of San Luis Obispo: <u>\$71,086</u>

NOTE: If you are applying to one or more cities, please provide a copy of the application to the County by the application deadline.

18. Please describe the budget for the proposed project or program. Itemize all sources of funding expected to be available and used for this project

Please see Exhibit B attached.

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

The Friends of Prado Day Center is the largest funder of the program, generating support through community donations. CDBG funds are the largest mainstream resource used to support operation and maintenance of the Prado Day Center. Other funding shown on Exhibit B also supports the operation of the project and is received throughout the year. Every effort is made to keep costs low by generating volunteer and in-kind support.

We are also constantly looking at ways to diversify resources. CAPSLO's Homeless Advisory Committee is active in holding fundraising events. CAPSLO also engaged resource development consultants who created a long-range Financial Development Plan that will expand the agency's capacity to generate diversified programmatic and capital development resources. That plan was adopted by the CAPSLO (then EOC) Board in October 2007.

20. Will CDBG funds be used to match/leverage other funds? List below funding sources and amounts and identify award dates of these sources.

CDBG funds are the primary mainstream resources used to support shelter operations; CDBG and ESG funds are used to leverage all other local and private resources. Please see Exhibit B.

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


Signature

10-11-12
Date

Elizabeth "Biz" Steinberg
Printed or typed name

CEO
Title

Please use the CSD 295 Client Characteristic Report Instructions and Helpful Hints to complete this form.

1 Contractor Name:	<input type="text"/>	Contract #:	<input type="text"/>
Prepared By (name):	<input type="text"/>	Report Period:	<input type="text"/>
Phone Number:	<input type="text"/>	Email address:	<input type="text"/>

Demographic data should be collected on ALL clients receiving services under any program administered by the designated Community Action Agency.

Yellow Highlighted Sections represent demographics collected on INDIVIDUALS			
2	Total unduplicated number of persons about whom one or more characteristics were obtained		<input type="text"/>
3	Total unduplicated number of persons about whom no characteristics were obtained		<input type="text"/>
Blue Highlighted Sections represent demographics collected on FAMILIES			
4	Total unduplicated number of families about whom one or more characteristics were obtained		<input type="text"/>
5	Total unduplicated number of families about whom no characteristics were obtained		<input type="text"/>
6. Gender		Number of Persons*	
a.	Male	<input type="text"/>	
b.	Female	<input type="text"/>	
	*Total	0	
7. Age		Number of Persons*	
a.	0-5	<input type="text"/>	
b.	6-11	<input type="text"/>	
c.	12-17	<input type="text"/>	
d.	18-23	<input type="text"/>	
e.	24-44	<input type="text"/>	
f.	45-54	<input type="text"/>	
g.	55-69	<input type="text"/>	
h.	70+	<input type="text"/>	
	Sum of 7e thru 7h =	0	
	*Total	0	
8. Ethnicity/Race			
<i>I. Ethnicity</i>			
a.	Hispanic, Latino or Spanish Origin	<input type="text"/>	
b.	Not Hispanic, Latino or Spanish Origin	<input type="text"/>	
	*Total	0	
<i>II. Race</i>			
a.	White	<input type="text"/>	
b.	Black or African American	<input type="text"/>	
c.	American Indian and Alaskan Native	<input type="text"/>	
d.	Asian	<input type="text"/>	
e.	Native Hawaiian and Other Pacific Islander	<input type="text"/>	
f.	Other	<input type="text"/>	
g.	Multi-Race (any 2 or more of the above)	<input type="text"/>	
	*Total	0	
9. Education Level of Adults		Number of Persons 24+**	
a.	0-8	<input type="text"/>	
b.	9-12/Non-Graduate	<input type="text"/>	
c.	High School Graduate/GED	<input type="text"/>	
d.	12+ Some Post Secondary	<input type="text"/>	
e.	2 or 4 yr. College Graduates	<input type="text"/>	
	** Total	0	
10. Other Characteristics		Number of Persons*	
		Yes	No
a.	Health Insurance	<input type="text"/>	<input type="text"/>
b.	Disabled	<input type="text"/>	<input type="text"/>
		Total *	0
11. Family Type		Number of Families***	
a.	Single Parent/Female	<input type="text"/>	
b.	Single Parent/Male	<input type="text"/>	
c.	Two-Parent Household	<input type="text"/>	
d.	Single Person	<input type="text"/>	
e.	Two Adults - No Children	<input type="text"/>	
f.	Other	<input type="text"/>	
	***Total	0	
12. Family Size		Number of Families ***	
a.	One	<input type="text"/>	
b.	Two	<input type="text"/>	
c.	Three	<input type="text"/>	
d.	Four	<input type="text"/>	
e.	Five	<input type="text"/>	
f.	Six	<input type="text"/>	
g.	Seven	<input type="text"/>	
h.	Eight or more	<input type="text"/>	
	***Total	0	
13. Source of Family Income		Number of Families	
a.	Unduplicated # of Families Reporting One or More Sources of Income***	<input type="text"/>	
b.	Unduplicated # of Families Reporting No Income	<input type="text"/>	
	Total UNDUP Families who responded as either having a source of income or having no income ***	0	
Record the sources of each family income as reported in 13a above:			
c.	TANF	<input type="text"/>	
d.	SSI	<input type="text"/>	
e.	Social Security	<input type="text"/>	
f.	Pension	<input type="text"/>	
g.	General Assistance	<input type="text"/>	
h.	Unemployment Insurance	<input type="text"/>	
i.	Employment + Other Source	<input type="text"/>	
j.	Employment only	<input type="text"/>	
k.	Other:	<input type="text"/>	
	****Total (c. through k.)	0	
14. Level of Family Income % of HHS guideline		Number of Families ***	
a.	Up to 50%	<input type="text"/>	
b.	51% to 75%	<input type="text"/>	
c.	76% to 100%	<input type="text"/>	
d.	101% to 125% *****	<input type="text"/>	
e.	126% to 150% *****	<input type="text"/>	
f.	151% to 175% *****	<input type="text"/>	
g.	176% to 200% *****	<input type="text"/>	
h.	201% and over *****	<input type="text"/>	
	***Total	0	
15. Housing		Number of Families ***	
a.	Own	<input type="text"/>	
b.	Rent	<input type="text"/>	
c.	Homeless	<input type="text"/>	
d.	Other	<input type="text"/>	
	***Total	0	
16. Other family characteristics		Number of Families***	
a.	Farmer	<input type="text"/>	
b.	Migrant Farmworker	<input type="text"/>	
c.	Seasonal Farmworker	<input type="text"/>	
d.	Veteran	<input type="text"/>	
e.	Active Military	<input type="text"/>	

* The sum in this category should not exceed the value of Section 2.
 ** The sum in this category should not exceed the value of Section 7.e-h.
 *** The sum in this category should not exceed the value of Section 4.
 **** The sum in this category should be greater than or equal to Section 13.a.
 ***** Reminder, September 30, 2010 was the cutoff date for reporting CSBG clients served up to 200% of the Federal Poverty Guidelines.

Exhibit B
Community Action Partnership of SLO County, Inc.
Prado Day Center
Proposed Budget FYE June 30, 2014

I. Revenues:	20013/14 Budget
a. CDBG Funds Requested	\$ 130,086
b. Non-CDBG Funds Requested:	
SLO County ESG	20,591
SLO County General Fund (Coalition)	37,744
People's Kitchen	2,400
Donations	6,700
Friends of Prado	<u>156,024</u>
Total Funds	<u>\$ 353,545</u>

II. Expenditures:

Salaries	\$ 200,046
Fringe Benefits	76,179
Office Supplies	2,692
Mileage	1,557
Utilities	13,813
Telephone	2,033
Laundry	1,315
Maintenance and Repairs	16,343
Program Supplies	9,658
Recruiting and Training	1,027
Other	2,693
Indirect and Administrative	<u>26,189</u>
Total Expenditures	<u>\$ 353,545</u>



COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM APPLICATION FOR THE 2013 PROGRAM YEAR

SAN LUIS OBISPO COUNTY DEPARTMENT OF PLANNING AND BUILDING
976 OSOS STREET • ROOM 200 • SAN LUIS OBISPO • CALIFORNIA 93408 • (805) 781-5600

Promoting the Wise Use of Land • Helping to Build Great Communities

Organization Name: Community Action Partnership of San Luis Obispo County, Inc.

(Attach additional sheets if necessary)

To be considered for CDBG assistance, please submit this completed application with any exhibits, budgets or beneficiary data as needed. **PLEASE READ ALL INFORMATION IN THE APPLICATION.** Applications can be mailed to one of the participating jurisdictions listed in this application or to: Tony Navarro, Planner III, Department of Planning and Building, 976 Osos Street, Room 300, San Luis Obispo, CA., 93408 or hand delivered to Tony Navarro at 1035 Palm Street, Room 370, San Luis Obispo, CA., faxed to (805) 781-5624, or e-mailed to tnavarro@co.slo.ca.us. **The application deadline is 5:00 P.M., Friday, October 12, 2012.** Applications must be received by the County or one of the participating cities (Arroyo Grande, Atascadero, Morro Bay, Paso Robles, San Luis Obispo) prior to close of the business day. **POSTMARKED DATED MAIL RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED.**

NOTE:

- (1) Please review the CDBG regulations and guidelines and the Request for Proposals before completing this proposal. The CDBG regulations, under 24 CFR 570, are available at www.sloplanning.org under "Federal HUD Grants."
- (2) **HMIS Reporting for 2013 homeless services, housing and shelter** - All homeless service providers applying for CDBG funds to assist, house or shelter the homeless must identify and demonstrate its capacity to participate in the County of San Luis Obispo Homeless Management Information System (HMIS) to provide: personnel for data entry, user licensing, and hardware and software necessary for compatibility with HMIS. HMIS is an electronic data collection system that stores client level information about persons who access the homeless services system in a Continuum of Care, and reports aggregate data for the County as per the U.S. Department of Housing and Urban Development's Data Standards found in http://www.hudhre.info/documents/FinalHMISDataStandards_March2010.pdf.
- (3) The project/program proposal to the County of San Luis Obispo shall be examined in relation to the County's community development goals and funding priorities as presented in the Urban County of San Luis Obispo 2010-2015 Consolidated Plan (ConPlan). The ConPlan is available at www.sloplanning.org. The County of San Luis Obispo Department of Planning and Building (Planning) considers the criteria stated in the 2013 Request for Proposals as one of many tools to help make funding recommendations to the Board of Supervisors. Planning will use other information and sources including but are not limited to: the County Board of Supervisors, recommendations from the Homeless Services Oversight Council, other participating jurisdictions of the Urban County of San Luis Obispo, identified needs that could be addressed by the grant funds, consistency with goals and priorities in the 2010 Consolidated Plan and the Ten Year Plan to End Homelessness, results of the Needs Workshops, working knowledge of the project and/or organization by Planning, and availability of limited fund, to help with the funding recommendations.

Please call County and/or city CDBG staff with any questions about how to complete the form or about the rating criteria and process.

If the information for any of the questions below requires more room to provide a complete explanation of your proposed project or program, please attach additional sheets.

CONTACT INFORMATION

1. Name and mailing address of applicant organization, with contact person, phone and fax numbers, and e-mail address:

Name: *Community Action Partnership of San Luis Obispo County, Inc. (CAPSLO)*

Address (mailing and physical address requested if different):
*1030 Southwood Drive,
San Luis Obispo, CA 93401*

Contact person/title: *Elizabeth "Biz" Steinberg, Chief Executive Officer*

Phone: *(805) 544-4355*

Fax: *(805) 549-8388*

E-mail address: *esteinberg@capslo.org*

Is the organization a Faith Based Organization? Yes No

***Organization's DUNS number: 0589019500000**

If you are awarded CDBG funds or your proposal involves economic development, i.e., directly benefit a business, private property owner, business, involves façade improvements, provide technical assistance to a new or existing business, job creation, loan guarantee, the beneficiary must obtain a Dun and Bradstreet (DUNS) number that must be reported to HUD. Please contact Tony Navarro, (805) 781-5787, tnavarro@slo.co.ca.us for information on how to obtain a DUNS number prior to incurring and obligating the federal funds.

Is your agency currently participating in HMIS?

Yes

If not, does your agency have the capacity to participate in HMIS? If yes, how so?

PROJECT DESCRIPTION

2. Title/name/address of proposed project or program:

*Maxine Lewis Memorial Shelter
750 Orcutt Road
San Luis Obispo, CA 93401*

3. Please describe the proposed project or program. In one or two short paragraphs, include a brief project/program description, the groups who will benefit and an explanation of how they will benefit from the proposed project or program. For projects, describe the location of the project (be as specific as possible, e.g. street address). For programs, state the location from which the program will be operated and/or describe the geographic area served by the program. Also, please include a schedule of project/program milestones.

Program description: *The San Luis Obispo homeless shelter program has two shelter sites: the Maxine Lewis Memorial (MLM) Shelter at Orcutt and South Broad Street, and the Interfaith Coalition for the Homeless (ICH) Shelter. ICH is a coalition of 14 faith-based groups (supported by volunteers) that formed nearly two decades ago to support emergency overnight sheltering in the community. A different church or synagogue hosts the ICH Shelter each month. Both shelter sites are open seven nights a week, year-round. The MLM Shelter opens at 5:00pm for dinner, showers, client screening/intake for shelter beds, and client information/referral assistance. Families are transported from the MLM Shelter to the ICH Shelter where they will sleep. Individuals and persons with special needs stay at the MLM Shelter.*

Who/how will benefit: **Who:** *According to the 2011 Homeless Enumeration Report, 3,774 county residents were identified as homeless. A staggering 1,847 (49%) of those counted were younger than 18. Of those homeless persons surveyed, 39% countywide said they used shelter services and within the City of San Luis Obispo 53% said they had accessed shelter services in the past year. 70% reported having been homeless for more than a year, 19% have been homeless for more than three months, but less than a year, and 11% of have been homeless less than three months. All shelters were filled to capacity on the night of the count and many people had been turned away due to overcapacity. The Community Action Partnership's Homeless Services Program is the largest in the county, providing a significant service to the community.*

How: *The San Luis Obispo shelter program will continue to benefit the county's homeless men, women and children who receive emergency intervention services to meet their most basic needs. Clients receive emotional and educational support to think beyond their immediate challenges and develop a plan to stabilize their lives and move toward greater self-sufficiency.*

Location: *The MLM Shelter is in the City of San Luis Obispo but serves the entire county. The program serves homeless men, women and children from each of the incorporated cities and all of the unincorporated communities in the county.*

Milestones: *Through CAPSLO's relationships and partnerships with other service sites and providers, many of the low-income persons we serve achieve permanent housing, and more stable employment and family functioning. Given our county's housing crisis, each family's personal achievements are program milestones.*

The outcomes achieved in our homeless programs represent incremental progress toward increased personal and community well-being. At the personal level this means a homeless person facing their problems, accepting help, developing a life-changing plan, and working in partnership with shelter staff to take a series of small, manageable steps that lead to positive change. At the community level this means reducing the impacts on agencies and systems such as law enforcement, the courts, hospital emergency rooms, mental health and drug/alcohol resources, and child welfare services.

4. Will the services offered by your organization increase or expand as a result of the CDBG assistance? If yes, please answer the following questions:

- a. What new programs and/or services will be provided?
No expansion is planned because the MLM Shelter program is already operating at full capacity, year-round.
- b. Describe how existing programs and/or services will be expanded and what percentage of an increase is expected?
CDBG funds will enable the San Luis Obispo shelter program to maintain the current level of services.

5. Check any of the following eligible activity categories that apply to the proposed project or program: (Refer to CDBG regulations and the Guide to Eligible CDBG Activities).

- Acquisition of real property*
- Disposition of real property
- Public facilities and improvements (may include acquisition, construction, reconstruction, rehabilitation or installation)* and/or **
- Privately owned utilities
- Clearance and remediation activities**
- Public services
- Interim assistance
- Relocation of individuals, families, businesses, non-profit organizations, and/or farms
- Loss of rental income
- Removal of architectural barriers
- Housing rehabilitation**
- New housing construction (under limited circumstances)

- _____ Homeownership assistance
- _____ Housing services
- _____ Code enforcement
- _____ Historic preservation**
- _____ Commercial or industrial rehabilitation**
- _____ Special economic development
- _____ Technical assistance and planning studies

*** Relocation:** Any project that involves the acquisition of property and/or rehabilitation and is funded in whole or in part with federal funds, even if the federal funds are not used for the acquisition itself, is subject to federal requirements connected to acquisition and relocation. A project cannot be broken into separate “projects” in order to avoid the federal requirements connected with property acquisition and relocation. Any questions concerning whether the relocation regulations apply to a specific property acquisition project should be directed to the Community Development Division staff before any action is taken on the project.

If HUD funded project will cause a household or a business to move, even temporarily, the relocation regulations will apply.

Along with application submit:

- Estimate of relocation cost (moving costs, subsidy amount for suitable replacement dwelling)
- Letter to owner or voluntary acquisition, plus proof of delivery to owner.
- General Information letter to tenants (both business and residential tenants), plus proof of delivery to all).
- List of tenants (both business and residential tenants) at the time of application submittal.
- Refer to SLO Col website for sample relocation letters.

**** Lead based paint/asbestos:** If HUD funded project involves acquisition or rehabilitation of a residential units that was built in 1978 or earlier, then Lead-Based paint regulations will apply.

- Along with application submit an estimate of costs for LBP work, provided by certified LBP consultant. Or statement by LBP consultant explaining that project is exempt.
- Include any temporary housing costs.

6. Describe the need and the degree of urgency for the proposed project or program. What would be the consequences if the proposed project or program is not funded in the next year?

Need/Urgency: All services offered are heavily used indicating a substantial need in the county. In the 12 months ending June 30, 2012, 869 unduplicated persons received one or more nights of shelter for a total of 29,063 shelter nights. Those sheltered increased by 3% from 2010-11 due to the worsening economy preventing homeless from finding and/or keeping jobs and becoming self-sufficient and moving out of the shelter. More than 35% of clients were women and children and more than 72% of adults were disabled, an increase of 53% from 2010-11. Averages of 79.4 persons per night are sheltered year-round between the two San Luis Obispo shelter sites.

The MLM Shelter provides San Luis Obispo's only free dinner to Shelter clients and other hungry community members. A total of 68,433 meals were served in the 12 months ending June 30, 2012; 10,307 of those meals were served to "diner/dashers" (persons who came for dinner and a shower but not a shelter bed). Averages of 107.6 dinners were served each night in 2011-12. 2,705 shelter nights were provided to children.

If not funded: San Luis Obispo County's high cost of living and high cost of housing have heavily impacted the local homeless. Until there is an adequate supply of affordable housing in the county, emergency sheltering will be a fact of life. CAPSLO's MLM Shelter has been serving the county's homeless since 1989. Without CDBG funding from the City and County of San Luis Obispo and other cities, the Shelter would be forced to close. The MLM Shelter is not just the largest homeless shelter facility in the county and the only free dinner in the City of San Luis Obispo, it is also the "anchor" program for many providers and services. Without an overnight shelter to meet the most basic needs of the homeless, outreach and assistance services are disrupted and ongoing stabilization and self-sufficiency efforts are undermined.

7. Please describe the specific organizational method used to implement the proposed project or program (single or multiple group, public agency, non-profit, for-profit, experience in operating similar programs, etc.):

As the county's Community Action Agency, CAPSLO has provided critical services to low-income county residents since 1965 and, since 1989, has operated the MLM Shelter in San Luis Obispo. We collaborate with the Interfaith Coalition for the Homeless, the City and County of San Luis Obispo, the SLO Housing Authority, the SLO Supportive Housing Consortium, the Homeless Services Coordinating Council, SLO People's Kitchen, and numerous public and private health and human service agencies to provide services to homeless clients. Key community partners include County Department of Social Services, County Mental Health, County Drug and Alcohol, Community Health Centers of the Central Coast, Transitions-Mental Health Association, AmeriCorps, and Cal Poly State University.

To support the countywide continuum of homeless services, CAPSLO contributed state funding toward creation of the county's 10-Year Plan to End Chronic Homelessness. This plan will help guide homeless service delivery for the next decade, and will benefit all communities in the county as well as the network of public, private and faith-based partners and service providers.

The agency currently collects all data using the Homeless Management Information System (HMIS), required by HUD, for this project. The agency collects data for the case management projects and is working with the county to expand the collection to this and other projects. The CAPSLO Homeless Services Data Analyst is responsible for getting the information on all case managed clients who are being served under a HUD grant. Every other week, a case conference is held and it is decided then what clients will be accepted to the program, and which clients will be closed out. During the following week, the Data Analyst meets one-on-one with each of the Case Managers to review the client file for all opening and closing clients, for completeness, accuracy, and to verify that the client is eligible for services under the program, and that all documentation is in place. The Data Analyst then enters all of the necessary information into HMIS. Additionally, case notes are emailed to the Data Analyst on a regular basis in order to get all of the services that the client is receiving entered into HMIS. With the information entered into the system, HMIS is capable of running reports to be given to the county and ultimately HUD.

8. Does the project require the issuance of a permit (from local, state or federal agencies)?

Yes No

- a. If yes, please identify the permits necessary to complete the project.
- b. Have the necessary permits been issued? Please provide proof of permit issuance.
- c. If permits are required but not yet obtained, when will the permits be issued?

NATIONAL OBJECTIVES CRITERIA

9. Does the proposed project or activity meet one of the three national objectives of the CDBG program? Please check one of the objectives below that applies to the proposal, and explain how the project or activity meets that national objective.

- a. X Benefits low- and moderate-income persons as defined by the U.S. Department of Housing and Urban Development (HUD).

Select one:

Low/Moderate-Income Area Benefit – The project serves only a limited area which is proven by 2000 Census data or survey to be a predominately (51% or more) low/moderate-income area. Applicants choosing this category must be able to prove their project/activity primarily benefits low/moderate-income households.

Low/Moderate-Income Limited Clientele – The project benefits a specific group of people (rather than all areas in a particular area), at least 51% of whom are low/moderate-income persons;. Note: Income verification for clients must be provided for this category. The following groups are presumed to be low/moderate-income: abused children; elderly persons; battered spouses; homeless persons; adults meeting census definition of severely disabled; persons living with AIDS; and migrant farm workers

- Low/Moderate-Income Housing** – The project adds or improves permanent residential structures that will be/are occupied by low/moderate-income households upon completion.
- Low/Moderate-Income Jobs** – The project creates or retains permanent jobs, at least 51% of which are taken by low/moderate-income persons or considered to be available to low/moderate-income persons.

Explain:
Persons served at the MLM and ICH shelter sites are all homeless including many persons with a physical or mental disability.

NOTE: To meet this national objective, the proposed activity must benefit a specific clientele or residents in a particular area of the County or participating city, at least 51 percent of who are low- and moderate-income persons.

- b. _____ Aids in the prevention or elimination of slums or blight.

Explain:

Select one:

- Addressing Slums or Blight on an Area Basis -**
- Addressing Slums or Blight on a Spot Basis** – This project will prevent or eliminate specific conditions of blight or physical decay. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.

Is the project located in a Redevelopment Area? Yes No

If yes, attach a map of the area with the site highlighted, and provide the Redevelopment Project Area (excerpts accepted) which documents the existence of slum/blight. Also, document the specific redevelopment objectives pertaining to the proposed project.

