



# **CDBG Grant Proposal Sample**

## **Family Service Association of Western Riverside County**

Source: Carol Geisbauer  
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### **2010-2011 Program Year**

**Submission Deadline: Friday, December 11, 2009 5:00 P.M.**

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### **COUNTY OF RIVERSIDE**

#### **Community Development Block Grant Program 2010- 2011**

#### **Application Form**

#### **I. GENERAL INFORMATION:**

Applying Entity or Agency: Family Service Association of Western Riverside County (FSA)

Location: Mead Valley Community Center      City: Perris      Zip Code: 92570

Mailing Address:      21091 Rider Street      Zip Code: 92570

Telephone Number: (951) 657-9208      Fax Number: (951) 657-9208

Executive Director: Dom Betro      Title: President/CEO

Telephone Number: (951) 686-1096      E-mail: (deleted)

Program Manager: Cesar Navarrete      Title: Center Manager

Telephone Number: (951) 657-9208      E-mail: (deleted)

Address (If different from above): Same as above

Grant Writer: Jill Kowalski      Title: Grantwriting consultant

Telephone Number: (909) 273-1622      E-mail: jkowalski@familyservicerivca.org



**II. ORGANIZATIONAL HISTORY:** (This is applicable only if you are a non-profit organization).

Date Organization founded: 1953

Date Organization incorporated as a non-profit organization: 1953

Federal identification number: 95-1803694

State identification number: CT-02952

Number of paid staff: 424\*

Number of volunteers: 686

DUNS Number: 791329071

\*Includes all full-time, part-time and temporary staff agencywide

**ATTACH: Current Board of Directors (Label as Attachment II.1)**

**Articles of Incorporation and By-Laws (Label as Attachment II.2)**

**III. PROJECT ACTIVITY:**

CDBG Funds Requested: \$ 55,000 (total amount for the project only)

(details of location, region, etc. deleted from the proposal because it is not necessary to understanding the proposal)

**IV. PROJECT NARRATIVE:**

**A. Name of Project: Mead Valley Complex Youth Programs**

Street: 21091 Rider Street

City: Perris Zip Code: 92570

A map of the location of the Mead Valley Community Center and the service area is included as Attachment IV.A.



**B. Provide a detailed Project Description. The description should only address or discuss the specific activities, services, or project that is to be assisted with CDBG funds. If CDBG funds will assist the entire program or activity, then provide a description of the entire program or activity. (Attach additional sheets if necessary – Attachment IV.B. Project Description):**

Family Service Association has operated the Mead Valley Community Complex (MVCC) for the County of Riverside since 1996. The center is located in Mead Valley, an unincorporated community in the