NOTE: To meet this national objective, the proposed activity must be within a designated slum or blighted area and must be designed to address one or more conditions that contributed to the deterioration of the area.

- c. _____ Meets community development needs having a particular urgency where existing conditions pose a serious and immediate threat to the health or welfare of the community, and no other funding sources are available, i.e., a major catastrophe such as a flood or earthquake.

Explain:

NOTE: To meet this national objective, the proposed activity must deal with major catastrophes or emergencies such as floods or earthquakes.

10. If the project or program is designed to meet the national objective of providing benefit to low- and moderate-income persons, please estimate the number of unduplicated number of persons (or households) to benefit from the project and break that estimate down by income group (unduplicated means the number who are served, i.e., the grant will allow 25 children to participate in preschool – not 25 children x 5 days x 52 weeks = 6,500).

a. Total number of persons or households who will benefit from the project or program (regardless of income group):

800 Persons/households (circle the applicable unit)

b. Of the total number of persons or households entered above, how many will be low-income (earning 51% - 80% or less of the County median-income)?

20 Persons/households (circle the applicable unit)

c. Of the total number of persons or households entered above, how many will be very low-income (earning 50% or less of the County median-income)?

780 Persons/households (circle the applicable unit)

11. Who are the clients of your organization? (Example: low- to moderate-income persons, elderly persons, severely disabled persons, migrant farm workers, battered spouses, etc.)

The MLM Shelter program serves homeless men, women, and children as space is available. The client population includes youth accompanied by a parent or guardian (from newborns to teenagers), and adults including seniors. We serve persons of all ages, genders, races, and ethnicities without discrimination. This includes the mentally ill, developmentally and physically disabled, persons suffering from or in recovery from substance abuse, veterans, migrant farmworkers, and the working poor. We serve the chronically homeless, situational-homeless, unemployed, under-employed, uninsured, and underinsured.

12. How will the clients benefit from this project?

Shelter clients have "one stop" access to a broad range of services to help them stabilize their lives and move toward greater self-sufficiency. As well as providing emergency shelter, the CAPSLO Homeless Services program provides a holistic framework of services to help meet client needs. Comprehensive

services include community meal programs at the MLM Shelter and Prado Day Center, daytime services at the Day Center, linkages and advocacy support, and access to intensive case management and permanent housing.

Without these emergency shelter services, clients would congregate in public places or disperse throughout local neighborhoods, impacting law enforcement and other public agencies.

13. If your project serves homeless households, please describe how your program coordinates with other continuum of care projects and entities and how it aligns with the San Luis Obispo Countywide 10-Year Plan to Homelessness.

CAPSLO's Homeless Services Division works closely with other agencies that provide supplemental services, including: Tri-Counties Regional Center, Department of Social Services, Independent Living Resource Center, Salvation Army, Catholic Charities, Loaves and Fishes, SLO Housing Authority, local VA Service Center, and local churches. Being the provider for a complement of services enables our clients to seamlessly receive the benefits within one organization, as well as having the ability to be referred to multiple agencies as needed. As a member the County Continuum of Care (CoC) CAPSLO partially funded the development of the 10-year plan and is an active participant in its implementation. CAPSLO also has developed other CoC projects that dovetail with this project and aides in the continued effort to help homeless individuals and families moved toward self-sufficiency.

No single person, agency or government body can bring an end to veteran homelessness – it will take a comprehensive and coordinated approach among all organizations that serve this population. This is evident in the national strategy through the US Interagency Council on Homelessness and HUD. CAPSLO and its local partners seek to emulate this collaborative approach. Each of the partners has its specific expertise in dealing with homeless individuals and families. CDBG funding will enable us to build on this expertise and continue the services we provide. The end result will be a more client centered, “wraparound” service aimed at helping homeless individuals and families moved toward self-sufficiency, stability, and subsequent success.

The program looks to support all of the national priorities. The goals of the Partnership's “Housing Through Case Management” program are in sync with the key components of HUD's mandate to fund programs that promote moving homeless clients into housing and ensuring that they receive public benefits and develop the skills needed to live independently. The Partnership's Homeless Services programs (Maxine Lewis Memorial Shelter, Prado Day Center and Case Management) work with HUD's target population on a countywide basis and have an established program of cooperation and linkages with other agencies and organizations that provide services to homeless persons.

In addition to being consistent with the Federal Strategic Plan, the Partnership is an active participant in the countywide process that developed County's 10-Year Plan to End Homelessness. Numerous Partnership staff members have participated thus far, contributing their knowledge, experience and goodwill to ensure a successful outcome. The Partnership generated the state discretionary grant and the City of San Luis Obispo CDBG grant that were used by the County to pay for facilitation of the process to develop our local 10-Year Plan. The “Housing Through Case Management” services are consistent with the Consolidated Plan. The 2009 Action Year of the 2005 Consolidated Plan shows these priorities for Addressing Homelessness:

Priority 1: Provide needed emergency shelter facilities and related services.

Priority 2: Prevent homelessness by enabling people to obtain or retain decent affordable housing and supportive services.

Now that the 10-Year Plan is finalized, the Partnership is working diligently to advocate for, support and comply with service delivery philosophies, strategies, mandates, and performance standards that are setting a path to end all types of homelessness.

BENEFICIARY DATA

14. How do you collect demographic data on the beneficiaries of the proposed project or program?
(Example: racial/ethnic characteristics)

NOTE: You are required to provide beneficiary data at the end of each quarter and year end data of the fiscal year.

Demographics are collected during the client intake process using the California Department of Community Services and Development demographic form (Exhibit A attached).

15. How do you document and maintain income status of each client in compliance with HUD regulations? (Example: very low, low- and moderate-income)

As part of the client intake process, client income is verified using the federal poverty guidelines.

16. Provide the following information for the person(s) in your organization responsible for the preparation and submittal of the quarterly reports and for collecting and reporting the beneficiary data to the Urban County.

Contact person/title: Robert J. Ellis, Planning Specialist III

Phone number: (805) 544-4355

E-mail address: bellis@capslo.org

FINANCIAL INFORMATION

For CDBG applications to the County of San Luis Obispo involving acquisition, construction or rehabilitation projects please provide the required additional budget information on BUDGET FORM A and BUDGET FORM B attached to the back of this application.

17. Total amount of CDBG funds requested: \$ \$313,361

Please identify the jurisdiction(s) to which you are applying (see Note below):

If you are requesting CDBG funds from more than one jurisdiction, please break down the amount shown above by the jurisdiction listed below.

City of Arroyo Grande: <u>\$8,600</u>	City of Paso Robles: _____
City of Atascadero: _____	City of San Luis Obispo: <u>\$148,080</u>
City of Morro Bay: <u>\$8,600</u>	County of San Luis Obispo: <u>\$148,081</u>

NOTE: If you are applying to one or more cities, please provide a copy of the application to the County by the application deadline.

18. Please describe the budget for the proposed project or program. Itemize all sources of funding expected to be available and used for this project

Please see Exhibit B attached

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

CDBG funds are the primary mainstream resource used to support operation and maintenance of the MLM Shelter program. Other funding shown in Exhibit B also supports the shelter operation and is received throughout the year. Every effort is made to keep costs low by generating volunteer and in-kind support. The Shell Beach kitchen prepares the dinner on weekdays; community groups provide dinner on weekends and holidays. The shelter’s dinner program annually involves several dozen community groups and local families and/or individuals. We are always looking for new meal providers in order to keep program costs as low as possible. In addition to the volunteer groups that provide dinner on weekends and holidays, volunteers are used to help serve dinner every night and to be “evening friends”.

Volunteers and service groups such as California Conversation Corps also help with special events such as shelter repairs/ upgrades as well as deep cleaning and landscaping, or take on special projects such

as “shopping” at the Food Bank or helping with the “homework club”. Community motels donate towels, sheets and blankets to the program; other local businesses contribute to “blanket and pillow” drives to benefit shelter clients.

We are also constantly looking at ways to diversify resources. CAPSLO’s Homeless Advisory Committee is active in holding fundraising events. CAPSLO also engaged resource development consultants who created a long-range Financial Development Plan that will expand the agency’s capacity to generate diversified programmatic and capital development resources. That plan was adopted by the CAPSLO (then EOC) Board in October 2007.

20. Will CDBG funds be used to match/leverage other funds? List below funding sources and amounts and identify award dates of these sources.

CDBG funds are the primary mainstream resources used to support shelter operations; CDBG and ESG funds are used to leverage all other local and private resources. Please see Exhibit B.

Please use the CSD 295 Client Characteristic Report Instructions and Helpful Hints to complete this form.

1 Contractor Name:	<input type="text"/>	Contract #:	<input type="text"/>
Prepared By (name):	<input type="text"/>	Report Period:	<input type="text"/>
Phone Number:	<input type="text"/>	Email address:	<input type="text"/>

Demographic data should be collected on ALL clients receiving services under any program administered by the designated Community Action Agency.

Yellow Highlighted Sections represent demographics collected on INDIVIDUALS			
2 Total unduplicated number of persons about whom one or more characteristics were obtained		<input type="text"/>	
3 Total unduplicated number of persons about whom no characteristics were obtained		<input type="text"/>	
Blue Highlighted Sections represent demographics collected on FAMILIES			
4 Total unduplicated number of families about whom one or more characteristics were obtained		<input type="text"/>	
5 Total unduplicated number of families about whom no characteristics were obtained		<input type="text"/>	
6. Gender		Number of Persons*	
a. Male	<input type="text"/>		
b. Female	<input type="text"/>		
*Total		0	
7. Age		Number of Persons*	
a. 0-5	<input type="text"/>		
b. 6-11	<input type="text"/>		
c. 12-17	<input type="text"/>		
d. 18-23	<input type="text"/>		
e. 24-44	<input type="text"/>		
f. 45-54	<input type="text"/>		
g. 55-69	<input type="text"/>		
h. 70+	<input type="text"/>		
*Total		0	
8. Ethnicity/Race			
I. Ethnicity			
a. Hispanic, Latino or Spanish Origin	<input type="text"/>		
b. Not Hispanic, Latino or Spanish Origin	<input type="text"/>		
*Total		0	
II. Race			
a. White	<input type="text"/>		
b. Black or African American	<input type="text"/>		
c. American Indian and Alaskan Native	<input type="text"/>		
d. Asian	<input type="text"/>		
e. Native Hawaiian and Other Pacific Islander	<input type="text"/>		
f. Other	<input type="text"/>		
g. Multi-Race (any 2 or more of the above)	<input type="text"/>		
*Total		0	
9. Education Level of Adults		Number of Persons 24+**	
a. 0-8	<input type="text"/>		
b. 9-12/Non-Graduate	<input type="text"/>		
c. High School Graduate/GED	<input type="text"/>		
d. 12+ Some Post Secondary	<input type="text"/>		
e. 2 or 4 yr. College Graduates	<input type="text"/>		
** Total		0	
10. Other Characteristics		Number of Persons*	
	Yes	No	Total *
a. Health Insurance	<input type="text"/>	<input type="text"/>	0
b. Disabled	<input type="text"/>	<input type="text"/>	0
11. Family Type		Number of Families***	
a. Single Parent/Female	<input type="text"/>		
b. Single Parent/Male	<input type="text"/>		
c. Two-Parent Household	<input type="text"/>		
d. Single Person	<input type="text"/>		
e. Two Adults - No Children	<input type="text"/>		
f. Other	<input type="text"/>		
***Total		0	
* The sum in this category should not exceed the value of Section 2.			
** The sum in this category should not exceed the value of Section 7.e-h.			
*** The sum in this category should not exceed the value of Section 4.			
**** The sum in this category should be greater than or equal to Section 13.a.			
***** Reminder, September 30, 2010 was the cutoff date for reporting CSBG clients served up to 200% of the Federal Poverty Guidelines.			
12. Family Size		Number of Families ***	
a. One	<input type="text"/>		
b. Two	<input type="text"/>		
c. Three	<input type="text"/>		
d. Four	<input type="text"/>		
e. Five	<input type="text"/>		
f. Six	<input type="text"/>		
g. Seven	<input type="text"/>		
h. Eight or more	<input type="text"/>		
***Total		0	
13. Source of Family Income		Number of Families	
a. Unduplicated # of Families Reporting One or More Sources of Income***		<input type="text"/>	
b. Unduplicated # of Families Reporting No Income		<input type="text"/>	
Total UNDUP Families who responded as either having a source of income or having no income ***		0	
Record the sources of each family income as reported in 13a above:			
c. TANF	<input type="text"/>		
d. SSI	<input type="text"/>		
e. Social Security	<input type="text"/>		
f. Pension	<input type="text"/>		
g. General Assistance	<input type="text"/>		
h. Unemployment Insurance	<input type="text"/>		
i. Employment + Other Source	<input type="text"/>		
j. Employment only	<input type="text"/>		
k. Other:	<input type="text"/>		
****Total (c. through k.)		0	
14. Level of Family Income % of HHS guideline		Number of Families ***	
a. Up to 50%	<input type="text"/>		
b. 51% to 75%	<input type="text"/>		
c. 76% to 100%	<input type="text"/>		
d. 101% to 125% *****	<input type="text"/>		
e. 126% to 150% *****	<input type="text"/>		
f. 151% to 175% *****	<input type="text"/>		
g. 176% to 200% *****	<input type="text"/>		
h. 201% and over *****	<input type="text"/>		
***Total		0	
15. Housing		Number of Families ***	
a. Own	<input type="text"/>		
b. Rent	<input type="text"/>		
c. Homeless	<input type="text"/>		
d. Other	<input type="text"/>		
***Total		0	
16. Other family characteristics		Number of Families***	
a. Farmer	<input type="text"/>		
b. Migrant Farmworker	<input type="text"/>		
c. Seasonal Farmworker	<input type="text"/>		
d. Veteran	<input type="text"/>		
e. Active Military	<input type="text"/>		

Exhibit B
Community Action Partnership of SLO County, Inc.
Maxine Lewis Memorial Shelter
Proposed Budget FYE June 30, 2014

	20013/14 Budget
a. Revenues:	
1. CDBG Funds Requested	\$ 313,361
2. Non-CDBG Funds Requested:	
SLO County ESG	35,299
Local - SLO County General Fund	64,858
FEMA	12,500
United Way	2,500
City of Pismo Beach	2,200
Donations	<u>116,409</u>
Total Funds	<u>\$ 547,127</u>
b.	
Expenditures:	
Salaries	\$ 270,796
Fringe Benefits	109,998
Office Expense	3,937
Transportation	12,486
Utilities	22,135
Food	12,383
Laundry	18,540
Maintenance & Repairs	20,853
Program Supplies	13,526
Direct Client Assistance	1,200
Advertising, Recruiting and Training	2,605
Miscellaneous	18,140
Indirect & Administrative	<u>40,528</u>
Total Expenditures	<u>\$ 547,127</u>



COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM APPLICATION FOR THE 2013 PROGRAM YEAR

SAN LUIS OBISPO COUNTY DEPARTMENT OF PLANNING AND BUILDING
976 OSOS STREET • ROOM 200 • SAN LUIS OBISPO • CALIFORNIA 93408 • (805) 781-5600

Promoting the Wise Use of Land • Helping to Build Great Communities

Organization Name: Senior Nutrition Program of San Luis Obispo County

(Attach additional sheets if necessary)

To be considered for CDBG assistance, please submit this completed application with any exhibits, budgets or beneficiary data as needed. **PLEASE READ ALL INFORMATION IN THE APPLICATION.** Applications can be mailed to one of the participating jurisdictions listed in this application or to: Tony Navarro, Planner III, Department of Planning and Building, 976 Osos Street, Room 300, San Luis Obispo, CA., 93408 or hand delivered to Tony Navarro at 1035 Palm Street, Room 370, San Luis Obispo, CA., faxed to (805) 781-5624, or e-mailed to tnavarro@co.slo.ca.us. **The application deadline is 5:00 P.M., Friday, October 12, 2012.** Applications must be received by the County or one of the participating cities (Arroyo Grande, Atascadero, Morro Bay, Paso Robles, San Luis Obispo) prior to close of the business day. **POSTMARKED DATED MAIL RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED.**

NOTE:

- (1) Please review the CDBG regulations and guidelines and the Request for Proposals before completing this proposal. The CDBG regulations, under 24 CFR 570, are available at www.sloplanning.org under “Federal HUD Grants.”
- (2) **HMIS Reporting for 2013 homeless services, housing and shelter** - All homeless service providers applying for CDBG funds to assist, house or shelter the homeless must identify and demonstrate its capacity to participate in the County of San Luis Obispo Homeless Management Information System (HMIS) to provide: personnel for data entry, user licensing, and hardware and software necessary for compatibility with HMIS. HMIS is an electronic data collection system that stores client level information about persons who access the homeless services system in a Continuum of Care, and reports aggregate data for the County as per the U.S. Department of Housing and Urban Development’s Data Standards found in http://www.hudhre.info/documents/FinalHMISDataStandards_March2010.pdf.
- (3) The project/program proposal to the County of San Luis Obispo shall be examined in relation to the County’s community development goals and funding priorities as presented in the Urban County of San Luis Obispo 2010-2015 Consolidated Plan (ConPlan). The ConPlan is available at www.sloplanning.org. The County of San Luis Obispo Department of Planning and Building (Planning) considers the criteria stated in the 2013 Request for Proposals as one of many tools to help make funding recommendations to the Board of Supervisors. Planning will use other information and sources including but are not limited to: the County Board of Supervisors, recommendations from the Homeless Services Oversight Council, other participating jurisdictions of the Urban County of San Luis Obispo, identified needs that could be addressed by the grant funds, consistency with goals and priorities in the 2010 Consolidated Plan and the Ten Year Plan to End Homelessness, results of the Needs Workshops, working knowledge of the project and/or organization by Planning, and availability of limited fund, to help with the funding recommendations.

Please call County and/or city CDBG staff with any questions about how to complete the form or about the rating criteria and process.

If the information for any of the questions below requires more room to provide a complete explanation of your proposed project or program, please attach additional sheets.

CONTACT INFORMATION

1. Name and mailing address of applicant organization, with contact person, phone and fax numbers, and e-mail address:

Name: Elias Nimeh

Address (mailing and physical address requested if different):

2180 Johnson Ave.
San Luis Obispo, CA 93401-4513

Contact person/title: Executive Director

Phone: 805-541-3312

Fax: 805-541-5631

E-mail address: elias.nimeh@att.net

Is the organization a Faith Based Organization? Yes No

Organization's DUNS number: 839610680

If you are awarded CDBG funds or your proposal involves economic development, i.e., directly benefit a business, private property owner, business, involves façade improvements, provide technical assistance to a new or existing business, job creation, loan guarantee, the beneficiary must obtain a Dun and Bradstreet (DUNS) number that must be reported to HUD. Please contact Tony Navarro, (805) 781-5787, tnavarro@slo.co.ca.us for information on how to obtain a DUNS number prior to incurring and obligating the federal funds.

Is your agency currently participating in HMIS?

no

If not, does your agency have the capacity to participate in HMIS? If yes, how so?

no

PROJECT DESCRIPTION

2. Title/name/address of proposed project or program:

Title: Ongoing Program Support
Name: Senior Nutrition Program of SLO County
Address: 2180 Johnson Ave.
San Luis Obispo, CA 93401-4513

3. Please describe the proposed project or program. In one or two short paragraphs, include a brief project/program description, the groups who will benefit and an explanation of how they will benefit from the proposed project or program. For projects, describe the location of the project (be as specific as possible, e.g. street address). For programs, state the location from which the program will be operated and/or describe the geographic area served by the program. Also, please include a schedule of project/program milestones.

The Senior Nutrition Program of SLO County provides free, hot, nutritious noon-time meals to seniors who are at least 60 years old. Seniors who are able to attend can eat meals at 10 community sites in congregate dining. We also deliver meals, with frozen meals for Saturday and Sunday, to qualified seniors who are homebound. We rely on over 250 volunteers to deliver meals. We are the only program serving senior meals throughout San Luis Obispo County and the only program that includes congregate dining and an opportunity for socialization among the seniors. All of our meals are free to those who are eligible, although some clients choose to make voluntary anonymous donations. Our program has three goals: nutrition, socialization, and safety. Both the congregate dining and the home delivery provide socialization and human contact to help break the cycle of isolation. Finally, the daily home deliveries by volunteers, along with regular assessments by site supervisors, provide a safety net from accidents or physical or financial abuse. All staff and volunteers are mandated to report any suspected abuse. Currently, we are based in the former County Hospital complex in San Luis Obispo where we are able to prepare all our meals in the former hospital's kitchen and handle our administrative needs in an adjacent office.

This past fiscal year, July 2011 – June 2012, SNP prepared and delivered approximately 156,000 meals to 1538 senior residents of San Luis Obispo County.

We are requesting the CDBG grant funding to help us maintain the high quality of our program and services. SNP gets **half** (50%) of the needed funding to operate the program. CDBG grant will be used as a matching fund for the Federal grant.

4. Will the services offered by your organization increase or expand as a result of the CDBG assistance? If yes, please answer the following questions:

a. What new programs and/or services will be provided?

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

5. **Check any of the following eligible activity categories that apply to the proposed project or program:** (Refer to CDBG regulations and the Guide to Eligible CDBG Activities).

- Acquisition of real property*
- Disposition of real property
- Public facilities and improvements (may include acquisition, construction, reconstruction, rehabilitation or installation)* and/or **
- Privately owned utilities
- Clearance and remediation activities**
- Public services
- Interim assistance
- Relocation of individuals, families, businesses, non-profit organizations, and/or farms
- Loss of rental income
- Removal of architectural barriers
- Housing rehabilitation**
- New housing construction (under limited circumstances)
- Homeownership assistance
- Housing services
- Code enforcement
- Historic preservation**
- Commercial or industrial rehabilitation**
- Special economic development
- Technical assistance and planning studies

* **Relocation:** Any project that involves the acquisition of property and/or rehabilitation and is funded in whole or in part with federal funds, even if the federal funds are not used for the acquisition itself, is subject to federal requirements connected to acquisition and relocation. A project cannot be broken into separate “projects” in order to avoid the federal requirements connected with property acquisition and relocation. Any questions concerning whether the relocation regulations apply to a specific property acquisition project should be directed to the Community Development Division staff before any action is taken on the project.

If HUD funded project will cause a household or a business to move, even temporarily, the relocation regulations will apply.

Along with application submit:

- Estimate of relocation cost (moving costs, subsidy amount for suitable replacement dwelling)
- Letter to owner or voluntary acquisition, plus proof of delivery to owner.
- General Information letter to tenants (both business and residential tenants), plus proof of delivery to all).
- List of tenants (both business and residential tenants) at the time of application submittal.
- Refer to SLO Col website for sample relocation letters.

** **Lead based paint/asbestos:** If HUD funded project involves acquisition or rehabilitation of a residential units that was built in 1978 or earlier, then Lead-Based paint regulations will apply.

- Along with application submit an estimate of costs for LBP work, provided by certified LBP consultant. Or statement by LBP consultant explaining that project is exempt.
- Include any temporary housing costs.

6. Describe the need and the degree of urgency for the proposed project or program. What would be the consequences if the proposed project or program is not funded in the next year?

Without funding in the next year for our program, we would be forced to cut back on existing services to our clients and turn away new clients. Senior Nutrition Program is proud of the level of service we are able to provide and the number of seniors we are able to serve in our program. However, our costs continue to rise, especially in the areas of food, labor costs, supplies, and gas and maintenance for our delivery trucks. Additionally, we constantly receive requests from new clients who want to participate in our program, especially among those who are homebound. The home-delivered meals cost more to the program than the congregate meals. In order to maintain our high level of service and program quality, we urgently need financial support from local agencies.

7. Please describe the specific organizational method used to implement the proposed

project or program (single or multiple group, public agency, non-profit, for-profit, experience in operating similar programs, etc.):

Senior Nutrition Program has operated in San Luis Obispo County, CA, for over 25 years. We are a non-profit corporation that consists of a volunteer board of directors, dedicated staff of 8 full-time and 18 part-time employees, and over 250 volunteers.

The process we use to provide hot, nutritious meals is as follows:

- Assessment of potential clients is determined at the initial application process. It is also determined if there are other health issues, nutritional risks and limitations. When needed, we will refer potential clients to other appropriate agencies.
- Our registered dietician prepares a menu of delicious and nutritious meals every month that follows all health and dietary restrictions. Under the guidance of our experienced kitchen manager, meals are prepared by trained staff in the central kitchen. Additionally, we supplement our kitchen staff through a collaborative program with three youth organizations whose participants learn employable kitchen skills.
- Two drivers deliver food to 10 community sites each weekday in refrigerated trucks. Site managers, with the help of volunteers, heat and serve food to our dining room clients. They also pack meals that are picked up by volunteers from the sites to be delivered to the homebound five days a week. Two additional frozen meals are delivered on Fridays to homebound clients to see them through the weekend.
- SNP delivers meals to the City of San Luis Obispo, the Five Cities (Arroyo Grande, Oceano, Grover Beach, Pismo Beach, and Nipomo), Los Osos/Baywood Park, Morro Bay, Cambria, Atascadero, Santa Margarita, Templeton, and Paso Robles.
 - SNP maintains daily records of every meal and every client served. On any day of the year, we will be able to compare the cost-to-date of our food purchases for the fiscal year vs. last year by the number of clients and the number of meals and also by the number of homebound meals and the number of congregate meals.

SNP leadership focuses on effectively managing our costs, maintaining meticulous records, and planning and preparing the highest quality meals for our seniors. Following is a brief biography of our leaders:

- **Elias Nimeh, Executive Director**, has been the director of SNP for 7 years. He has a B. Sc. degree in Agronomy from Arizona State University and 40 plus years' experience in the restaurant business. He owned and operated a local business, Tortilla Flats, Inc., for 20 years.
- **Irene Palacios, Kitchen Director**, has been with the program for over 29 years and followed a steady progression of increasing responsibilities and promotions until reaching her current position as Kitchen Director approximately 26 years ago.
- **Wendy Fertschneider, Nutritionist**, has a degree in Dietetics and Food Administration from Cal Poly SLO. She has been with the program for over 15 years in a variety of positions. Currently she

works part-time as our Registered Dietician, which is required for this program, writing and approving menus, providing staff training and nutrition education, and serving as advisory council facilitator.

- Additionally, interns from Cal Poly and Cuesta College assist our office staff. A group of approximately 30 volunteers, the Friends of Senior Nutrition Program, have the primary responsibility for planning and putting on our annual fund-raising event, the Night of a Million Meals.

8. Does the project require the issuance of a permit (from local, state or federal agencies)?

Yes No

- If yes, please identify the permits necessary to complete the project.
- Have the necessary permits been issued? Please provide proof of permit issuance.
- If permits are required but not yet obtained, when will the permits be issued?

NATIONAL OBJECTIVES CRITERIA

9. Does the proposed project or activity meet one of the three national objectives of the CDBG program? Please check one of the objectives below that applies to the proposal, and explain how the project or activity meets that national objective.

- Benefits low- and moderate-income persons as defined by the U.S. Department of Housing and Urban Development (HUD).

Select one:

Low/Moderate-Income Area Benefit – The project serves only a limited area which is proven by 2000 Census data or survey to be a predominately (51% or more) low/moderate-income area. Applicants choosing this category must be able to prove their project/activity primarily benefits low/moderate-income households.

Low/Moderate-Income Limited Clientele – The project benefits a specific group of people (rather than all areas in a particular area), at least 51% of whom are low/moderate-income persons;. Note: Income verification for clients must be provided for this category. The following groups are presumed to be low/moderate-income: abused children; elderly persons; battered spouses; homeless persons; adults meeting census definition of severely disabled; persons living with AIDS; and migrant farm workers

Low/Moderate-Income Housing – The project adds or improves permanent residential structures that will be/are occupied by low/moderate-income households upon completion.

Low/Moderate-Income Jobs – The project creates or retains permanent jobs, at least 51% of which are taken by low/moderate-income persons or considered to be available to low/moderate-income persons.

Explain: All of our clients are elderly; some are disabled/homebound. In FY 2011-2012, SNP served 1532 clients. Of those served, 35% are living in poverty. The remaining clients are living at a moderate income level. During the application process clients are asked to check income status. It is SNP policy to provide meals free of charge to seniors at least 60 years old regardless of income.

NOTE: To meet this national objective, the proposed activity must benefit a specific clientele or residents in a particular area of the County or participating city, at least 51 percent of who are low- and moderate-income persons.

- b. _____ Aids in the prevention or elimination of slums or blight.

Explain:

Select one:

Addressing Slums or Blight on an Area Basis -

Addressing Slums or Blight on a Spot Basis – This project will prevent or eliminate specific conditions of blight or physical decay. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.

Is the project located in a Redevelopment Area? Yes No

If yes, attach a map of the area with the site highlighted, and provide the Redevelopment Project Area (excerpts accepted) which documents the existence of slum/blight. Also, document the specific redevelopment objectives pertaining to the proposed project.

NOTE: To meet this national objective, the proposed activity must be within a designated slum or blighted area and must be designed to address one or more conditions that contributed to the deterioration of the area.

- c. _____ Meets community development needs having a particular urgency where existing conditions pose a serious and immediate threat to the health or welfare of the community, and no other funding sources are available, i.e., a major catastrophe such as a flood or earthquake.

Explain:

NOTE: To meet this national objective, the proposed activity must deal with major catastrophes or emergencies such as floods or earthquakes.

8. **If the project or program is designed to meet the national objective of providing benefit to low- and moderate-income persons, please estimate the number of unduplicated number of persons (or households) to benefit from the project and break that estimate down by income group (unduplicated means the number who are served, i.e., the grant will allow 25 children to participate in preschool – not 25 children x 5 days x 52 weeks = 6,500).**

a. Total number of persons or households who will benefit from the project or program (regardless of income group):

1532 Persons/~~households~~ (circle the applicable unit)

b. Of the total number of persons or households entered above, how many will be low-income (earning 51% - 80% or less of the County median-income)?

536 Persons/~~households~~ (circle the applicable unit)

c. Of the total number of persons or households entered above, how many will be very low-income (earning 50% or less of the County median-income)?

224 Persons/~~households~~ (circle the applicable unit)

9. **Who are the clients of your organization? (Example: low- to moderate-income persons, elderly persons, severely disabled persons, migrant farm workers, battered spouses, etc.)**

Elderly persons
low-to moderate-income persons
disabled persons

10. **How will the clients benefit from this project?**

The main benefit will be that seniors will continue to receive hot, nutritious meals at lunchtime five days a week. Food insecurity among seniors is a growing problem nationwide, and our county is no exception. Improved nutrition also brings improved health for our aging population, which could reduce the strain on public health services. This project will increase independent living for seniors. Seniors who might otherwise need to leave their homes because they can no longer prepare meals will have an increased chance of staying in their homes. Research has shown that seniors who can stay in their own homes frequently experience less depression than those in nursing homes. The project will also provide a safety net for these seniors, whether homebound or dining at the centers. For the homebound, the volunteer drivers provide a daily contact, and the site manager checks frequently. The program's delivery people, all volunteers, are trained to recognize situations which may require emergency or law enforcement assistance.

11. If your project serves homeless households, please describe how your program coordinates with other continuum of care projects and entities and how it aligns with the San Luis Obispo Countywide 10-Year Plan to Homelessness.

Several of our congregate sites in the county serve homeless seniors. The daily meals they receive will help in improving and maintaining good health and reducing their dependence on emergency facilities.

BENEFICIARY DATA

12. How do you collect demographic data on the beneficiaries of the proposed project or program? (Example: racial/ethnic characteristics)

NOTE: You are required to provide beneficiary data at the end of each quarter and year end data of the fiscal year.

SNP collects this information through the application process for each client and updates all applicable data quarterly for all homebound clients. For congregate clients information is updated annually.

13. How do you document and maintain income status of each client in compliance with HUD regulations? (Example: very low, low- and moderate-income)

SNP collects this information through the application process for each new client and updates the data quarterly for all homebound clients. For congregate clients information is updated annually. All income status information is gathered according to Federal guidelines.

14. Provide the following information for the person(s) in your organization responsible for the preparation and submittal of the quarterly reports and for collecting and reporting the beneficiary data to the Urban County.

Contact person/title: Elias Nimeh

Phone number: 805 541-3312

E-mail address: elias.nimeh@att.net

FINANCIAL INFORMATION

For CDBG applications to the County of San Luis Obispo involving acquisition, construction or rehabilitation projects please provide the required additional budget information on BUDGET FORM A and BUDGET FORM B attached to the back of this application.

15. Total amount of CDBG funds requested: \$50,000.00

Please identify the jurisdiction(s) to which you are applying (see **Note** below):

San Luis Obispo County

If you are requesting CDBG funds from more than one jurisdiction, please break down the amount shown above by the jurisdiction listed below.

City of Arroyo Grande:	<u>\$10,000</u>	City of Paso Robles:	<u>\$10,000</u>
City of Atascadero:	<u>\$10,000</u>	City of San Luis Obispo:	<u>\$10,000</u>
City of Morro Bay:	<u>\$10,000</u>	County of San Luis Obispo:	

NOTE: If you are applying to one or more cities, please provide a copy of the application to the County by the application deadline.

16. Please describe the budget for the proposed project or program. Itemize all sources of funding expected to be available and used for this project.

a. **Revenues:**

1. CDBG Funds requested	\$ <u>50,000</u>
2. Other Federal fund(s) (please describe below)	\$ <u>448,685</u>
3. State source(s) (please describe below)	\$ <u>100,033</u>
4. Local source(s) (please describe below)	\$ <u>200,000</u>
5. Other funds (please describe below)	\$ <u>125,909</u>
Total Revenues	\$ <u>924,587</u>

- 2- Title III C funds
- 3- Cal. State funds to senior programs.
- 4- Senior donations .
- 5- Grants from County, cities, United Way, SLOCCF, Cambria Community Services, Rabobank

b. **Expenditures:** List below by item or cost category.

1- Food & supplies	\$223,243
2- Wages & Benefits	\$535,547
3- Other costs	\$165,797

Total Costs **\$924,587**

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

The Senior Nutrition Program operation and maintenance costs are funded by on-going donations from seniors receiving services, the community at large, local grants and our annual fundraising events.

The funds are received monthly.

18. Will CDBG funds be used to match/leverage other funds? List below funding sources and amounts and identify award dates of these sources.

The CDBG funds will be used towards the matching funds from the federal grants. We are required to provide matching funds of at least 15% of our federal grant.

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



10-12-2012

Signature

Date

Elias Nimeh

Executive Director

Printed or typed name

Title

Note to applicant:

The County and cities **require** all of the grant recipients to maintain general liability, automobile and workman's compensation insurance with limits of not less than \$1 million***. If you are successful in obtaining an award, you will be asked to provide documentation regarding ability to provide the required coverage.

*** Liability coverage may vary by jurisdiction. Please call the city/county contact to verify limits.

Prior to HUD's release of grant conditions and/or funds for the CDBG-funded project, a review of the project's potential impact on the environment must be conducted by the awarding jurisdictions and approved by the County of San Luis Obispo **prior to obligating or incurring project costs**. The County must certify to HUD that it has complied with all applicable environmental procedures and

requirements. Should project costs be obligated or incurred prior to the completion of the necessary environmental review, the project **shall not** benefit from the federal funds. Environmental review requirements pursuant to 24 CFR Part 58 must be fully satisfied for any project selected for funding prior to the CDBG Program issuing a Notice to Proceed for the project. The level of environmental review required depends on the nature of the project. 24 CFR Part 58 is available at www.hud.gov/offices/cpd/environmental/lawsandregs/regs.

If you need assistance or have questions regarding this application, please contact any of the persons listed below. Your application(s) can be dropped off or mailed to the following locations:

- Kelly Heffernon, Community Development Dept., City of Arroyo Grande, 214 E. Branch Street (P.O. Box 550), Arroyo Grande, CA 93421, (805) 473-5420.
- Valerie Humphrey, Public Works Dept., City of Atascadero, 6907 El Camino Real, Atascadero, CA 93422, (805) 470-3460.
- Rob Livick, Public Services Dept., City of Morro Bay, 955 Shasta Avenue, Morro Bay, CA, 93442, (805) 772-6261
- Darren Nash, Community Development Dept., City of Paso Robles, 1000 Spring St., Paso Robles, CA 93446, (805) 237-3970.
- Tyler Corey, Community Development Dept., City of San Luis Obispo, 919 Palm St., San Luis Obispo, CA 93401, (805) 781-7175.
- Tony Navarro, Dept. of Planning and Building, 976 Osos Street, Room 300, San Luis Obispo, CA 93408, (805) 781-5787.

COUNTY OF SAN LUIS OBISPO CDBG SUPPLEMENTAL BUDGET INFORMATION SHEET

BUDGET FORM A

For CDBG applications to the County of San Luis Obispo involving acquisition, construction or rehabilitation projects must provide the applicable project budget information.

Financial considerations are key in assessing a project’s ability to be completed successfully and timely. Factors to be considered in this area include (a) availability and sufficiency of resources (including all non-CDBG, federal, state, county or private funding sources), (b) the leveraging of resources, (c) fiscal support for the project for its continued viability and (d) the project budget’s accuracy, reasonableness and completeness in determining the financial needs of the project.

Source of Funds. Provide for entire project and round to the nearest hundred dollars. Do NOT include operating costs as this is not an eligible CDBG costs for projects involving acquisition, construction or rehabilitation projects.

Description of Cost	Date Funds	Amount Request	Approved - Secured	Total	% of Total
---------------------	------------	----------------	--------------------	-------	------------

	Available	ed			l Bud ge
CDBG Funds: This Request					
Previous Award					
Previous Award					
CDBG Funds: This request					
Previous Award					
Other Federal Funds Source:					
State Funds Source:					
Private Funds:					
Private Funds:					
Private Funds:					
In-Kind Contributions: Labor					
In-Kind Contributions					
Other:					
Other:					
Other:					
Totals					100 %

Comment on your entity's strategy and plans on the leveraging and sufficiency of resources to implement the proposed project. If project is not leveraged with other funds, explain why CDBG funds are being relied on solely to fund the proposed project.

COUNTY OF SAN LUIS OBISPO CDBG SUPPLEMENTAL BUDGET INFORMATION SHEET

BUDGET FORM B

Project Budget

Budget Form – Acquisition, Construction and Rehabilitation Project Preliminary Budget & Project Funding Requirements

Agency name: _____

Project: _____

Preliminary Budget: List all funding necessary to complete the proposed project. You must provide a **DETAILED** budget line-item worksheet for all costs associated with the project. **NOTE: YOU MUST**

USE THIS FORMAT. Additionally, you must provide a **DETAILED** budget narrative explaining how you arrived at each line item.

Activity	CDBG Funds	Other Funds	Total Cost
ACQUISITION			
Purchase of Land			
Purchase of Units			
Other Expenses (List)			
HARD COSTS			
Site Work			
Demolition			
Construction			
Appliances			
Accessory Buildings			
General Requirements			
Contractor Overhead			
Contractor Profit			
Construction Contingency			
Other (List on separate sheet			
SOFT COSTS			
Architect Fee – Design			
Architect Fee – Supervision			
Legal Fees			
Engineering Fees			
Other Professional Fees (List)			
Appraisal			
Market Study			
Environmental Report			
Title & Recording Expenses			
Relocation Expenses			
Consultants			
Other Soft Costs (List)			
INTERIM COSTS			
Construction Insurance			
Construction Interest			
Credit Enhancement			
Real Estate Taxes			
FINANCING COSTS			
Bond Premium			
Permanent Loan Origination			
Permanent Loan Credit Enhance			
Other Financing Costs (List)			
DEVELOPER’S FEE (Determined individually for each project)			
TOTAL DEVELOPMENT COST			



COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM APPLICATION FOR THE 2013 PROGRAM YEAR

SAN LUIS OBISPO COUNTY DEPARTMENT OF PLANNING AND BUILDING
976 OSOS STREET • ROOM 200 • SAN LUIS OBISPO • CALIFORNIA 93408 • (805) 781-5600

Promoting the Wise Use of Land • Helping to Build Great Communities

Organization Name: TRANSITIONAL FOOD AND SHELTER, INC.

(Attach additional sheets if necessary)

To be considered for CDBG assistance, please submit this completed application with any exhibits, budgets or beneficiary data as needed. **PLEASE READ ALL INFORMATION IN THE APPLICATION.** Applications can be mailed to one of the participating jurisdictions listed in this application or to: Tony Navarro, Planner III, Department of Planning and Building, 976 Osos Street, Room 300, San Luis Obispo, CA., 93408 or hand delivered to Tony Navarro at 1035 Palm Street, Room 370, San Luis Obispo, CA., faxed to (805) 781-5624, or e-mailed to tnavarro@co.slo.ca.us. **The application deadline is 5:00 P.M., Friday, October 12, 2012.** Applications must be received by the County or one of the participating cities (Arroyo Grande, Atascadero, Morro Bay, Paso Robles, San Luis Obispo) prior to close of the business day. **POSTMARKED DATED MAIL RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED.**

NOTE:

- (1) Please review the CDBG regulations and guidelines and the Request for Proposals before completing this proposal. The CDBG regulations, under 24 CFR 570, are available at www.sloplanning.org under "Federal HUD Grants."
- (2) **HMIS Reporting for 2013 homeless services, housing and shelter** - All homeless service providers applying for CDBG funds to assist, house or shelter the homeless must identify and demonstrate its capacity to participate in the County of San Luis Obispo Homeless Management Information System (HMIS) to provide: personnel for data entry, user licensing, and hardware and software necessary for compatibility with HMIS. HMIS is an electronic data collection system that stores client level information about persons who access the homeless services system in a Continuum of Care, and reports aggregate data for the County as per the U.S. Department of Housing and Urban Development's Data Standards found in http://www.hudhre.info/documents/FinalHMISDataStandards_March2010.pdf.
- (3) The project/program proposal to the County of San Luis Obispo shall be examined in relation to the County's community development goals and funding priorities as presented in the Urban County of San Luis Obispo 2010-2015 Consolidated Plan (ConPlan). The ConPlan is available at www.sloplanning.org. The County of San Luis Obispo Department of Planning and Building (Planning) considers the criteria stated in the 2013 Request for Proposals as one of many tools to help make funding recommendations to the Board of Supervisors. Planning will use other information and sources including but are not limited to: the County Board of Supervisors, recommendations from the Homeless Services Oversight Council, other participating jurisdictions of the Urban County of San Luis Obispo, identified needs that could be addressed by the grant funds, consistency with goals and priorities in the 2010 Consolidated Plan and the Ten Year Plan to End Homelessness, results of the Needs Workshops, working knowledge of the project and/or

organization by Planning, and availability of limited fund, to help with the funding recommendations.

Please call County and/or city CDBG staff with any questions about how to complete the form or about the rating criteria and process.

If the information for any of the questions below requires more room to provide a complete explanation of your proposed project or program, please attach additional sheets.

CONTACT INFORMATION

1. Name and mailing address of applicant organization, with contact person, phone and fax numbers, and e-mail address:

Name: TRANSITIONAL FOOD AND SHELTER, INC.

Address (mailing and physical address requested if different): 3770 N. River Rd., Paso Robles, CA 93446

Contact person/title Pearl Munak, President

Phone: 805 238-7056

Fax:

E-mail address: pearltrans@aol.com

Is the organization a Faith Based Organization? Yes No x

Organization's DUNS number: 020043385

If you are awarded CDBG funds or your proposal involves economic development, i.e., directly benefit a business, private property owner, business, involves façade improvements, provide technical assistance to a new or existing business, job creation, loan guarantee, the beneficiary must obtain a Dun and Bradstreet (DUNS) number that must be reported to HUD. Please contact Tony Navarro, (805) 781-5787, tnavarro@slo.co.ca.us for information on how to obtain a DUNS number prior to incurring and obligating the federal funds.

Is your agency currently participating in HMIS? No, but we will be by the beginning of the next fiscal year.

If not, does your agency have the capacity to participate in HMIS? If yes, how so?

Yes, through an agreement with CAPSLO to provide HMIS reporting for all TFS clients, starting in June.

PROJECT DESCRIPTION

2. Title/name/address of proposed project or program:

24-hr./day Temporary, Emergency Shelter for Medically Fragile Homeless The office address is 3770 N. River Rd., Paso Robles, CA 93446.

3. Please describe the proposed project or program. In one or two short paragraphs, include a brief project/program description, the groups who will benefit and an explanation of how they will benefit from the proposed project or program. For projects, describe the location of the project (be as specific as possible, e.g. street address). For programs, state the location from which the program will be operated and/or describe the geographic area served by the program. Also, please include a schedule of project/program milestones.

The group to be served is Medically Fragile Homeless, those too ill, injured or disabled to be in an overnight homeless shelter and out all day, requiring 24-hr./day shelter for rest because of their medical condition. They will benefit by receiving 24-hr./day shelter, keeping their medical condition from getting worse due to lack of shelter, and by receiving casework leading to self-support. Casework will be provided by agreement with other agencies, with the assistance of volunteers. This program has been ongoing for 14 years, serving the medically fragile exclusively for over 10 years. The program is countywide, serving all areas of the county. Clients will be sheltered in apartments rented by the program from a private landlord at 5455 El Camino Real, Atascadero, and by use of motel vouchers countywide. Other apartments may be rented elsewhere. Clients are accepted only by referral from a hospital, medical facility or social service agency, and with a letter from a doctor. If the client will be able to get well, he and his immediate family will be sheltered for the length of time specified by the doctor as being required for 24-hr./day shelter for his healing. After that time, the client will be discharged to an overnight shelter. If the client will never get well, and is totally and permanently disabled or terminal, he will be given casework with the aim of getting into permanent or transitional housing, and increasing his income if required in order to get into such housing. Occasionally clients die in the program before becoming housed, if they are terminal and expected to die within 6 months when they are referred, or if some unexpected medical event occurs. This has been the continuing method of operation of this program.

Last year we served 301 unduplicated individuals, 95 from Paso Robles, 51 from Atascadero, and 155 from the rest of the county. Of these, 63 were children in a household where the child or an adult was medically fragile (disabled). We served these persons for 5,341 shelter nights. A shelter night is one adult or one child sheltered for one night. CDBG funds received from Paso Robles have been used to serve North County clients, but have not exceeded the funds needed for Paso Robles clients alone. Funds received from Arroyo Grande have been used for clients from South County, but have not exceeded funds needed to serve Arroyo Grande clients alone. Any funds received from Atascadero will be used for Atascadero clients alone. Any funds received from Morro Bay will be used to serve Central Coast area clients, with emphasis on Morro Bay clients.

All of the temporarily disabled were discharged when they got well, and all of the permanently disabled were discharged when they got housing, except for one, who died. In 2013, we hope to serve more clients because we expect to have casework for our clients from CAPSLO, financed by ESG funds, starting in the coming fiscal year, and this may increase turnover beyond the turnover last year when we used volunteer caseworkers primarily. With greater turnover, we can serve more clients in the same space.

4. Will the services offered by your organization increase or expand as a result of the CDBG assistance? If yes, please answer the following questions:

a. What new programs and/or services will be provided? We have been providing these services to medically fragile homeless on an ongoing basis for over 10 years, with the assistance of CDBG, so this is not a new program or new service.

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

Yes. We can serve 100-200 persons with this grant, and will have to deny services to that many without it.

5. Check any of the following eligible activity categories that apply to the proposed project or program: (Refer to CDBG regulations and the Guide to Eligible CDBG Activities).

- Acquisition of real property*
- Disposition of real property
- Public facilities and improvements (may include acquisition, construction, reconstruction, rehabilitation or installation)* and/or **
- Privately owned utilities
- Clearance and remediation activities**
- Public services
- Interim assistance
- Relocation of individuals, families, businesses, non-profit organizations, and/or farms
- Loss of rental income
- Removal of architectural barriers
- Housing rehabilitation**
- New housing construction (under limited circumstances)
- Homeownership assistance
- Housing services
- Code enforcement
- Historic preservation**
- Commercial or industrial rehabilitation**
- Special economic development

____ Technical assistance and planning studies

*** Relocation:** Any project that involves the acquisition of property and/or rehabilitation and is funded in whole or in part with federal funds, even if the federal funds are not used for the acquisition itself, is subject to federal requirements connected to acquisition and relocation. A project cannot be broken into separate “projects” in order to avoid the federal requirements connected with property acquisition and relocation. Any questions concerning whether the relocation regulations apply to a specific property acquisition project should be directed to the Community Development Division staff before any action is taken on the project.

If HUD funded project will cause a household or a business to move, even temporarily, the relocation regulations will apply.

Along with application submit:

- Estimate of relocation cost (moving costs, subsidy amount for suitable replacement dwelling)
- Letter to owner or voluntary acquisition, plus proof of delivery to owner.
- General Information letter to tenants (both business and residential tenants), plus proof of delivery to all).
- List of tenants (both business and residential tenants) at the time of application submittal.
- Refer to SLO Col website for sample relocation letters.

**** Lead based paint/asbestos:** If HUD funded project involves acquisition or rehabilitation of a residential units that was built in 1978 or earlier, then Lead-Based paint regulations will apply.

- Along with application submit an estimate of costs for LBP work, provided by certified LBP consultant. Or statement by LBP consultant explaining that project is exempt.
- Include any temporary housing costs.

6. Describe the need and the degree of urgency for the proposed project or program.

What would be the consequences if the proposed project or program is not funded in the next year?

Approximately 100 medically fragile homeless will not be served. This is the 1/3 of the program that now depends on CDBG, as we now serve over 300 individuals per year. Hospitals will not be able to discharge patients because they cannot make an adequate discharge plan. Discharge plans made may prove to be inadequate if the grant is not funded, resulting in deterioration of the patient’s condition and re-hospitalization. At-Risk Pregnancies (mother needs bed rest to carry child to term) may not result in a live birth. Cancer patients will be unable to begin or complete chemotherapy, because it will make them weak and they will collapse in public and be taken to ER in an ambulance. Because they do not complete chemotherapy, cancer patients will die. Lower limb injuries will not heal, resulting in re-hospitalizations, as patient will not be able to follow doctor’s orders to stay off the leg and elevate it. Emphysema patients and other patients with degenerative diseases will get worse and be re-hospitalized and may die in some instances. Post-operative patients and accidental injuries will not heal properly, may be re-hospitalized. Ill persons may be preyed upon and victimized by criminals if they are outdoors, especially if unconscious or weak. Without casework, homeless persons who are chronically ill will not be able to get into subsidized housing and may not be able to maximize income to get

minimum income to get into subsidized housing, can't become self-supporting. Post-operative patients may not heal properly or on time, may be re-hospitalized. Contagious conditions will not be isolated, endangering the community, and will be refused mass shelter. Potential clients will be refused for lack of resources to shelter them, and will suffer pain and unnecessary setbacks in their medical conditions. Some will die.

7. Please describe the specific organizational method used to implement the proposed project or program (single or multiple group, public agency, non-profit, for-profit, experience in operating similar programs, etc.):

We are a 501 c 3 nonprofit. We have been operating this program for 14 years, over 10 years serving medically fragile exclusively.

8. Does the project require the issuance of a permit (from local, state or federal agencies)?

Yes No

- a. If yes, please identify the permits necessary to complete the project.
- b. Have the necessary permits been issued? Please provide proof of permit issuance.
- c. If permits are required but not yet obtained, when will the permits be issued?

NATIONAL OBJECTIVES CRITERIA

9. Does the proposed project or activity meet one of the three national objectives of the CDBG program? Please check one of the objectives below that applies to the proposal, and explain how the project or activity meets that national objective.

- a. Benefits low- and moderate-income persons as defined by the U.S. Department of Housing and Urban Development (HUD).

Select one:

Low/Moderate-Income Area Benefit – The project serves only a limited area which is proven by 2000 Census data or survey to be a predominately (51% or more) low/moderate-income area. Applicants choosing this category must be able to prove their project/activity primarily benefits low/moderate-income households.

Low/Moderate-Income Limited Clientele – The project benefits a specific group of people (rather than all areas in a particular area), at least 51% of whom are low/moderate-income persons;. Note: Income verification for clients must be provided for this category. The following groups are presumed to be low/moderate-income: abused children; elderly persons; battered spouses; homeless persons; adults meeting census definition of severely disabled; persons living with AIDS; and migrant farm workers

Low/Moderate-Income Housing – The project adds or improves permanent residential structures that will be/are occupied by low/moderate-income households upon completion.

Low/Moderate-Income Jobs – The project creates or retains permanent jobs, at least 51% of which are taken by low/moderate-income persons or considered to be available to low/moderate-income persons.

Explain: It benefits the homeless exclusively. All clients are very low-income.

NOTE: To meet this national objective, the proposed activity must benefit a specific clientele or residents in a particular area of the County or participating city, at least 51 percent of who are low- and moderate-income persons.

b. _____ Aids in the prevention or elimination of slums or blight.

Explain:

Select one:

Addressing Slums or Blight on an Area Basis -

Addressing Slums or Blight on a Spot Basis – This project will prevent or eliminate specific conditions of blight or physical decay. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.

Is the project located in a Redevelopment Area? Yes No

If yes, attach a map of the area with the site highlighted, and provide the Redevelopment Project Area (excerpts accepted) which documents the existence of slum/blight. Also, document the specific redevelopment objectives pertaining to the proposed project.

NOTE: To meet this national objective, the proposed activity must be within a designated slum or blighted area and must be designed to address one or more conditions that contributed to the deterioration of the area.

c. _____ Meets community development needs having a particular urgency where existing conditions pose a serious and immediate threat to the health or welfare of the community, and no other funding sources are available, i.e., a major catastrophe such as a flood or earthquake.

Explain:

NOTE: To meet this national objective, the proposed activity must deal with major catastrophes or emergencies such as floods or earthquakes.

10. If the project or program is designed to meet the national objective of providing benefit to low- and moderate-income persons, please estimate the number of unduplicated number of persons (or households) to benefit from the project and break that estimate down by income group (unduplicated means the number who are served, i.e., the grant will allow 25 children to participate in preschool – not 25 children x 5 days x 52 weeks = 6,500).

a. Total number of persons or households who will benefit from the project or program (regardless of income group):

 300 Persons

b. Of the total number of persons or households entered above, how many will be low-income (earning 51% - 80% or less of the County median-income)?

 300 Persons

c. Of the total number of persons or households entered above, how many will be very low-income (earning 50% or less of the County median-income)?

 300 Persons

11. Who are the clients of your organization? (Example: low- to moderate-income persons, elderly persons, severely disabled persons, migrant farm workers, battered spouses, etc.)

Medically Fragile Homeless in San Luis Obispo County.

12. How will the clients benefit from this project?

They will receive shelter 24-hrs./day to keep their medical condition from getting worse due to lack of adequate shelter, as long as required by their medical condition. Their medical conditions will not get worse because of lack of shelter. Those who cannot recover will be assisted into housing. They will receive casework as needed.

13. If your project serves homeless households, please describe how your program coordinates with other continuum of care projects and entities and how it aligns with the San Luis Obispo Countywide 10-Year Plan to Homelessness.

We are the only agency serving medically fragile homeless needing 24-hr./day shelter. We serve only those homeless households containing at least one medically fragile individual, that is, one with a serious medical condition which will be made worse unnecessarily without 24-hr. shelter, and who is, therefore, unsuitable for an overnight shelter. Other agencies operating a shelter or otherwise serving the homeless refer clients to us. When a client is well enough to be in an overnight shelter, we terminate him from our program. We coordinate with other agencies providing casework and ask them to provide casework to our clients if possible. If it is not possible, we use volunteers to provide casework. We coordinate individually with other agencies providing services to our clients and attend regular meetings to coordinate with other agencies

regarding clients and policy. We provide a service to other agencies to help their clients by providing our services. We coordinate with HASLO and PSHHC and with CAPSLO and Transitions regarding their housing opportunities for our clients, and move many permanently disabled homeless persons into housing.

BENEFICIARY DATA

14. How do you collect demographic data on the beneficiaries of the proposed project or program?

(Example: racial/ethnic characteristics)

NOTE: You are required to provide beneficiary data at the end of each quarter and year end data of the fiscal year.

The referring agency provides demographic data about the client on the application and faxes it to us. We keep statistics on racial and ethnic characteristics, adults and children, male and female clients, and city of most recent residence.

15. How do you document and maintain income status of each client in compliance with HUD regulations? (Example: very low, low- and moderate-income)

The referring agency verifies income and provides the initial information. Any changes are noted in casework and in work of resident manager. All clients are homeless. Any client who begins to receive enough income to pay low rent or get into subsidized housing is required to take immediate steps to secure housing as soon as practicable. Even the latter are very low-income.

16. Provide the following information for the person(s) in your organization responsible for the preparation and submittal of the quarterly reports and for collecting and reporting the beneficiary data to the Urban County.

Contact person/title: Kevin Mikelonis, Vice-President

Phone number: 805 275-2308

E-mail address: kmikelonis@processdsg.com

FINANCIAL INFORMATION

For CDBG applications to the County of San Luis Obispo involving acquisition, construction or rehabilitation projects please provide the required additional budget information on BUDGET FORM A and BUDGET FORM B attached to the back of this application.

17. Total amount of CDBG funds requested: \$26,000.00 _____

Please identify the jurisdiction(s) to which you are applying (see Note below):

Paso Robles, Atascadero, city of San Luis Obispo, County of San Luis Obispo, City of Morro Bay

If you are requesting CDBG funds from more than one jurisdiction, please break down the amount shown above by the jurisdiction listed below.



COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM APPLICATION FOR THE 2013 PROGRAM YEAR

SAN LUIS OBISPO COUNTY DEPARTMENT OF PLANNING AND BUILDING
976 OSOS STREET • ROOM 200 • SAN LUIS OBISPO • CALIFORNIA 93408 • (805) 781-5600

Promoting the Wise Use of Land • Helping to Build Great Communities

Organization Name: Big Brothers Big Sisters of San Luis Obispo County

CONTACT INFORMATION

1. Name and mailing address of applicant organization, with contact person, phone and fax numbers, and e-mail address:

Big Brothers Big Sisters of San Luis Obispo County
PO Box 12644, San Luis Obispo, CA 93406
142 Cross Street, Suite 140, San Luis Obispo, CA 93401
Contact: Anna Boyd Bucy, Executive Director
Phone: 805-781-3226
Fax: 805-781-3029
e-mail: anna@slobigs.org

Is the organization a Faith Based Organization? Yes No

Organization's DUNS number: 948214333

Is your agency currently participating in HMIS? No. We are not a homeless service provider.

PROJECT DESCRIPTION

2. Title/name/address of proposed project or program:

Youth Mentoring
Big Brothers Big Sisters of San Luis Obispo County
PO Box 12644
San Luis Obispo, CA 93406

3. Please describe the proposed project or program. In one or two short paragraphs, include a brief project/program description, the groups who will benefit and an explanation of how they will benefit from the proposed project or program. For projects, describe the location of the project (be as specific as possible, e.g. street address). For programs, state the location from which the program will be operated and/or describe the geographic area served by the program. Also, please include a schedule of project/program milestones.

Big Brothers Big Sisters of San Luis Obispo County is a donor and volunteer supported organization proven to help vulnerable children of single, low-income and/or incarcerated parents succeed. Every dollar we raise goes directly to serving youth in San Luis Obispo County. Each dollar contributed by an individual city supports children in that city.

Our youth mentoring programs create strong and enduring relationships by connecting vulnerable local youth with volunteer adult friends. Volunteers are thoroughly screened and professionally trained in order to insure child safety. Matches spend 6-8 hours a month maximizing the opportunities offered by shared interests and compatible personalities. Volunteers enrich children's lives by modeling healthy choices and providing connection with their community. Our professional staff provides individualized case management to each match and hosts educational and enriching group activities for all participants. The agency conducts regular baseline and follow up surveys to ensure long term positive results.

4. Will the services offered by your organization increase or expand as a result of the CDBG assistance? If yes, please answer the following questions:

a. What new programs and/or services will be provided?

CDBG funding will allow us to continue, rather than cutting services to families and our emphasis on bi-monthly program activities for participating children.

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

We estimate 0 to 5% increase in the number of children served in the cities that provide CDBG funds. Our caseworkers are currently operating at capacity and we are no longer enrolling children without additional funding.

5. Check any of the following eligible activity categories that apply to the proposed project or program: (Refer to CDBG regulations and the Guide to Eligible CDBG Activities).

Public services

6. Describe the need and the degree of urgency for the proposed project or program. What would be the consequences if the proposed project or program is not funded in the next year?

According to a 2008 Tribune report, a full 34% of SLO County children are growing up below the poverty line. United Way's *Common Good Forecaster* reports that "Poverty and low levels of education reinforce one another." "Children in poverty face greater barriers to high school completion, and are significantly less likely to enter and to graduate from college than middle class children." It also reports that an adult without a high school diploma is twice as likely to be living in poverty as one who has graduated high school, and 7 times more likely than one who has graduated college.

Our youth mentoring programs seek to break this cycle. The majority of children in our program come from low-income, single parent homes, often minus an incarcerated parent - the very children most at risk. We must reduce services for clients residing in cities that do not provide funding. If funding for mentors is not available, many of these children will require other more expensive social services in the coming years.

The University of Colorado Center for the Study and Prevention of Violence found Big Brothers Big Sisters mentoring programs to be "one of only 11 outstanding violence and drug prevention programs that meet a

high scientific standard of effectiveness.” In conjunction, Washington State Institute for Public Policy has provided credible evidence that “for each dollar spent on Big Brothers Big Sisters “research-based” prevention programs for youth, more than a dollar’s worth of benefits will be generated in the realm of drug and crime reduction and educational advancement.”

7. Please describe the specific organizational method used to implement the proposed project or program (single or multiple group, public agency, non-profit, for-profit, experience in operating similar programs, etc.):

Big Brothers Big Sisters of San Luis Obispo County uses the *Brand New Thinking Service Delivery Model* provided to us by Big Brothers Big Sisters of America. This model streamlines all of our paperwork, interview process, training, and background screening processes so that volunteers and clients are served in the most efficient and cost effective manner possible, and children and families benefit from the services we provide.

Our agency has won top 2% awards from our national organization for outstanding service in 2000, 2006, 2008, and 2009. Since opening for service in 1995, we have created more than 1,500 mentor relationships. In 2011, we served over 350 children in San Luis Obispo County.

8. Does the project require the issuance of a permit (from local, state or federal agencies)?

Yes No

NATIONAL OBJECTIVES CRITERIA

9. Does the proposed project or activity meet one of the three national objectives of the CDBG program? Please check one of the objectives below that applies to the proposal, and explain how the project or activity meets that national objective.

a. X Benefits low- and moderate-income persons as defined by the U.S. Department of Housing and Urban Development (HUD).

Low/Moderate-Income Limited Clientele – The project benefits a specific group of people (rather than all areas in a particular area), at least 51% of whom are low/moderate-income persons;. Note: Income verification for clients must be provided for this category. The following groups are presumed to be low/moderate-income: abused children; elderly persons; battered spouses; homeless persons; adults meeting census definition of severely disabled; persons living with AIDS; and migrant farm workers

Explain: The vast majority of children in our program come from low to moderate income families, often living with single parents or grandparents, and sometimes abused and/or minus an incarcerated parent.

10. If the project or program is designed to meet the national objective of providing benefit to low- and moderate-income persons, please estimate the number of unduplicated number of persons (or households) to benefit from the project and break that estimate down by income group (unduplicated means the number who are served, i.e., the grant will allow 25 children to participate in preschool – not 25 children x 5 days x 52 weeks = 6,500).

a. Total number of persons or households who will benefit from the project or program (regardless of income group):

approximately 190 Persons/households (circle the applicable unit)

b. Of the total number of persons or households entered above, how many will be low-income (earning 51% - 80% or less of the County median-income)?

30 Persons/households (circle the applicable unit)

c. Of the total number of persons or households entered above, how many will be very low-income (earning 50% or less of the County median-income)?

100 Persons/households (circle the applicable unit)

11. Who are the clients of your organization? (Example: low- to moderate-income persons, elderly persons, severely disabled persons, migrant farm workers, battered spouses, etc.)

Big Brothers Big Sisters of San Luis Obispo County provides mentors to children between the ages of 6 and 16 who live within the county of San Luis Obispo. Many of the children in our program come from low to very low income single parent homes, often minus an incarcerated parent.

12. How will the clients benefit from this project?

A Public-Private Ventures study found that children enrolled in our program are more likely than their peers to perform better in school, behave non-violently, avoid illegal drugs and alcohol and have stronger family relationships. And, a study conducted for Big Brothers Big Sisters by Harris Interactive finds that adults who were involved as children in our program are better educated, wealthier, and report strong relationships with their spouses, children and friends.

13. If your project serves homeless households, please describe how your program coordinates with other continuum of care projects and entities and how it aligns with the San Luis Obispo Countywide 10-Year Plan to Homelessness.

We work to insure that our clients are in a permanent placement living situation before providing them with a long term mentor.

BENEFICIARY DATA

14. How do you collect demographic data on the beneficiaries of the proposed project or program? (Example: racial/ethnic characteristics)

NOTE: You are required to provide beneficiary data at the end of each quarter and year end data of the fiscal year.

Race, ethnicity, address, household size and income are all collected during the application process.

15. How do you document and maintain income status of each client in compliance with HUD regulations? (Example: very low, low- and moderate-income)

The raw numbers are entered into our database and compared with the annual categories released each year.

16. Provide the following information for the person(s) in your organization responsible for the preparation and submittal of the quarterly reports and for collecting and reporting the beneficiary data to the Urban County.

Contact person/title: Anna Boyd-Bucy, Executive Director
Phone number: 805-781-3226 x17
E-mail address: anna@slobigs.org

FINANCIAL INFORMATION

For CDBG applications to the County of San Luis Obispo involving acquisition, construction or rehabilitation projects please provide the required additional budget information on BUDGET FORM A and BUDGET FORM B attached to the back of this application.

17. Total amount of CDBG funds requested: \$20,000_____

Please identify the jurisdiction(s) to which you are applying (see Note below):

Arroyo Grande, Atascadero, Paso Robles and Morro Bay_____

If you are requesting CDBG funds from more than one jurisdiction, please break down the amount shown above by the jurisdiction listed below.

City of Arroyo Grande:	<u>\$5,000</u> _____	City of Paso Robles:	<u>\$5,000</u> _____
City of Atascadero:	<u>\$5,000</u> _____	City of San Luis Obispo:	_____
City of Morro Bay:	<u>\$5,000</u> _____	County of San Luis Obispo:	_____

NOTE: If you are applying to one or more cities, please provide a copy of the application to the County by the application deadline.

18. Please describe the budget for the proposed project or program. Itemize all sources of funding expected to be available and used for this project

a. **Revenues:**

1. CDBG Funds requested	\$20,000
2. Other Federal fund(s) (please describe below)	\$ _____
3. State source(s) (please describe below)	\$ _____
4. Local source(s) (please describe below)	\$12,000
5. Other funds (please describe below)	\$282,000
Total Revenues	\$314,000

b. **Expenditures:** List below by item or cost category.

County of SLO-CBO	\$ 8,000
City of SLO-GIA	\$ 4,000
Special Events	\$ 100,000
Individual, Corporate and Foundation	\$ 182,000

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

This program is funded through multiple sources. Funds become available throughout the course of the year and are spent as needed.

20. Will CDBG funds be used to match/leverage other funds? List below funding sources and amounts and identify award dates of these sources.

Our board members have agreed to match any support provided by CDBG funding. Those funds, combined with the cities funds will go toward services for children and families residing in the cities that provide funding.

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



Signature

10/3/12

Date

Anna Boyd-Bucy

Printed or typed name

Executive Director

Title



COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
PROGRAM
APPLICATION FOR THE 2013 PROGRAM YEAR

SAN LUIS OBISPO COUNTY DEPARTMENT OF PLANNING AND BUILDING
976 OSOS STREET • ROOM 200 • SAN LUIS OBISPO • CALIFORNIA 93408 • (805) 781-5600

Promoting the Wise Use of Land • Helping to Build Great Communities

+Organization Name: Food Bank Coalition of San Luis Obispo County
(Attach additional sheets if necessary)

To be considered for CDBG assistance, please submit this completed application with any exhibits, budgets or beneficiary data as needed. **PLEASE READ ALL INFORMATION IN THE APPLICATION.** Applications can be mailed to one of the participating jurisdictions listed in this application or to: Tony Navarro, Planner III, Department of Planning and Building, 976 Osos Street, Room 300, San Luis Obispo, CA., 93408 or hand delivered to Tony Navarro at 1035 Palm Street, Room 370, San Luis Obispo, CA., faxed to (805) 781-5624, or e-mailed to tnavarro@co.slo.ca.us. **The application deadline is 5:00 P.M., Friday, October 12, 2012.** Applications must be received by the County or one of the participating cities (Arroyo Grande, Atascadero, Morro Bay, Paso Robles, San Luis Obispo) prior to close of the business day. **POSTMARKED DATED MAIL RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED.**

NOTE:

- (1) Please review the CDBG regulations and guidelines and the Request for Proposals before completing this proposal. The CDBG regulations, under 24 CFR 570, are available at www.sloplanning.org under "Federal HUD Grants."
- (2) **HMIS Reporting for 2013 homeless services, housing and shelter** - All homeless service providers applying for CDBG funds to assist, house or shelter the homeless must identify and demonstrate its capacity to participate in the County of San Luis Obispo Homeless Management Information System (HMIS) to provide: personnel for data entry, user licensing, and hardware and software necessary for compatibility with HMIS. HMIS is an electronic data collection system that stores client level information about persons who access the homeless services system in a Continuum of Care, and reports aggregate data for the County as per the U.S. Department of Housing and Urban Development's Data Standards found in http://www.hudhre.info/documents/FinalHMISDataStandards_March2010.pdf.
- (3) The project/program proposal to the County of San Luis Obispo shall be examined in relation to the County's community development goals and funding priorities as presented in the Urban County of San Luis Obispo 2010-2015 Consolidated Plan (ConPlan). The ConPlan is available at www.sloplanning.org. The County of San Luis Obispo Department of Planning and Building (Planning) considers the criteria stated in the 2013 Request for Proposals as one of many tools to help make funding recommendations to the Board of Supervisors. Planning will use other information and sources including but are not limited to: the County Board of Supervisors, recommendations from the Homeless Services Oversight Council, other participating jurisdictions of the Urban County of San Luis Obispo, identified needs that could be addressed by the grant funds, consistency with goals and priorities in the 2010 Consolidated Plan and the Ten Year Plan to End Homelessness, results of the Needs Workshops, working knowledge of the

project and/or organization by Planning, and availability of limited fund, to help with the funding recommendations.

Please call County and/or city CDBG staff with any questions about how to complete the form or about the rating criteria and process.

If the information for any of the questions below requires more room to provide a complete explanation of your proposed project or program, please attach additional sheets.

CONTACT INFORMATION

1. Name and mailing address of applicant organization, with contact person, phone and fax numbers, and e-mail address:

Name: Food Bank Coalition of San Luis Obispo County

Address (mailing and physical address requested if different): P.O. Box 2070, Paso Robles, CA 93447
(2212 Golden Hill Road, Paso Robles, CA 93446)

Contact person/title: Carl R. Hansen, Executive Director

Phone: (805) 238-4664 (office) (805) 235-2851 (cell)

Fax: (805) 238-6956

E-mail address: chansen@slofoodbank.org

Is the organization a Faith Based Organization? Yes No

Organization's DUNS number: 612280917

If you are awarded CDBG funds or your proposal involves economic development, i.e., directly benefit a business, private property owner, business, involves façade improvements, provide technical assistance to a new or existing business, job creation, loan guarantee, the beneficiary must obtain a Dun and Bradstreet (DUNS) number that must be reported to HUD. Please contact Tony Navarro, (805) 781-5787, tnavarro@slo.co.ca.us for information on how to obtain a DUNS number prior to incurring and obligating the federal funds.

Is your agency currently participating in HMIS?

No

If not, does your agency have the capacity to participate in HMIS? If yes, how so?

N/A

PROJECT DESCRIPTION

2. Title/name/address of proposed project or program:

Farm to Family Produce Program

51 locations administered by the Food Bank Coalition throughout San Luis Obispo County

3. Please describe the proposed project or program. In one or two short paragraphs, include a brief project/program description, the groups who will benefit and an explanation of how they will benefit from the proposed project or program. For projects, describe the location of the project (be as specific as possible, e.g. street address). For programs, state the location from which the program will be operated and/or describe the geographic area served by the program. Also, please include a schedule of project/program milestones.

The Farm to Family Produce Program brings fresh produce to schools and neighborhoods throughout the county, providing nutritious produce for families that would otherwise not have adequate access to healthy food. Farm to Family works to reduce hunger among low-income children and their families by adding produce into our distributions that collaborate with local school districts, cities, churches, senior and community centers, VFW halls and Granges. Distributions are varied in times and locations to be accessible for families in need. Some allow parents to collect groceries when they pick up their children, increasing access for families with limited transportation, language barriers, and other time barriers because of work schedules. Other distributions are in the mid or late mornings to better accommodate seniors, or on Saturdays to better serve those who work during the week. Fresh produce is also provided to our partner agencies throughout the county at no cost and no restrictions because of our desire to assure access to every person in need wherever they live in the county, from Cambria to Nipomo, and as far east as California Valley. Forty-five percent of our food distributions by weight are fresh fruits and vegetables. In 2011, we provided 2.7 million pounds of fresh produce to a total of 44,000 persons – 250 lbs. for each family of four – who would not have had access to it otherwise.

A sample of our many distribution site locations are as follows; all of them can found on our website at www.slofoodbank.org.

Soto Field – Arroyo Grande

Santa Rosa Elementary – 8655 Santa Rosa Rd., Atascadero

Carissa Plains Elementary – 9640 Carissa Plains

Santa Lucia Middle School – 2850 Schoolhouse Ln., Cambria

Community Church – 60 So. Third St., Cayucos

Salvation Army – 1197 Highland Way, Grover Beach

South Bay Community Center – 2180 Palisades Ave., Los Osos

Del Mar Elementary – 501 Sequoia St., Morro Bay

Nipomo Elementary – 190 E. Price Street, Nipomo

Oceano Family Resource Center – 1511 19th St., Oceano

Paso Robles Family Resource Center – 1802 Chestnut St., Paso Robles

Virginia Peterson Elementary – 2501 Beechwood Dr., Paso Robles

Lillian Larson – 1601 L St., San Miguel
Santa Margarita Senior Center – 2210 H St., Santa Margarita
Pacheco Elementary – 261 Cuesta Dr., San Luis Obispo
Vintage Church – 690 Peterson Ranch Rd., Templeton

California ranks last among all states for participation in the federal food stamp program, and our county ranks an extremely low 51st of California's 58 counties for CalFresh (food stamp) enrollment. We are working hard to enroll families, and CalFresh outreach takes place at our distributions to assure that as many low-income families as possible in our county understand their eligibility and have convenient access to the CalFresh application process. When families come to pick up food at Food Bank distribution sites, the CalFresh Coordinator offers assistance with enrollment in the CalFresh program, eliminating transportation barriers to food stamp enrollment and providing long-term food assistance. We also partner with the Department of Social Services, whose outreach staff enroll people at our sites. In addition, we partner with County Public Health to teach nutritious cooking at our sites, using produce that is being distributed that day.

See appendix for program milestones (Work Plan & Performance Schedule).

4. Will the services offered by your organization increase or expand as a result of the CDBG assistance? If yes, please answer the following questions:

a. What new programs and/or services will be provided?
Existing services will be expanded – see Section 4b, below.

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

The need for food continues to increase each year in our county, and we will be expanding to at least four more sites in 2013. This will provide over 400 additional families with 100,000 pounds of food in the coming year. Overall, the Food Bank Coalition has had a 90% increase in utilization since 2006, from 27,000 to 44,000 residents annually accessing services. In 2011, one out of every six county residents received food from the Food Bank or one of our 226 partner agencies.

5. Check any of the following eligible activity categories that apply to the proposed project or program: (Refer to CDBG regulations and the Guide to Eligible CDBG Activities).

Acquisition of real property*

Disposition of real property

Public facilities and improvements (may include acquisition, construction, reconstruction, rehabilitation or installation)* and/or **

Privately owned utilities

Clearance and remediation activities**

- Public services
- Interim assistance
- Relocation of individuals, families, businesses, non-profit organizations, and/or farms
- Loss of rental income
- Removal of architectural barriers
- Housing rehabilitation**
- New housing construction (under limited circumstances)
- Homeownership assistance
- Housing services
- Code enforcement
- Historic preservation**
- Commercial or industrial rehabilitation**
- Special economic development
- Technical assistance and planning studies

*** Relocation:** Any project that involves the acquisition of property and/or rehabilitation and is funded in whole or in part with federal funds, even if the federal funds are not used for the acquisition itself, is subject to federal requirements connected to acquisition and relocation. A project cannot be broken into separate “projects” in order to avoid the federal requirements connected with property acquisition and relocation. Any questions concerning whether the relocation regulations apply to a specific property acquisition project should be directed to the Community Development Division staff before any action is taken on the project.

If HUD funded project will cause a household or a business to move, even temporarily, the relocation regulations will apply.

Along with application submit:

- Estimate of relocation cost (moving costs, subsidy amount for suitable replacement dwelling)
- Letter to owner or voluntary acquisition, plus proof of delivery to owner.
- General Information letter to tenants (both business and residential tenants), plus proof of delivery to all).

- List of tenants (both business and residential tenants) at the time of application submittal.
- Refer to SLO Col website for sample relocation letters.

**** Lead based paint/asbestos:** If HUD funded project involves acquisition or rehabilitation of a residential units that was built in 1978 or earlier, then Lead-Based paint regulations will apply.

- Along with application submit an estimate of costs for LBP work, provided by certified LBP consultant. Or statement by LBP consultant explaining that project is exempt.
- Include any temporary housing costs.

6. Describe the need and the degree of urgency for the proposed project or program. What would be the consequences if the proposed project or program is not funded in the next year?

More and more families are using Food Bank resources in response to continuing high unemployment, home foreclosures, and ever deeper cuts in the government safety net. Children are disproportionately affected; they are nearly 40% of our clients but only 19% of the county's population. The number of children enrolled in the federal free and reduced price lunch program rose over 8% in our county from 2008 to 2010 (compared to 3% statewide) and in all likelihood is continuing to climb.

Food is an essential yet often unaffordable need for local families, seniors and other persons. As part of a county-wide hunger assessment, Cal Poly researchers conducted a food security survey in the fall of 2011. They interviewed more than 800 low-income residents. Over 70% of those surveyed reported food insecurity. Over half reported having to choose between buying food or paying the rent/mortgage within the past year. And over half had to choose between buying food or paying for medications.

Insufficient food decreases children's school success and overall health while increasing family stressors. Seniors often must forego healthy eating because their diet requires more expensive fresh produce and low fat, salt, and sugar items. When sufficient food can be purchased, low-income parents are often forced to rely on inexpensive foods that are overly processed and high in sugar and fat. These foods contribute to obesity and illness in children and other family members. The 2009 CA Health Interview Survey results show that over half of children in our county eat fewer than the recommended minimum of five servings of fruits and vegetables daily. CDBG funds will be used to purchase produce through our Farm to Family program for distribution to local families, seniors, and single persons.

7. Please describe the specific organizational method used to implement the proposed project or program (single or multiple group, public agency, non-profit, for-profit, experience in operating similar programs, etc.):

The Food Bank Coalition is a 501(c)(3) nonprofit that harnesses the power of collaboration to provide food both directly and through 226 partner agencies around the county. We have been active in direct food delivery, food distribution to partner agencies, and collaboration with local and state

organizations to reduce poverty and increase nutrition since our inception in 1989. We administer several food distribution programs, including Healthy Food for Local Families (HFLF), Emergency Food Assistance Program (EFAP), Summer Food Service Program (SFSP), Harvest Bag, and Senior Brown Bag. In addition to food distributions, programs include CalFresh food stamp outreach, GleanSLO (a farm gleaning project).

The Food Bank operates with a \$1.9 million annual budget made up of government funds, grants, and individual donations. Over 500 volunteers make food distributions possible in 18 towns throughout the county. We are a part of Feeding America's food bank network and a member of the California Association of Food Banks. We purchase food at very low prices through our Food Bank network, which is supplemented by donated food and produce from the community. Through the Farm to Family Program, we partner with 35 other California Food Banks to get beneficial pricing for produce and distribute it efficiently to residents of San Luis Obispo County. At the distribution level, we partner with seven school districts, other non-profit agencies, a variety of community service organizations, and over 1,000 volunteers around the county.

8. Does the project require the issuance of a permit (from local, state or federal agencies)?

Yes No

a. If yes, please identify the permits necessary to complete the project.

N/A

b. Have the necessary permits been issued? Please provide proof of permit issuance.

N/A

c. If permits are required but not yet obtained, when will the permits be issued?

N/A

NATIONAL OBJECTIVES CRITERIA

9. Does the proposed project or activity meet one of the three national objectives of the CDBG program? Please check one of the objectives below that applies to the proposal, and explain how the project or activity meets that national objective.

a. Benefits low- and moderate-income persons as defined by the U.S. Department of Housing and Urban Development (HUD).

Select one:

Low/Moderate-Income Area Benefit – The project serves only a limited area which is proven by 2000 Census data or survey to be a predominately (51% or more) low/moderate-income area. Applicants choosing this category must be able to prove their project/activity primarily benefits low/moderate-income households.

Low/Moderate-Income Limited Clientele – The project benefits a specific group of people (rather than all areas in a particular area), at least 51% of whom are low/moderate-income persons;. Note: Income verification for clients must be provided for this category. The following groups are presumed to be low/moderate-income: abused children; elderly persons; battered spouses; homeless persons; adults meeting census definition of severely disabled; persons living with AIDS; and migrant farm workers

Low/Moderate-Income Housing – The project adds or improves permanent residential structures that will be/are occupied by low/moderate-income households upon completion.

Low/Moderate-Income Jobs – The project creates or retains permanents jobs, at least 51% of which are taken by low/moderate-income persons or considered to be available to low/moderate-income persons.

Explain: All clients self-certify that they are at or below 125% of poverty. Records are kept confidentially by the Food Bank.

NOTE: To meet this national objective, the proposed activity must benefit a specific clientele or residents in a particular area of the County or participating city, at least 51 percent of who are low- and moderate-income persons.

b. _____ Aids in the prevention or elimination of slums or blight.

Explain:

Select one:

Addressing Slums or Blight on an Area Basis -

Addressing Slums or Blight on a Spot Basis – This project will prevent or eliminate specific conditions of blight or physical decay. Activities are limited to clearance, historic

preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.

Is the project located in a Redevelopment Area? Yes No

If yes, attach a map of the area with the site highlighted, and provide the Redevelopment Project Area (excerpts accepted) which documents the existence of slum/blight. Also, document the specific redevelopment objectives pertaining to the proposed project.

NOTE: To meet this national objective, the proposed activity must be within a designated slum or blighted area and must be designed to address one or more conditions that contributed to the deterioration of the area.

- c. _____ Meets community development needs having a particular urgency where existing conditions pose a serious and immediate threat to the health or welfare of the community, and no other funding sources are available, i.e., a major catastrophe such as a flood or earthquake.

Explain:

NOTE: To meet this national objective, the proposed activity must deal with major catastrophes or emergencies such as floods or earthquakes.

10. If the project or program is designed to meet the national objective of providing benefit to low- and moderate-income persons, please estimate the number of unduplicated number of persons (or households) to benefit from the project and break that estimate down by income group (unduplicated means the number who are served, i.e., the grant will allow 25 children to participate in preschool – not 25 children x 5 days x 52 weeks = 6,500).

- a. Total number of persons or households who will benefit from the project or program (regardless of income group):

44,000 Persons/households (circle the applicable unit)

- b. Of the total number of persons or households entered above, how many will be low-income (earning 51% - 80% or less of the County median-income)?

100% Persons/households (circle the applicable unit)

- c. Of the total number of persons or households entered above, how many will be very low-income (earning 50% or less of the County median-income)?

15,000 Persons/households (circle the applicable unit)

11. Who are the clients of your organization? (Example: low- to moderate-income persons, elderly persons, severely disabled persons, migrant farm workers, battered spouses, etc.)

Anyone who is low-income and in need of food in San Luis Obispo County is eligible for Food Bank services. Families and individuals of all ages are served by our programs, including people with a wide range of needs. Partner agencies include churches, women's shelters, family resource centers, youth-serving agencies, homeless shelters, and senior service organizations. Some programs are available to certain populations, while others are open to all residents.

12. How will the clients benefit from this project?

An increase in fresh produce for food-insecure children will result in greater school success and overall health while decreasing family stressors. Fresh fruits and vegetables, which are difficult for low-income families to afford, will provide needed nutrients for children as their brains and bodies develop. For children and adults, the additional healthy food will reduce the likelihood of obesity, diabetes, heart disease, and other nutrition-related chronic illnesses. In addition, households and single persons may have more money to spend on housing, transportation, and health care, resulting in fewer homeless children, parents who are able to work more, fewer missed school or work days, and more productivity and success in peoples lives..

13. If your project serves homeless households, please describe how your program coordinates with other continuum of care projects and entities and how it aligns with the San Luis Obispo Countywide 10-Year Plan to Homelessness.

The Food Bank Coalition has played a critical role in the delivery of services to homeless households through its partnerships and collaborative efforts with other non-profits and the government agencies that provide those services. Every entity that provides services to the homeless has access to free and low-cost food to integrate into their program from the Food Bank Coalition, and virtually every entity does. We have also been a key player in the battle against obesity and other food-related illnesses in this county by collaborating in the early days of the Childhood Obesity Task Force, and continue our involvement in such organizations as HEAL SLO, and are the lead agency for GleanSLO, and the newly formed San Luis Obispo Food System Coalition. We have partnered until recently in the search for property for a south county homeless services facility with the Five Cities Homeless Coalition, and are a provider of healthy food to the Maxine Lewis Shelter and Prado Day Center, ECHO in north county, and a variety of other non-profits that serve the homeless community, including many churches. All of these endeavors are responses to and efforts toward the realization of the SLO Countywide 10-Year Plan to End Homelessness.

BENEFICIARY DATA

14. How do you collect demographic data on the beneficiaries of the proposed project or program?

(Example: racial/ethnic characteristics)

NOTE: You are required to provide beneficiary data at the end of each quarter and year end data of the fiscal year.

To ensure that clients reside within the county, they are asked to bring proof of address in the form of a driver's license, bill or other piece of mail. In order to receive fresh produce and the shelf-stable food products distributed, they must self-certify (see below) including address and number of persons in their family. We do not collect specific demographic data beyond that at distributions, but draw from site observations, published census and food insecurity data for our county, and occasional Cal Poly surveys that we commission to collect data from our sites and other resources are taken at our site by nutrition research professors and their students from Cal Poly.

15. How do you document and maintain income status of each client in compliance with HUD regulations? (Example: very low, low- and moderate-income)

When clients come to the distribution, they self-certify that they meet the income guidelines which, for 2012, are:

<i>Household size</i>	<i>Monthly household income</i>	<i>Annual household income</i>
1	\$1,396	\$16,755
2	\$1,891	\$22,695
3	\$2,386	\$28,635
4	\$2,881	\$34,575
5	\$3,871	\$46,455

Each time a client attends a distribution, they register using a federal EFA-7 Form for emergency food assistance. This form requires a signature to verify that they meet these USDA income guidelines.

16. Provide the following information for the person(s) in your organization responsible for the preparation and submittal of the quarterly reports and for collecting and reporting the beneficiary data to the Urban County.

Contact person/title: Carl R. Hansen, Executive Director

Phone number: (805) 238-4664

E-mail address: chansen@slofoodbank.org

FINANCIAL INFORMATION

For CDBG applications to the County of San Luis Obispo involving acquisition, construction or rehabilitation projects please provide the required additional budget information on BUDGET FORM A and BUDGET FORM B attached to the back of this application.

17. Total amount of CDBG funds requested: \$30,000

Please identify the jurisdiction(s) to which you are applying (see **Note** below):

Cities of Arroyo Grande, Atascadero, Morro Bay, and Paso Robles

If you are requesting CDBG funds from more than one jurisdiction, please break down the amount shown above by the jurisdiction listed below.

City of Arroyo Grande:	<u>\$5,000</u>	City of Paso Robles:	<u>\$5,000</u>
City of Atascadero:	<u>\$5,000</u>	City of San Luis Obispo:	<u>\$5,000</u>
City of Morro Bay:	<u>\$5,000</u>	County of San Luis Obispo:	<u>\$5,000</u>

NOTE: If you are applying to one or more cities, please provide a copy of the application to the County by the application deadline.

18. Please describe the budget for the proposed project or program. Itemize all sources of funding expected to be available and used for this project

a. **Revenues:**

1. CDBG Funds requested	\$ <u>30,000</u>
2. Other Federal fund(s) (please describe below)	\$ <u>0</u>
3. State source(s) (please describe below)	\$ <u>0</u>
4. Local source(s) donations	\$ <u>80,000</u>
5. Other funds Community Endowment, Grants	\$ <u>40,000</u>
Total Revenues	\$ <u>150,000</u>

b. **Expenditures:** List below by item or cost category.

Purchase of fresh produce for food distributions:	<u>\$110,000</u>
Receiving and Distribution costs of fresh produce:	<u>\$ 40,000</u>
Total Expenditures	<u>\$150,000</u>

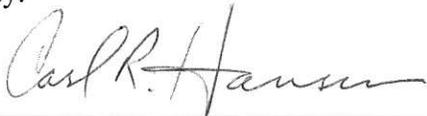
19. How do you plan to fund the operation and maintenance costs (if any) associated with this project? Are these funds available now? If not, when will they be available? And from what source(s)?

The project will be funded by private donations, general fundraising, and grants from foundations. We have some restricted funds in the Healthy Food for Local Families restricted fund that can be used for produce, as well as the Webster BackPack Fund. But the majority of funding will be raised throughout the year through county-wide events such as Hunger Awareness Day and the Hunger Walk, mailers, and smaller fundraisers. We have a well-established record of fundraising and donations that allows us to anticipate revenue from one year to the next.

20. Will CDBG funds be used to match/leverage other funds? List below funding sources and amounts and identify award dates of these sources.

CDBG funds will match the funds discussed above (#19), ensuring that the program can continue to be offered at an expanded level of service, and allowing us to add four additional sites in 2013 to address the continuing need for food among local households and the homeless.

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



10/11/12

Signature

Date

Carl R. Hansen

Executive Director

Printed or typed name

Title

Note to applicant:

The County and cities require all of the grant recipients to maintain general liability, automobile and workman's compensation insurance with limits of not less than \$1 million***. If you are successful in obtaining an award, you will be asked to provide documentation regarding ability to provide the required coverage.

*** Liability coverage may vary by jurisdiction. Please call the city/county contact to verify limits.

Prior to HUD's release of grant conditions and/or funds for the CDBG-funded project, a review of the project's potential impact on the environment must be conducted by the awarding jurisdictions and approved by the County of San Luis Obispo **prior to obligating or incurring project costs**. The County must certify to HUD that it has complied with all applicable environmental procedures and requirements. Should project costs be obligated or incurred prior to the completion of the necessary environmental review, the project **shall not** benefit from the federal funds. Environmental review requirements pursuant to 24 CFR Part 58 must be fully satisfied for any project selected for funding

prior to the CDBG Program issuing a Notice to Proceed for the project. The level of environmental review required depends on the nature of the project. 24 CFR Part 58 is available at www.hud.gov/offices/cpd/environmental/lawsandregs/regs.

If you need assistance or have questions regarding this application, please contact any of the persons listed below. Your application(s) can be dropped off or mailed to the following locations:

- Kelly Heffernon, Community Development Dept., City of Arroyo Grande, 214 E. Branch Street (P.O. Box 550), Arroyo Grande, CA 93421, (805) 473-5420.
- Valerie Humphrey, Public Works Dept., City of Atascadero, 6907 El Camino Real, Atascadero, CA 93422, (805) 470-3460.
- Rob Livick, Public Services Dept., City of Morro Bay, 955 Shasta Avenue, Morro Bay, CA, 93442, (805) 772-6261
- Darren Nash, Community Development Dept., City of Paso Robles, 1000 Spring St., Paso Robles, CA 93446, (805) 237-3970.
- Tyler Corey, Community Development Dept., City of San Luis Obispo, 919 Palm St., San Luis Obispo, CA 93401, (805) 781-7175.
- Tony Navarro, Dept. of Planning and Building, 976 Osos Street, Room 300, San Luis Obispo, CA 93408, (805) 781-5787.

COUNTY OF SAN LUIS OBISPO CDBG SUPPLEMENTAL BUDGET INFORMATION SHEET

WORK PLAN & PERFORMANCE SCHEDULE

List all project milestones and their anticipated work period. There will be an opportunity to update the project timeline after grant notification and before executing a grant agreement. Any proposed changes, including extension and early completion, must be requested in writing and approved in advance by the jurisdiction receiving the funding application. Note: Applicant will assume all financial risk if work on the proposed project begins before environmental clearance is obtained. You may either use or recreate this form to add tasks and activities and extended timeline. **YOU MUST USE THIS FORMAT.**

Task/Activity – Begin July 2013	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Purchase produce.	X	X	X	X	X	X	X	X	X	X	X	X
Transport produce from central warehouses to distribution sites.	X	X	X	X	X	X	X	X	X	X	X	X
Continue to distribute produce to residents through 226 partner agencies.	X	X	X	X	X	X	X	X	X	X	X	X
Continue to provide food distributions with 45% produce in at least 18 towns (51 locations) in the County.	X	X	X	X	X	X	X	X	X	X	X	X
Expand distributions to four new sites within the county.			X	X	X	X	X	X	X	X	X	X
Continue to offer assistance with CalFresh enrollment at distribution sites.	X	X	X	X	X	X	X	X	X	X	X	X



COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM APPLICATION FOR THE 2013 PROGRAM YEAR

SAN LUIS OBISPO COUNTY DEPARTMENT OF PLANNING AND BUILDING
976 OSOS STREET • ROOM 200 • SAN LUIS OBISPO • CALIFORNIA 93408 • (805) 781-5600

Promoting the Wise Use of Land • Helping to Build Great Communities

Organization Name: **Mission Community Services Corporation**

(Attach additional sheets if necessary)

To be considered for CDBG assistance, please submit this completed application with any exhibits, budgets or beneficiary data as needed. **PLEASE READ ALL INFORMATION IN THE APPLICATION.** Applications can be mailed to one of the participating jurisdictions listed in this application or to: Tony Navarro, Planner III, Department of Planning and Building, 976 Osos Street, Room 300, San Luis Obispo, CA., 93408 or hand delivered to Tony Navarro at 1035 Palm Street, Room 370, San Luis Obispo, CA., faxed to (805) 781-5624, or e-mailed to tnavarro@co.slo.ca.us. **The application deadline is 5:00 P.M., Friday, October 12, 2012.** Applications must be received by the County or one of the participating cities (Arroyo Grande, Atascadero, Morro Bay, Paso Robles, San Luis Obispo) prior to close of the business day. **POSTMARKED DATED MAIL RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED.**

NOTE:

- (1) **Please review the CDBG regulations** and guidelines and the Request for Proposals before completing this proposal. **The CDBG regulations**, under 24 CFR 570, are available at www.sloplanning.org under “Federal HUD Grants.”
- (2) **HMIS Reporting for 2013 homeless services, housing and shelter** - All homeless service providers applying for CDBG funds to assist, house or shelter the homeless must identify and demonstrate its capacity to participate in the County of San Luis Obispo Homeless Management Information System (HMIS) to provide: personnel for data entry, user licensing, and hardware and software necessary for compatibility with HMIS. HMIS is an electronic data collection system that stores client level information about persons who access the homeless services system in a Continuum of Care, and reports aggregate data for the County as per the U.S. Department of Housing and Urban Development’s Data Standards found in http://www.hudhre.info/documents/FinalHMISDataStandards_March2010.pdf.
- (3) The project/program proposal to the County of San Luis Obispo shall be examined in relation to the County’s community development goals and funding priorities as presented in the Urban County of San Luis Obispo 2010-2015 Consolidated Plan (ConPlan). The ConPlan is available at www.sloplanning.org. The County of San Luis Obispo Department of Planning and Building (Planning) considers the criteria stated in the 2013 Request for Proposals as one of many tools to help make funding recommendations to the Board of Supervisors. Planning will use other information and sources including but are not limited to: the County Board of Supervisors, recommendations from the Homeless Services Oversight Council, other participating jurisdictions of the Urban County of San Luis Obispo, identified needs that could be addressed by the grant funds, consistency with goals and priorities in the 2010 Consolidated Plan and the Ten Year Plan to End Homelessness, results of the Needs Workshops, working knowledge of the project and/or organization by Planning, and availability of limited fund, to help with the funding recommendations.

Please call County and/or city CDBG staff with any questions about how to complete the form or about the rating criteria and process.

If the information for any of the questions below requires more room to provide a complete explanation of your proposed project or program, please attach additional sheets.

CONTACT INFORMATION

1. Name and mailing address of applicant organization, with contact person, phone and fax numbers, and e-mail address:

Name: Mission Community Services Corporation

Address (mailing and physical address requested if different):

71 Zaca Lane – Suite 130
San Luis Obispo, CA 93401

Contact person/title: David Ryal, Executive Director

Phone: (805) 595-1357

Fax: (805) 595-1358

E-mail address: dryal@mcscorp.org

Is the organization a Faith Based Organization? Yes No

Organization's DUNS number: 132438545

If you are awarded CDBG funds or your proposal involves economic development, i.e., directly benefit a business, private property owner, business, involves façade improvements, provide technical assistance to a new or existing business, job creation, loan guarantee, the beneficiary must obtain a Dun and Bradstreet (DUNS) number that must be reported to HUD. Please contact Tony Navarro, (805) 781-5787, tnavarro@slo.co.ca.us for information on how to obtain a DUNS number prior to incurring and obligating the federal funds.

Is your agency currently participating in HMIS? No

If not, does your agency have the capacity to participate in HMIS? If yes, how so? No

PROJECT DESCRIPTION

2. Title/name/address of proposed project or program:

Women's Business Center –
Entrepreneurial Training Program with Fiscal Literacy and Business Technical assistance.

71 Zaca Lane – Suite 130
San Luis Obispo, CA 93401

3. Please describe the proposed project or program. In one or two short paragraphs, include a brief project/program description, the groups who will benefit and an explanation of how they will benefit from the proposed project or program. For projects, describe the location of the project (be as specific as possible, e.g. street address). For programs, state the location from which the program will be operated and/or describe the geographic area served by the program. Also, please include a schedule of project/program milestones.

The Women's Business Center (WBC) program is a partially funded program established by the U.S. Small Business Administration (SBA). The purpose of the program is to provide introductory and in-depth entrepreneurial training to the underserved population which includes: women, minorities, displaced workers, veterans, the disabled and other population groups. One-on-one consulting is part of the WBC services, where the client can talk with consultants from the WBC consultant pool. The WBC provides these services to individuals looking to start a business as well as nascent and established businesses. (Services are offered in English and Spanish)

From the New York Times to the Huffington Post; from USA Today to over 1,000,000 hits on a Google Search for the 'Accidental Entrepreneur'; this fact is still true "*The economic malaise of the last few years pummeled home values, 401(k) balances and, for many, the security of a steady paycheck. But one thing it didn't hamper was entrepreneurial drive. Some of the biggest gains in entrepreneurial activity occurred during the depths of the Great Recession*".

USA Today – March 8, 2011

In the current economic condition, the entrepreneurial training/self-employment services offered by MCSC's Women's Business Center are vital in helping individuals in the categories mentioned above become or maintain self-sufficiency. Large, medium and small businesses are not hiring in numbers large enough to lower unemployment significantly, thus self-employment becomes the viable option for a person's next job/career and self-sufficiency.

The Women's Business Center (WBC) program provides services from 71 Zaca Lane – suite 130, in San Luis Obispo. However, the WBC is not limited to providing services from this one location. Through cooperative agreements class offerings and consulting takes place in Paso Robles, Templeton, Grover Beach, Arroyo Grande, Morro Bay and other locations as needed. Services are available to all county residence, but focus is on the underserved populations that are classified as: very-low to low to moderate income groups.

"Fiscal Literacy" and "Fiscal Literacy for Small Business" are new offering that expands partnerships that the WBC has for the delivery of services in San Luis Obispo County. These four-part classes are eight hours in length total.

The WBC program operates year round. The 14-week Self-employment Training (SET) class is offered at twice a year (Spring and Fall). The ten-week Spanish Language class “Empezando-How to write a Business Plan” is offered year. One class in north county and one in south county. Fiscal Literacy will be offered at least six times. The goal is to graduate a total 16 people from the SET classes and 16 from the Empezando classes. The first year goal is to have 80 residents/businesses complete the Fiscal Literacy program.

Historically, the WBC consults with 150 San Luis Obispo County clients representing most communities in the county during the program year. The WBC must report all activity and economic impact via a federally approved data collection system titled WEBCats.

The proposed program for the County would take 16 individuals through 15-weeks (45 hours) of classroom training in entrepreneurship. Another 16 individuals would be trained via the Empezando (33 hour) course. Added to the classroom training would be unlimited use of the WBC’s Business Information Center, a library of business books and videos, along with computers that contain business plan software to assist in the development of business plans. There is an additional 3 hours of consulting one-on-one for each participant in these program, if requested by the student. Anticipated milestones include: 24 business plans developed, introduction to potential funders (as needed), and 10 business startups.

The proposed program for each of the participating cities includes: development and delivery of workshops for the resident (pre-entrepreneur) and business population that would be custom depending on needs. These classes would include but not limited to; 1) So You Want to Be an Entrepreneur? 2) Access to Capital; 3) Internet Marketing for Small Business; 4) Social Media Boot Camp; 5) Financial Literacy.

Next, one-on-one consulting would be done within the local city jurisdiction thus saving the resident or business from having to drive to the primary service office in San Luis Obispo.

Part Two of this component would be the development of a virtual business center that would allow for face-to-face consulting via the Internet with use of inexpensive web-cams

MCSC can assist in canvassing the business community, which is primarily small businesses, many who fall below the median income levels of the county. There may be multiple distinct business districts that need custom assistance.

4. Will the services offered by your organization increase or expand as a result of the CDBG assistance? If yes, please answer the following questions:

- a. What new programs and/or services will be provided?

Depending on funding levels, the development of a comprehensive on-line delivery system (virtual business center) would continue. The SET class curriculum is on-line. It is tied to an on-line business plan development platform or business plan software with in-person facilitation. Ultimate goal is to develop a comprehensive virtual business center.

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

CDBG funding is leveraged with federal dollars as cash match. The funding permits the WBC to offer the comprehensive SET program and the follow-on consulting services. Consulting services would increase by approximately 25%. Added workshops as outlined above can be offered on a regular basis.

5. Check any of the following eligible activity categories that apply to the proposed project or program: (Refer to CDBG regulations and the Guide to Eligible CDBG Activities).

- Acquisition of real property*
- Disposition of real property
- Public facilities and improvements (may include acquisition, construction, reconstruction, rehabilitation or installation)* and/or **
- Privately owned utilities
- Clearance and remediation activities**
- Public services
- Interim assistance
- Relocation of individuals, families, businesses, non-profit organizations, and/or farms
- Loss of rental income
- Removal of architectural barriers
- Housing rehabilitation**
- New housing construction (under limited circumstances)
- Homeownership assistance
- Housing services
- Code enforcement
- Historic preservation**
- Commercial or industrial rehabilitation**
- Special economic development

X Technical assistance and planning studies

* **Relocation:** Any project that involves the acquisition of property and/or rehabilitation and is funded in whole or in part with federal funds, even if the federal funds are not used for the acquisition itself, is subject to federal requirements connected to acquisition and relocation. A project cannot be broken into separate “projects” in order to avoid the federal requirements connected with property acquisition and relocation. Any questions concerning whether the relocation regulations apply to a specific property acquisition project should be directed to the Community Development Division staff before any action is taken on the project.

If HUD funded project will cause a household or a business to move, even temporarily, the relocation regulations will apply.

Along with application submit:

- Estimate of relocation cost (moving costs, subsidy amount for suitable replacement dwelling)
- Letter to owner or voluntary acquisition, plus proof of delivery to owner.
- General Information letter to tenants (both business and residential tenants), plus proof of delivery to all).
- List of tenants (both business and residential tenants) at the time of application submittal.
- Refer to SLO Col website for sample relocation letters.

** **Lead based paint/asbestos:** If HUD funded project involves acquisition or rehabilitation of a residential units that was built in 1978 or earlier, then Lead-Based paint regulations will apply.

- Along with application submit an estimate of costs for LBP work, provided by certified LBP consultant. Or statement by LBP consultant explaining that project is exempt.
- Include any temporary housing costs.

6. Describe the need and the degree of urgency for the proposed project or program. What would be the consequences if the proposed project or program is not funded in the next year?

The California unemployment rate is 10.6% as of September 2011, which is lower than a year earlier, when state unemployment was at 11.9%. However, this rate is still well above the reported national unemployment rate of 7.8%. These rates do not take into account those who have stopped looking for work. **San Luis Obispo County unemployment for August 2012 is 8.1%**. (LMI – Bureau of Labor Statistics). **It is reported that San Luis Obispo County has an estimated 11,200 unemployed.** As reported by Sperling’s Best Places, job growth in the county stands at 0.13%.

http://www.bestplaces.net/economy/county/california/san_luis_obispo

Self-employment becomes a viable option for individuals in this county. In fact small business is critical to San Luis Obispo County and its cities well-being. Helping individuals by providing entrepreneurial training is a valuable service that has short and long-term return on investment.

Without the support of CDBG funding, fewer dislocated workers and others wanting to start businesses may not be able to access needed entrepreneurial training and support. Fewer dollars from local resources can lead to fewer dollars from the federal grant as cash match is a requirement for the WBC program.

The WBC is a full-service technical assistance provider for retail and service businesses in the County. The Small Business Development Center (SBDC) at Cal-Poly is focused on technology businesses and start-ups. The vast majority of businesses in the County are not tech businesses.

7. Please describe the specific organizational method used to implement the proposed project or program (single or multiple group, public agency, non-profit, for-profit, experience in operating similar programs, etc.):

The WBC program is implemented by the non-profit organization Mission Community Services Corporation (MCSC). Currently MCSC has a seven person Board of Directors, an Executive Director, WBC Program Manager, Consultant and Training Coordinator Consultant and a pool of ten consultants to deliver classes and consulting services.

Mission Community Services Corporation is beginning its seventh year as a WBC. It was recertified at the end of September 2011 to host the WBC program through 2014. MCSC has hosted the Business Information Center for eight years.

MCSC partners with a number of organizations to deliver services including: the WIB Business and Career One-Stop, chambers of commerce, local non-profits, and private sector companies.

8. Does the project require the issuance of a permit (from local, state or federal agencies)?

Yes No

- a. If yes, please identify the permits necessary to complete the project.
- b. Have the necessary permits been issued? Please provide proof of permit issuance.
- c. If permits are required but not yet obtained, when will the permits be issued?

NATIONAL OBJECTIVES CRITERIA

9. Does the proposed project or activity meet one of the three national objectives of the CDBG program? Please check one of the objectives below that applies to the proposal, and explain how the project or activity meets that national objective.

- a. Benefits low- and moderate-income persons as defined by the U.S. Department of Housing and Urban Development (HUD).

Select one:

Low/Moderate-Income Area Benefit – The project serves only a limited area which is proven by 2000 Census data or survey to be a predominately (51% or more) low/moderate-income area. Applicants choosing this category must be able to prove their project/activity primarily benefits low/moderate-income households.

Low/Moderate-Income Limited Clientele – The project benefits a specific group of people (rather than all areas in a particular area), at least 51% of whom are low/moderate-income persons;. Note: Income verification for clients must be provided for this category. The following groups are presumed to be low/moderate-income: abused children; elderly persons; battered spouses; homeless persons; adults meeting census definition of severely disabled; persons living with AIDS; and migrant farm workers

Low/Moderate-Income Housing – The project adds or improves permanent residential structures that will be/are occupied by low/moderate-income households upon completion.

Low/Moderate-Income Jobs – The project creates or retains permanent jobs, at least 51% of which are taken by low/moderate-income persons or considered to be available to low/moderate-income persons.

Explain: Services of the WBC help individuals and small business owners improve the longevity of self-employment and the jobs the small business creates. Many small business owners have started out in the very-low/moderate-income level to become a success and create other jobs for this income level population.

NOTE: To meet this national objective, the proposed activity must benefit a specific clientele or residents in a particular area of the County or participating city, at least 51 percent of who are low- and moderate-income persons.

- b. _____ Aids in the prevention or elimination of slums or blight.

Explain:

Select one:

Addressing Slums or Blight on an Area Basis -

Addressing Slums or Blight on a Spot Basis – This project will prevent or eliminate specific conditions of blight or physical decay. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.

Is the project located in a Redevelopment Area? Yes No

If yes, attach a map of the area with the site highlighted, and provide the Redevelopment Project Area (excerpts accepted) which documents the existence of slum/blight. Also, document the specific redevelopment objectives pertaining to the proposed project.

NOTE: To meet this national objective, the proposed activity must be within a designated slum or blighted area and must be designed to address one or more conditions that contributed to the deterioration of the area.

- c. _____ Meets community development needs having a particular urgency where existing conditions pose a serious and immediate threat to the health or welfare of the community, and no other funding sources are available, i.e., a major catastrophe such as a flood or earthquake.

Explain:

NOTE: To meet this national objective, the proposed activity must deal with major catastrophes or emergencies such as floods or earthquakes.

10. If the project or program is designed to meet the national objective of providing benefit to low- and moderate-income persons, please estimate the number of unduplicated number of persons (or households) to benefit from the project and break that estimate down by income group (unduplicated means the number who are served, i.e., the grant will allow 25 children to participate in preschool – not 25 children x 5 days x 52 weeks = 6,500).

- a. Total number of persons or households who will benefit from the project or program (regardless of income group):

112 Persons/households (circle the applicable unit)

- b. Of the total number of persons or households entered above, how many will be low-income (earning 51% - 80% or less of the County median-income)?

50 Persons/households (circle the applicable unit)

- c. Of the total number of persons or households entered above, how many will be very low-income (earning 50% or less of the County median-income)?

25 Persons/households (circle the applicable unit)

11. Who are the clients of your organization? (Example: low- to moderate-income persons, elderly persons, severely disabled persons, migrant farm workers, battered spouses, etc.)

The Mission Statement of MCSC is “*We are dedicated to enhancing opportunities for potential entrepreneurs and small business owners to become self-sustaining, successful contributors to their communities, with special assistance for low-income, minority and non-profit businesses.*”

The WBC has striven to be a provider of services to those who are often underserved. Our target market: those who can not afford private sector consulting services, thus the very-low to moderate income individuals in the WBC service area. This target market includes but not limited to; women, minorities, veterans and the homeless.

12. How will the clients benefit from this project?

As noted above in question # 6, San Luis Obispo County is facing the statistic that one out of every twelve workers is out of work. These displaced workers have gone from revenue generators via payroll taxes to those who receive Unemployment Insurance Benefits from the State of California. In turn, UI benefits do not translate into keeping these people from dropping into the income levels of 80% or lower in regards to medium income levels in the county.

The ranks of the target population of the CDBG program are growing. As noted, long-term full-time jobs in the County and its cities are growing at a very small rate leaving self-employment as still a viable option for a next job.

The MCSC WBC program is focused on providing a full menu of services to help individuals who look to self-employment as their next job and the program also helps the small businessperson find ways to keep door open and retain jobs; with the hope of business growth that will create jobs.

The feature of Fiscal Literacy is designed to help the very low-to-moderate income residents and small businesses to understand money, its uses, credit and how to start and improve credit scores, repair credit and how to best use financial institutions. Topics include: Banking and Budgeting; Checking and Savings; Borrowing and Building Credit; Types of Loans; Consumer Rights and Financial Recovery. Helping people understand the money system will help them be better equipped to move up the social/economic ladder.

This grant proposal would provide support for a forty-five (45) hour entrepreneurial training class for Sixteen (16) individuals, who may be heads-of-households (families). The classroom training provides information and materials on the following topics:

- *Personal Financials *Introduction to Business *Introduction to Marketing
- *Introduction to Business Entities *Introduction to Intellectual Property
- *Library and Internet Research *Developing a Business Description
- *Features and Benefits *Marketing and Pricing *Personal Cash Flow
- *Business Finances *Customer Service *Promotion and Advertising
- *Sales *Internet & Websites *Fixed and Variable Costs
- *Business Cash Flow *Understanding Financial Statements
- *Operational Plans & Business Management *Mission Statement
- *Business Plan Writing *Financial Planning *Marketing Plan
- *Tax & Insurance Issues *Group Breakout Sessions
- *DUNS Numbers and North American Industry Classification System (NAICS) Codes

Each participant receives access to on-line business plan software, on-line curriculum and three books, that has been developed by a nationally recognized small business expert. The materials are facilitator led. MCSC has developed an MOU with the software company to provide

the materials at a substantial cost reduction. The difference in cost and retail is then captured as an In-kind donation to grant funding.

Each client will receive up to three (3) hours of one-on-one consulting sessions with a consultant from the WBC pool of business counselors. MCSC offers other workshops and learning experiences that students of this program is invited to take advantage of. If needed, more than three hours of consulting will be offered to the student.

MCSC offers a thirty-three (33) hour parallel class in Spanish titled “Empezando – How to Write a Business Plan”. MCSC plans to have sixteen (16) students go through this class. This course is based on SBA class materials and covers many of the topics listed above. These students will have up to three (3)hours of consulting provided to them upon completion of the class.

MCSC plans to have eighty (80) students take and complete the Fiscal Literacy class. It is anticipated that some of these students will take a combination of small business introductory classes and Fiscal Literacy for Small Business.

All clients of the Women’s Business Center will have unlimited access to the Business Information Center (BIC) during operational hours. Evening and Saturday hours are part of the BIC schedule.

As a SBA funded program, the WBC can introduce the client to various funding options upon completion of the course and the completed business plan, which is a necessary part of any loan package for a start-up business concept.

The client will have the tools necessary to allow them to make good sound business decisions and to avoid the potholes that face many small businesses today.

13. If your project serves homeless households, please describe how your program coordinates with other continuum of care projects and entities and how it aligns with the San Luis Obispo Countywide 10-Year Plan to Homelessness.

Fiscal Literacy is open to all. If any student is homeless, the class is designed to help them understand the use of money. MCSC would refer any homeless student to an appropriate agency for full support services. Goal would be to help in the transition for homelessness to becoming part of the mainstream of the community.

BENEFICIARY DATA

14. How do you collect demographic data on the beneficiaries of the proposed project or program?

(Example: racial/ethnic characteristics)

NOTE: You are required to provide beneficiary data at the end of each quarter and year end data of the fiscal year.

The WBC program is required by its SBA grant to collect demographic data on a SBA Form 641. This form collects ethnic, gender, disability and veteran information. The form also collects business data as to start-up or existing business, legal structure of business; type of business (retail, service, professional, etc.) and last year gross revenue information for existing businesses.

MCSC uses a self-certification form based on the County of San Luis Obispo's Median Income matrix.

Classes are captured on SBA Form 888.

15. How do you document and maintain income status of each client in compliance with HUD regulations? (Example: very low, low- and moderate-income)

The WBC has worked with San Luis Obispo County personnel to develop a self-certification income verification form for all activity offered by the WBC. For the entrepreneurial training class, those clients seeking tuition assistance have a more rigorous income verification process to go through, one which MCSC has had in place for the past four years.

The Tuition Discount Application requests information on why the discount is being requested. Income verification is requested by the client providing verification of their past twelve-month of income, and number of people in the home. The fee for the 14-week course is \$2,000. MCSC proposes to use \$1,000 from CDBG funding to write down ½ of the tuition cost per student. Other grant funds and SBA funds will help lower the tuition even further on an as needed basis. The client will be expected to fund at the least, 15% (\$300) of the total tuition cost. Material fees of \$135 are also the responsibility of the students. Retail value for the materials can be as high as \$450. Special needs will be reviewed on a case by case basis.

16. Provide the following information for the person(s) in your organization responsible for the preparation and submittal of the quarterly reports and for collecting and reporting the beneficiary data to the Urban County.

Contact person/title: David Ryal/Executive Director – MCSC
Stephanie Ananian – WBC Program Manager

Phone number: (805) 595-1357

E-mail address: dryal@mcscorp.org or Stephanie@mcscorp.org

FINANCIAL INFORMATION

For CDBG applications to the County of San Luis Obispo involving acquisition, construction or rehabilitation projects please provide the required additional budget information on BUDGET FORM A and BUDGET FORM B attached to the back of this application.

17. Total amount of CDBG funds requested: \$70,000

Please identify the jurisdiction(s) to which you are applying (see **Note** below):

If you are requesting CDBG funds from more than one jurisdiction, please break down the amount shown above by the jurisdiction listed below.

City of Arroyo Grande:	<u>\$5,000</u>	City of Paso Robles:	<u>\$10,000</u>
City of Atascadero:	<u>\$5,000</u>	City of San Luis Obispo:	<u>\$10,000</u>
City of Morro Bay:	<u>\$5,000</u>	County of San Luis Obispo:	<u>\$35,000</u>

NOTE: If you are applying to one or more cities, please provide a copy of the application to the County by the application deadline.

18. Please describe the budget for the proposed project or program. Itemize all sources of funding expected to be available and used for this project

a. **Revenues:**

1. CDBG Funds requested	\$ 70,000
2. Other Federal fund(s) (please describe below)	\$ 80,000
3. State source(s) (please describe below)	\$ _____
4. Local source(s) (please describe below)	\$ 12,000
5. Other funds (please describe below)	\$ 25,000
Total Revenues	\$187,000

- Federal Funds – SBA Grant – Women’s Business Center
- Local Funds – Program Income, Mission Community Bank
- Other Funds – Foundation Grants – i.e. Citibank, Bank of America

b. **Expenditures:** List below by item or cost category.

<u>Personnel</u>	
Program Manager – 100% (required by SBA Grant)	\$ 39,000
Executive Director. – 50%	\$ 25,800
<u>Fringe Benefits</u>	
Calculated at 22%	\$ 14,250
<u>Supplies</u>	
Class Materials	\$ 4,570
<u>Contractual</u>	
Facilitator – 6 classes	\$ 24,600
Consultants	\$ 43,080
Fiscal Manager	\$ 7,200
<u>Facilities</u>	
Rent	\$ 16,000
Utilities and Phone/Internet	\$ 4,000
<u>Other</u>	
Liability Insurance	\$ 4,500
Promotion of Program	\$ 5,000
Travel – mileage	\$ 1,500
Total	\$187,000

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

Mission Community Services Corporation receives funding from the SBA on a quarterly basis. Funding from other sources comes in on a varied schedule depending on funding cycles of agencies and foundations. Grants from financial institutions come in as awarded. Funding from service contracts generated is received at benchmark points during the project.

20. Will CDBG funds be used to match/leverage other funds? List below funding sources and amounts and identify award dates of these sources.

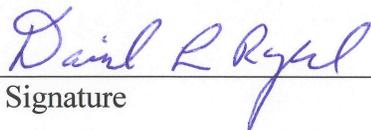
Yes. The funding source that CDBG funds would leverage is from the SBA. This contract funding source requires a dollar for dollar match.

Mission Community Services Corporation constantly monitors other grant and funding opportunities from the federal government to aid in the delivery of technical assistance to the small business community and budding entrepreneurs. The vast majority of these funding opportunities contain a cash match component.

- U.S. SBA \$123,000 10/01/2012^
- Citibank \$ 32,000 03/15/2012
- Bank of America \$ 3,000 02/01/2012
- Mission Community \$ 25,000 01/01/2012
- Program Income \$ 6,000 ongoing
- CDBG \$ 40,000

^ Women’s Business Center covers Kern and Monterey Counties as well as San Luis Obispo County.

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


Signature

10/11/2012

Date

David L. Ryal

Printed or typed name

Executive Director

Title

Note to applicant:

The County and cities require all of the grant recipients to maintain general liability, automobile and workman's compensation insurance with limits of not less than \$1 million***. If you are successful in obtaining an award, you will be asked to provide documentation regarding ability to provide the required coverage.

*** Liability coverage may vary by jurisdiction. Please call the city/county contact to verify limits.

Prior to HUD's release of grant conditions and/or funds for the CDBG-funded project, a review of the project's potential impact on the environment must be conducted by the awarding jurisdictions and approved by the County of San Luis Obispo **prior to obligating or incurring project costs**. The County must certify to HUD that it has complied with all applicable environmental procedures and requirements. Should project costs be obligated or incurred prior to the completion of the necessary environmental review, the project **shall not** benefit from the federal funds. Environmental review requirements pursuant to 24 CFR Part 58 must be fully satisfied for any project selected for funding prior to the CDBG Program issuing a Notice to Proceed for the project. The level of environmental review required depends on the nature of the project. 24 CFR Part 58 is available at www.hud.gov/offices/cpd/environmental/lawsandregs/regs.

If you need assistance or have questions regarding this application, please contact any of the persons listed below. Your application(s) can be dropped off or mailed to the following locations:

- Kelly Heffernon, Community Development Dept., City of Arroyo Grande, 214 E. Branch Street (P.O. Box 550), Arroyo Grande, CA 93421, (805) 473-5420.
- Valerie Humphrey, Public Works Dept., City of Atascadero, 6907 El Camino Real, Atascadero, CA 93422, (805) 470-3460.
- Rob Livick, Public Services Dept., City of Morro Bay, 955 Shasta Avenue, Morro Bay, CA, 93442, (805) 772-6261
- Darren Nash, Community Development Dept., City of Paso Robles, 1000 Spring St., Paso Robles, CA 93446, (805) 237-3970.
- Tyler Corey, Community Development Dept., City of San Luis Obispo, 919 Palm St., San Luis Obispo, CA 93401, (805) 781-7175.
- Tony Navarro, Dept. of Planning and Building, 976 Osos Street, Room 300, San Luis Obispo, CA 93408, (805) 781-5787.

COUNTY OF SAN LUIS OBISPO CDBG SUPPLEMENTAL BUDGET INFORMATION SHEET

BUDGET FORM A

For CDBG applications to the County of San Luis Obispo involving acquisition, construction or rehabilitation projects must provide the applicable project budget information.

Financial considerations are key in assessing a project’s ability to be completed successfully and timely. Factors to be considered in this area include (a) availability and sufficiency of resources (including all non-CDBG, federal, state, county or private funding sources, (b) the leveraging of resources, (c) fiscal support for the project for its continued viability and (d) the project budget’s accuracy, reasonableness and completeness in determining the financial needs of the project.

Source of Funds. Provide for entire project and round to the nearest hundred dollars. Do NOT include operating costs as this is not an eligible CDBG costs for projects involving acquisition, construction or rehabilitation projects.

(Not Applicable)

Description of Cost	Date Funds Available	Amount Requested	Approved - Secured	Total	% of Total Budget
CDBG Funds: This Request					
Previous Award					
Previous Award					
CDBG Funds: This request					
Previous Award					
Other Federal Funds Source:					
State Funds Source:					
Private Funds:					
Private Funds:					
Private Funds:					
In-Kind Contributions: Labor					
In-Kind Contributions					
Other:					
Other:					
Other:					
Totals					100%

Comment on your entity’s strategy and plans on the leveraging and sufficiency of resources to implement the proposed project. If project is not leveraged with other funds, explain why CDBG funds are being relied on solely to fund the proposed project.

COUNTY OF SAN LUIS OBISPO CDBG SUPPLEMENTAL BUDGET INFORMATION SHEET

BUDGET FORM B
(Not Applicable)

Project Budget

Budget Form – Acquisition, Construction and Rehabilitation Project Preliminary Budget & Project Funding Requirements

Agency name: _____

Project: _____

Preliminary Budget: List all funding necessary to complete the proposed project. You must provide a **DETAILED** budget line-item worksheet for all costs associated with the project. **NOTE: YOU MUST USE THIS FORMAT.** Additionally, you must provide a **DETAILED** budget narrative explaining how you arrived at each line item.

Activity	CDBG Funds	Other Funds	Total Cost
ACQUISITION			
Purchase of Land			
Purchase of Units			
Other Expenses (List)			
HARD COSTS			
Site Work			
Demolition			
Construction			
Appliances			
Accessory Buildings			
General Requirements			
Contractor Overhead			
Contractor Profit			
Construction Contingency			
Other (List on separate sheet			
SOFT COSTS			
Architect Fee – Design			
Architect Fee – Supervision			
Legal Fees			
Engineering Fees			
Other Professional Fees (List)			
Appraisal			
Market Study			
Environmental Report			
Title & Recording Expenses			
Relocation Expenses			
Consultants			

Other Soft Costs (List)			
INTERIM COSTS			
Construction Insurance			
Construction Interest			
Credit Enhancement			
Real Estate Taxes			
FINANCING COSTS			
Bond Premium			
Permanent Loan Origination			
Permanent Loan Credit Enhance			
Other Financing Costs (List)			
DEVELOPER'S FEE (Determined individually for each project)			
TOTAL DEVELOPMENT COST			

Budget must be specific and reflect the applicant's financial commitment, including items paid for by other sources. This includes in-kind contributions and volunteer labor. It should not include amounts of administration. Indicate the circumstances/consequences of partial funding is awarded for this project.

Authorization:

Authorized Signature for Project

Title

Date

Print name

RESOLUTION NO. 56-12

**RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF MORRO BAY, CALIFORNIA
REAFFIRMING COMMUNITY SUPPORT OF THE
LOCAL COMMERCIAL FISHING INDUSTRY**

**THE CITY COUNCIL
City of Morro Bay, California**

WHEREAS, since the founding of the community, the commercial fishing industry has played a significant role in the development of Morro Bay; and

WHEREAS, the commercial fishing industry is designated the number one priority in the City's General Plan and Local Coastal Plan; and

WHEREAS, the California Coastal Act of 1976, in keeping with the community's policy of giving priority to commercial fishing in new harbor development, requires the City of Morro Bay to protect and upgrade, wherever feasible, commercial fishing facilities; and

WHEREAS, the commercial fishing industry provides a significant economic source for the community as well as serves as an important tourist attraction; and

WHEREAS, the Morro Bay commercial fishing industry has experienced tremendous economic growth over the past four years, as demonstrated by the fact that between 2007 and 2011, earnings by commercial fishermen rose from a 20-year low of \$1.8 million to over \$7.4 million, a four-fold increase; and

WHEREAS, their positive economic performance is evidence of the hard work and ingenuity of Morro Bay commercial fishermen, which is supported by the City of Morro Bay and the community; and

WHEREAS, all of these investments and the growth in earnings translate directly to economic vibrancy for the Morro Bay community in wages for skippers, dock workers, crew, bait service providers, and local processors, as well as increased earnings for ice providers, mechanics, grocers and local businesses; and

WHEREAS, on August 27, 1984, the City Council passed and adopted Resolution 107-84 thereby resolving that restrictions and regulations that hamper the efforts of local commercial fishing are strongly opposed; and

WHEREAS, on June 24, 1996, the City Council passed and adopted Resolution 48-96 thereby resolving and reaffirming Resolution 107-84 and its support of the local commercial fishing industry.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Morro Bay, California, again reaffirms its support of the local commercial fishing industry; reaffirms that the commercial fishing industry is to receive the City's highest priority as outlined in the City's General Plan and Local Coastal Plan; and directs City staff to continue their efforts on behalf of the commercial fishing industry in opposing regulations and restrictions that adversely affect the commercial fishing industry.

PASSED AND ADOPTED by the City Council of the City of Morro Bay at a regular meeting thereof held on the 13th day of November, 2012 on the following vote:

AYES:

NOES:

ABSENT:

WILLIAM YATES, Mayor

ATTEST:

JAMIE BOUCHER, City Clerk



AGENDA NO: B-1

MEETING DATE: November 13, 2012

Staff Report

TO: Honorable Mayor and City Council **DATE:** November 1, 2012

FROM: Janeen Burlingame, Management Analyst

SUBJECT: Resolution No. 55-12 Approving Morro Bay Garbage Service Interim Rate Year Adjustment Application and Adjusting Solid Waste Collection Rates

RECOMMENDATION:

Staff recommends the City Council adopt Resolution No. 55-12 approving Morro Bay Garbage Service's (MBGS) Interim Year Rate Adjustment Application and the resulting rate schedule contained therein.

FISCAL IMPACT:

Adoption of this resolution will result in a 3.82% increase to residential and commercial collection rates, which is borne by the individual customers, and there will be a negligible increase to franchise fee revenue. The new rates would take effect January 1, 2013.

SUMMARY:

The City Council adopted Resolution 48-01 approving the Garbage, Recycling and Greenwaste Franchise Agreement (Agreement) for collection service effective January 1, 2002 and setting the initial rates for collection for residential and commercial customers.

Pursuant to Article 8.4, the City uses the guidelines and approach outlined in the City of San Luis Obispo's "*Rate Setting Process and Methodology Manual for Integrated Solid Waste Management Rates*" regarding adjustments for base year rate reviews and cost of living increases to the collection rates that occur throughout the contract term. Pursuant to the adopted rate setting process, the interim year review and rate adjustment requests are accepted in the two years between base years. This is the first year of the two interim year reviews as the base year adjustment was adopted August 23, 2011. The rate setting manual and Agreement are on file at the Management Analyst's office for review as necessary.

During the base year rate adjustment review last year, the increase to the solid waste rates was calculated to be 8.68%; however, MBGS felt that given the "fragile business climate" a large increase may not be economically feasible for the community and proposed an alternative set of increases that over three years (the base year adjustment in 2011 and the interim adjustments in 2012 and 2013) would eventually capture the 8.68%. Council approved this alternative proposal resulting in the base year rates increasing by 4.68% and the interim adjustments for 2012 and 2013 having an additional 2% added to the cost of living adjustment in each of those years.

DISCUSSION:

Prepared By: J. Burlingame

Dept Review: _____

City Manager Review: _____

City Attorney Review: _____

Per the conditions of the Agreement and rate setting process adopted in said Agreement, on October 8, 2012 the City received from Morro Bay Garbage Service an Interim Year Rate Adjustment Application with a request for an increase to the solid waste rates (Attachment 1).

The request is for a 3.82% increase to the solid waste rates which includes the 1.82% cost of living adjustment and the 2% that was delayed from the 2011 base year adjustment Council approved on August 23, 2011.

CONCLUSION:

As Article 8.4 of the Agreement stipulates a cost of living adjustment to the rates is to occur in the two years between base years and the Council approved base year rates on August 23, 2011, in conformance with the rate setting manual, staff has reviewed the Interim Rate Adjustment Application from MBGS and recommends adoption of Resolution No. 55-12 approving the application and resulting rate increase.

ATTACHMENT 1

City of Morro Bay

Interim Year Rate Adjustment Application

Requested Increase

From page 2, Line 30

Holdover from 2011 Base Year application

1. Rate Increase Requested

1.82%
2.00%
3.82%

Rate Schedule

Rate Schedule	Current Rate	Increase	New Rate
Single Family Residential			
2. Mini-Can Service	\$8.96	\$0.34	\$9.30
3. Economy Service	\$14.33	\$0.55	\$14.88
4. Standard Service	\$28.66	\$1.10	\$29.76
5. Premium Service	\$42.99	\$1.65	\$44.64

5.b. Multiunit Residential and Non-residential

Rate increases of

3.82%

will be applied to all rates in each structure with each rate rounded up to the nearest \$0.01

Certification

To the best of my knowledge, the data and information in this application is complete, accurate, and consistent with the instructions provided by the City of Morro Bay.

Name: TOM MARTIN

Title: Controller

Signature: Thomas D Martin

Date: 11/02/12

Interim Year Rate Adjustment Application

Financial Information

Section I: Base Year Costs

Base Year Controllable Costs				
6.		Total Allowable Costs	\$1,369,904	
7.	Plus	Allowable Operating Profit	\$103,112	
8.	Plus	Lease Payments to Affiliated Companies	\$0	
9.	Equals	Total Controllable costs	\$1,473,016	82.3%
Base Year Pass Through Costs				
10.		Tipping Fees	\$295,910	
11.	Plus	AB 939 and Regulatory Fees	\$20,706	
12.	Equals	Total Pass Through Costs	\$316,616	17.7%
13.		Base Year Revenue Requirements (less Franchise Fee)	\$1,789,632	100%

Section II: Changes in Costs

Change in Controllable Cost			
14.		Historical Percentage Change in Consumer Price Index	1.4%
Change in Pass Through Cost			
15.		Projected Base Year 2011 Tipping Fees	\$295,910
16.	Plus	Projected Interim Year 2008 AB939 Fees	\$20,706
17.	Equals	Total Base Year Pass Through Costs	\$316,616
18.		Projected Interim Year 2013 Tipping Fees	\$303,918
19.		Projected Interim Year 2013 AB939 Fees	\$21,327
20.	Equals	Total Projected Interim Year Pass Through costs	\$325,245
21.		Projected Percentage Change in Pass Through Costs 2006 vs 2007	2.73%

Section III: Calculation of Percent Change in Rates

Weighted Change in Controllable Costs			
22.		Controllable Costs as a Percent of Base Year Revenue Requirements	82.3%
23.	Multiplied	Percent change in CPI	1.4%
24.	Equals	Weighted Percent Change in Controllable Costs	1.15%
Weighted Change in Pass Through Costs			
25.		2006 Pass Through Costs as a Percent of Base Yr Revenue Requirements	17.7%
26.	Multiplied	Percent Change in Pass Through Costs	2.73%
27.	Equals	Weighted Percent Change in Pass Through Costs	0.48%
Total Change			
28.		Total Percent Change in Cost (Line 24+ Line 27= Line 28)	1.63%
29.	Divided	Adjustment for Franchise Fee (1-6.0 percent)	90.0%
30.	Equals	Percent change in Existing Rates	1.82%

RECEIVED

OCT 08 2012

Databases, Tables & Calculators by Subject

FONT SIZE:

Change Output Options:

From: To: **GO**

include graphs

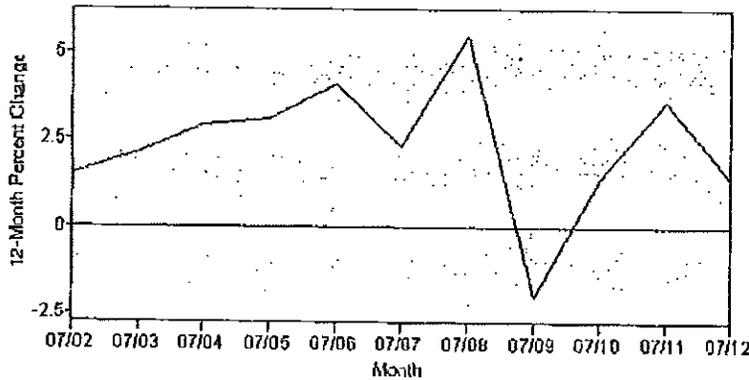
[More Formatting Options](#)

Data extracted on: October 3, 2012 (1:51:59 PM)

Consumer Price Index - All Urban Consumers

12-Month Percent Change

Series Id: CUSR0000SA0
Seasonally Adjusted
Area: U.S. city average
Item: All items
Base Period: 1982-84=100



Download: .xls

Year	Jul
2002	1.5
2003	2.1
2004	2.9
2005	3.1
2006	4.1
2007	2.3
2008	5.5
2009	-2.0
2010	1.4
2011	3.6
2012	1.4

← page 2, Line 14

TOOLS

[Areas at a Glance](#)

CALCULATORS

[Inflation](#)

HELP

[Help & Tutorials](#)

INFO

[What's New](#)

RESOURCES

[Inspector General \(OIG\)](#)

RESOLUTION NO. 55-12

**A RESOLUTION APPROVING MORRO BAY GARBAGE SERVICE
INTERIM YEAR RATE ADJUSTMENT APPLICATION
AND ADJUSTING SOLID WASTE COLLECTION RATES**

**THE CITY COUNCIL
City of Morro Bay, California**

WHEREAS, the City Council adopted Resolution 48-01 approving the Garbage, Recycling and Greenwaste Franchise Agreement with Morro Bay Garbage Service (MBGS) for collection services effective January 1, 2002 and setting the initial rates for collection for residential and commercial customers; and

WHEREAS, pursuant to Article 8.4, the City will use the guidelines and approach outlined in the City of San Luis Obispo's "*Rate Setting Process and Methodology Manual for Integrated Solid Waste Management Rates*"; and

WHEREAS, also pursuant to Article 8.4, adjustments for cost of living increases are to be received in the two years between base years; and

WHEREAS, the last base year collection rates were approved by the City Council on August 23, 2011; and

WHEREAS, on October 8, 2012, MBGS Controller Tom Martin submitted an interim rate adjustment application in conformance with the franchise agreement and rate setting manual requesting a 3.82% increase to solid waste collection rates which includes the cost of living increase and the additional 2% that was delayed from the 2011 base year increase.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Morro Bay the approval of Morro Bay Garbage Service's Interim Year Rate Adjustment Application to increase the solid waste collection rates by 3.82% as outlined in Exhibit A.

BE IT FURTHER RESOLVED, by the City Council of the City of Morro Bay the increased solid waste collection rates will become effective January 1, 2013.

PASSED AND ADOPTED by the City Council of the City of Morro Bay at a regular meeting thereof held on the 13th day of November 2012 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

WILLIAM YATES, Mayor

ATTEST:

JAMIE BOUCHER, City Clerk

Exhibit A

SERVICE DESCRIPTION	PICK UPS PER WEEK	CURRENT RATE EFFECTIVE 11/01/11	APPROVED RATE ADJUSTMENT %	NEW MONTHLY RATE EFFECTIVE 01/01/13
SINGLE FAMILY AND MULTI-UNIT RESIDENTIAL (4 UNITS OR LESS)				
Price per month for specified waste-wheeler container collected once each week. Greenwaste and recycling service is included at no additional charge.				
MINI-CAN SERVICE				
One 19 gallon waste wheeler container	1	\$8.96	3.82%	\$9.30
ECONOMY RATE				
One 32 gallon waste wheeler container	1	\$14.33	3.82%	\$14.88
STANDARD RATE				
One 64 gallon waste wheeler container	1	\$28.66	3.82%	\$29.76
PREMIUM RATE				
One 96 gallon waste wheeler container	1	\$42.99	3.82%	\$44.64
PREMIUM PLUS RATE				
One 96 gallon waste wheeler at the premium rate plus an additional charge of:				
One 32 gallon waste wheeler container	1	\$11.34	3.82%	\$11.77
One 64 gallon waste wheeler container	1	\$22.68	3.82%	\$23.55
One 96 gallon waste wheeler container	1	\$34.03	3.82%	\$35.33
SERVICE AWAY FROM THE STREET CURB				
Additional per month per can or container charge		\$7.81	3.82%	\$8.11
EXTRA COLLECTIONS WITH PICKUP OR FLATBED TRUCK (Phone call required)				
Per garbage can or equivalent volume. (Over 6 cans by quotation)		\$7.15	3.82%	\$7.42
Overfilled waste wheeler		\$7.15	3.82%	\$7.42
Extra recycling		\$3.58	3.82%	\$3.72
Extra greenwaste		\$3.58	3.82%	\$3.72
Switch waste wheeler more than once per 12 months		\$26.05	3.82%	\$27.05
Per white good article/ appliance. (Once a month only)		\$45.59	3.82%	\$47.33
Per mattress or boxspring.		\$13.03	3.82%	\$13.53
Change waste wheeler size (once per year free)		\$26.04	3.82%	\$27.03
Re-deliver container fee-if pulled for collections		\$26.04	3.82%	\$27.03
Tires (limit 2 per month)		\$2.61	3.82%	\$2.71
Tires with rims(limit 2 per month)		\$3.66	3.82%	\$3.80
Replace burned/destroyed waste wheeler		\$56.68	3.82%	\$58.85
Replace burned/destroyed lids		\$56.68	3.82%	\$58.85
Replace burned/destroyed container		\$385.28	3.82%	\$400.00
Polystyrene (Styrofoam, Plastic #6) is no longer collected for recycling and should be thrown away as trash. Greenwaste is recycled in a special green waste wheeler and is picked up once a week at no additional charge. Recycling and greenwaste containers should be placed near/next to your garbage bin for collection.				

Exhibit A

COMMERCIAL WASTE WHEELERS SERVICE PER MONTH				
One 32 Gallon Waste Wheeler	1	\$29.59	3.82%	\$30.72
One 32 Gallon Waste Wheeler	2	\$57.77	3.82%	\$59.98
One 32 Gallon Waste Wheeler	3	\$75.56	3.82%	\$78.45
One 32 Gallon Waste Wheeler	4	\$93.36	3.82%	\$96.93
One 32 Gallon Waste Wheeler	5	\$121.54	3.82%	\$126.18
One 32 Gallon Waste Wheeler	6	\$149.72	3.82%	\$155.44
One 32 Gallon Waste Wheeler	7	\$178.45	3.82%	\$185.27
One 64 Gallon Waste Wheeler	1	\$42.95	3.82%	\$44.59
One 64 Gallon Waste Wheeler	2	\$75.56	3.82%	\$78.45
One 64 Gallon Waste Wheeler	3	\$109.68	3.82%	\$113.87
One 64 Gallon Waste Wheeler	4	\$148.22	3.82%	\$153.88
One 64 Gallon Waste Wheeler	5	\$185.30	3.82%	\$192.38
One 64 Gallon Waste Wheeler	6	\$216.44	3.82%	\$224.71
One 64 Gallon Waste Wheeler	7	\$254.91	3.82%	\$264.65
One 96 Gallon Waste Wheeler	1	\$57.77	3.82%	\$59.98
One 96 Gallon Waste Wheeler	2	\$100.75	3.82%	\$104.60
One 96 Gallon Waste Wheeler	3	\$148.22	3.82%	\$153.88
One 96 Gallon Waste Wheeler	4	\$197.16	3.82%	\$204.69
One 96 Gallon Waste Wheeler	5	\$240.17	3.82%	\$249.34
One 96 Gallon Waste Wheeler	6	\$293.53	3.82%	\$304.74
One 96 Gallon Waste Wheeler	7	\$354.18	3.82%	\$367.71
COMMERCIAL DUMPSTER CONTAINER SERVICE - In cubic yards				
1 Yd Dumpster	1	\$72.88	3.82%	\$75.66
1 Yd Dumpster	2	\$112.92	3.82%	\$117.23
1 Yd Dumpster	3	\$145.53	3.82%	\$151.09
1 Yd Dumpster	4	\$182.60	3.82%	\$189.58
1 Yd Dumpster	5	\$210.79	3.82%	\$218.84
1 Yd Dumpster	6	\$262.67	3.82%	\$272.70
1 Yd Dumpster	7	\$396.85	3.82%	\$412.01
1.5 Yd Dumpster	1	\$89.18	3.82%	\$92.59
1.5 Yd Dumpster	2	\$147.03	3.82%	\$152.65
1.5 Yd Dumpster	3	\$197.46	3.82%	\$205.00
1.5 Yd Dumpster	4	\$250.84	3.82%	\$260.42
1.5 Yd Dumpster	5	\$301.26	3.82%	\$312.77
1.5 Yd Dumpster	6	\$359.09	3.82%	\$372.81
1.5 Yd Dumpster	7	\$526.79	3.82%	\$546.91
2 Yd Dumpster	1	\$106.99	3.82%	\$111.08
2 Yd Dumpster	2	\$187.05	3.82%	\$194.20
2 Yd Dumpster	3	\$250.84	3.82%	\$260.42
2 Yd Dumpster	4	\$319.04	3.82%	\$331.23
2 Yd Dumpster	5	\$390.23	3.82%	\$405.14
2 Yd Dumpster	6	\$461.40	3.82%	\$479.03
2 Yd Dumpster	7	\$662.63	3.82%	\$687.94
3 Yd Dumpster	1	\$138.15	3.82%	\$143.43
3 Yd Dumpster	2	\$250.84	3.82%	\$260.42
3 Yd Dumpster	3	\$353.16	3.82%	\$366.65
3 Yd Dumpster	4	\$448.05	3.82%	\$465.17
3 Yd Dumpster	5	\$580.04	3.82%	\$602.20
3 Yd Dumpster	6	\$669.00	3.82%	\$694.66
3 Yd Dumpster	7	\$903.80	3.82%	\$938.33
4 Yd Dumpster	1	\$182.60	3.82%	\$189.58
4 Yd Dumpster	2	\$339.80	3.82%	\$352.78
4 Yd Dumpster	3	\$471.77	3.82%	\$489.79
4 Yd Dumpster	4	\$630.47	3.82%	\$654.55
4 Yd Dumpster	5	\$789.12	3.82%	\$819.26
4 Yd Dumpster	6	\$892.92	3.82%	\$927.03
4 Yd Dumpster	7	\$1,161.25	3.82%	\$1,205.61
6 Yd Dumpster	1	\$273.54	3.82%	\$283.99
6 Yd Dumpster	2	\$496.66	3.82%	\$515.63
6 Yd Dumpster	3	\$699.26	3.82%	\$725.97
6 Yd Dumpster	4	\$887.14	3.82%	\$921.03
6 Yd Dumpster	5	\$1,148.48	3.82%	\$1,192.35
6 Yd Dumpster	6	\$1,324.62	3.82%	\$1,375.22
6 Yd Dumpster	7	\$1,789.52	3.82%	\$1,857.88

Exhibit A

COMMERCIAL DUMPSTER CONTAINER SERVICE - In cubic yards				
8 Yd Dumpster	1	\$361.55	3.82%	\$375.36
8 Yd Dumpster	2	\$672.80	3.82%	\$698.50
8 Yd Dumpster	3	\$934.10	3.82%	\$969.78
8 Yd Dumpster	4	\$1,248.33	3.82%	\$1,296.02
8 Yd Dumpster	5	\$1,562.46	3.82%	\$1,622.15
8 Yd Dumpster	6	\$1,767.98	3.82%	\$1,835.52
8 Yd Dumpster	7	\$2,299.28	3.82%	\$2,387.11
Sunday Service *		\$55.16	3.82%	\$57.27
The rates shown above include the monthly container rental fee and are the same for bins and garwoods, when volume is identical. (Bins and garwoods are types of containers)				
UNSCHEDULED EXTRA COLLECTIONS				
FOR COMMERCIAL CUSTOMERS & MULTI-UNIT				
Per bag		\$9.75	3.82%	\$10.12
1 CUBIC YARD		\$18.78	3.82%	\$19.50
1.5 CUBIC YARDS		\$28.19	3.82%	\$29.27
2 CUBIC YARDS		\$37.58	3.82%	\$39.02
3 CUBIC YARDS		\$56.35	3.82%	\$58.50
4 CUBIC YARDS		\$75.13	3.82%	\$78.00
RECYCLING SERVICES				
CARDBOARD & COMMINGLED RECYCLING COLLECTION OF COMMERCIAL DUMPSTER CONTAINERS				
All commercial customers pay \$3.00 per month for commercial recycling services. This charge includes all recycling services except collection of cardboard in excess of 2 yards once a week. This base charge has already been added to the rates above, for				
1 Yd Dumpster	1	INCLUDED *		INCLUDED *
1 Yd Dumpster	2	\$29.54	3.82%	\$30.67
1 Yd Dumpster	3	\$38.07	3.82%	\$39.52
1 Yd Dumpster	4	\$47.76	3.82%	\$49.58
1 Yd Dumpster	5	\$55.13	3.82%	\$57.24
1 Yd Dumpster	6	\$68.70	3.82%	\$71.32
1 Yd Dumpster	7	\$103.80	3.82%	\$107.77
1.5 Yd Dumpster	1	INCLUDED *		INCLUDED *
1.5 Yd Dumpster	2	\$38.46	3.82%	\$39.93
1.5 Yd Dumpster	3	\$51.65	3.82%	\$53.62
1.5 Yd Dumpster	4	\$65.61	3.82%	\$68.12
1.5 Yd Dumpster	5	\$78.79	3.82%	\$81.80
1.5 Yd Dumpster	6	\$93.92	3.82%	\$97.51
1.5 Yd Dumpster	7	\$137.78	3.82%	\$143.04
2 Yd Dumpster	1	INCLUDED *		INCLUDED *
2 Yd Dumpster	2	\$48.92	3.82%	\$50.79
2 Yd Dumpster	3	\$65.61	3.82%	\$68.12
2 Yd Dumpster	4	\$83.45	3.82%	\$86.64
2 Yd Dumpster	5	\$102.07	3.82%	\$105.97
2 Yd Dumpster	6	\$120.68	3.82%	\$125.29
2 Yd Dumpster	7	\$173.31	3.82%	\$179.93

Exhibit A

RECYCLING SERVICES				
CARDBOARD & COMMINGLED RECYCLING COLLECTION OF COMMERCIAL DUMPSTER CONTAINERS				
3 Yd Dumpster	1	INCLUDED *		INCLUDED *
3 Yd Dumpster	2	\$65.61	3.82%	\$68.12
3 Yd Dumpster	3	\$92.37	3.82%	\$95.90
3 Yd Dumpster	4	\$117.19	3.82%	\$121.67
3 Yd Dumpster	5	\$151.71	3.82%	\$157.51
3 Yd Dumpster	6	\$174.97	3.82%	\$181.65
3 Yd Dumpster	7	\$236.39	3.82%	\$245.42
4 Yd Dumpster	1	INCLUDED *		INCLUDED *
4 Yd Dumpster	2	\$88.87	3.82%	\$92.26
4 Yd Dumpster	3	\$123.40	3.82%	\$128.11
4 Yd Dumpster	4	\$164.90	3.82%	\$171.20
4 Yd Dumpster	5	\$206.40	3.82%	\$214.28
4 Yd Dumpster	6	\$233.54	3.82%	\$242.46
4 Yd Dumpster	7	\$303.72	3.82%	\$315.32
6 Yd Dumpster	1	INCLUDED *		INCLUDED *
6 Yd Dumpster	2	\$124.17	3.82%	\$128.91
6 Yd Dumpster	3	\$174.82	3.82%	\$181.49
6 Yd Dumpster	4	\$221.79	3.82%	\$230.26
6 Yd Dumpster	5	\$287.12	3.82%	\$298.09
6 Yd Dumpster	6	\$331.16	3.82%	\$343.81
6 Yd Dumpster	7	\$447.38	3.82%	\$464.47
8 Yd Dumpster	1	INCLUDED *		INCLUDED *
8 Yd Dumpster	2	\$168.20	3.82%	\$174.63
8 Yd Dumpster	3	\$233.53	3.82%	\$242.45
8 Yd Dumpster	4	\$312.08	3.82%	\$324.00
8 Yd Dumpster	5	\$390.62	3.82%	\$405.54
8 Yd Dumpster	6	\$442.00	3.82%	\$458.88
8 Yd Dumpster	7	\$574.82	3.82%	\$596.78
MISC CHARGES				
Trip charge	each	\$6.50	3.82%	\$6.75
Install locking device on bin	each	\$57.79	3.82%	\$60.00
Bin cleaning fee (commercial get 2 per year free)	each	\$45.96	3.82%	\$47.72
<p>The rates shown above include the monthly container rental fee and are the same for bins and garwoods, when volume is identical. (Bins and garwoods are types of containers used for recycling)</p> <p>All commercial customers are eligible for standard waste wheeler recycling and greenwaste services at no additional charge. Commercial customers can choose from a 32, 64, or 96 gallon blue waste wheeler for commingled recycling.</p> <p>White office paper can be commingled with the other recyclables in the blue waste wheeler.</p> <p>Polystyrene (Styrofoam, Plastic #6) is no longer collected for recycling and should be thrown away as trash.</p> <p>Greenwaste is recycled in a special green waste wheeler and is picked up once a week at no additional charge.</p>				



AGENDA NO: D-1

Meeting Date: November 13, 2012

Staff Report

TO: Honorable Mayor and City Council

DATE: November 6, 2012

FROM: Robert Schultz, City Attorney

SUBJECT: Review of Concept Plan for Improvements to Centennial Staircase

RECOMMENDATION

Staff recommends that City Council review and discuss the Concept Plan for Improvements to Centennial Staircase and direct Staff to schedule this item for review at the Recreation and Parks Commission and the Planning Commission and return to the City Council with their recommendations.

BACKGROUND

The City purchased two abutting parcels of land in June 2003. One was the former trailer park at 714 Embarcadero and the other was known as the Hungry Tiger property at 781 Market Avenue (also formerly Anthony's and Brannigan's). The former trailer park is currently used as a public parking lot and the Hungry Tiger property sat vacant for several years as result of an inability to attract an investor interested in a Hotel/Conference Center Public/Private Partnership.

In 2009, the City Council decided to sell the property at 781 Market Street to George Salwasser. After the sale, Mr. Salwasser made major improvements to the vacant building and it is now a restaurant and wine bar. As part of the Purchase and Sales Agreement, City Council negotiated for Mr. Salwasser to pay the costs to design, engineer, and install a Lift Station to improve access between the Embarcadero and Market Street. Attached are two different design plans that Mr. Salwasser has submitted to the City. One design is for a funicular, the other a traditional elevator.

DISCUSSION

Instead of submitting just a single design, Mr. Salwasser has submitted two different designs for the installation of a lift station where the Centennial Staircase currently exists. The first design (Exhibit A) is for a funicular, which is a cable attached to tram-like vehicle on rails that moves people up and down a slope. The second design (Exhibit B) is for a more traditional elevator. The City should review the plans and decide on which design to move forward with, or decide to send it to various advisory bodies for their input.

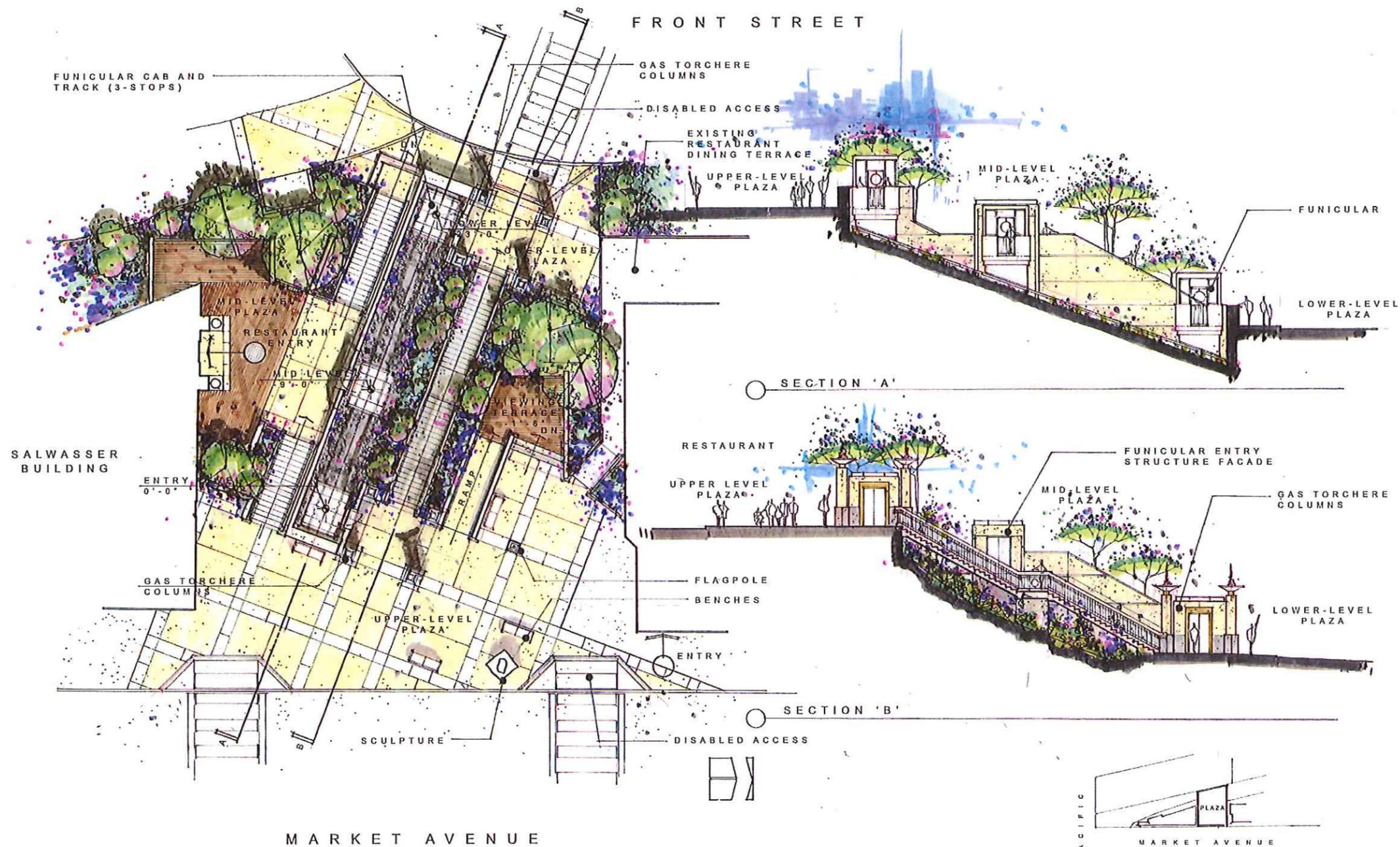
CONCLUSION

City Council should review and discuss the Concept Plan for Improvements to Centennial Staircase and direct Staff accordingly.

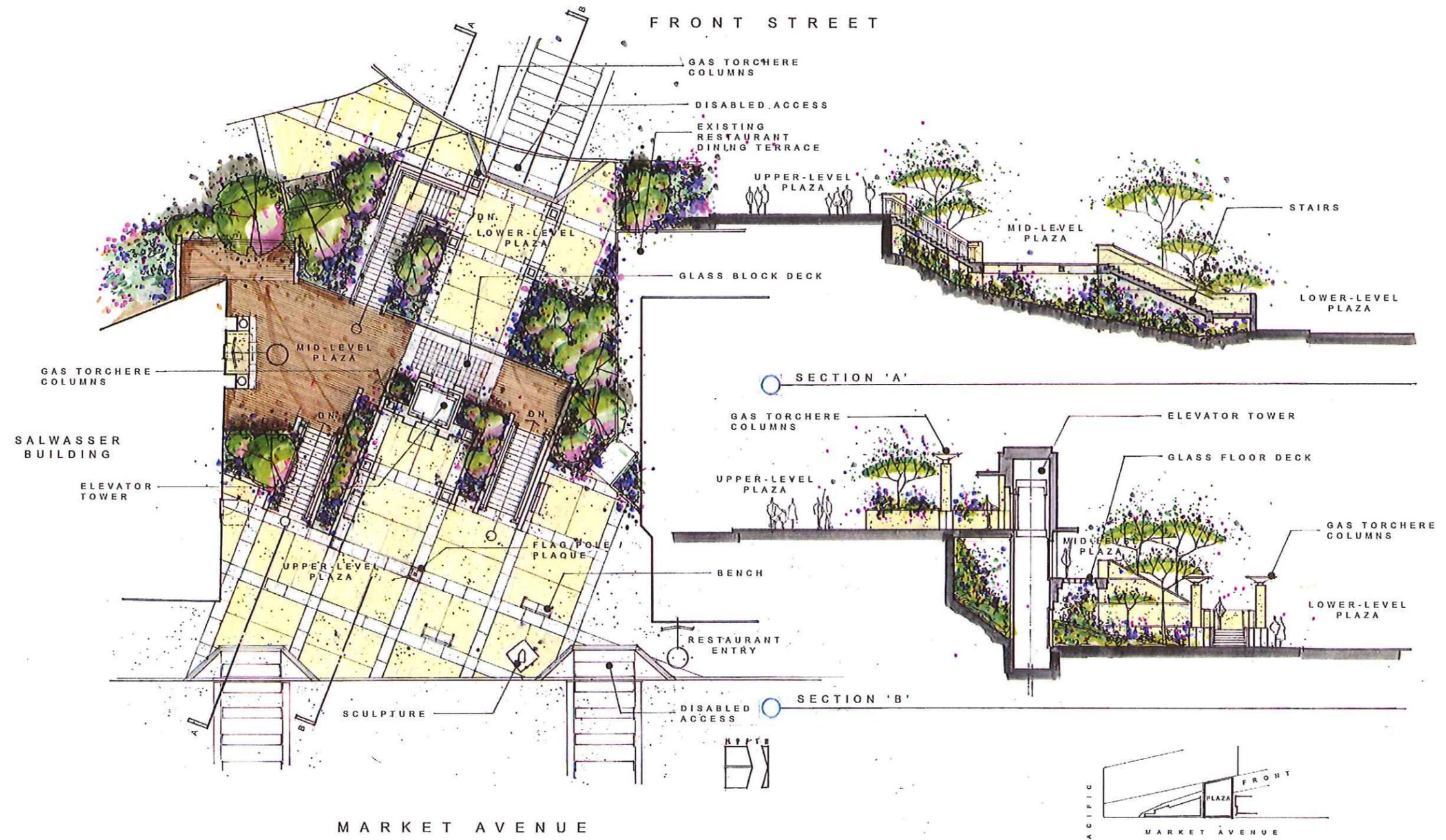
Prepared By: RWS Dept Review:

City Manager Review:

City Attorney Review: RWS



M O R R O B A Y P L A Z A
F U N I C U L A R P L A Z A C O N C E P T



M O R R O B A Y P L A Z A
E L E V A T O R P L A Z A C O N C E P T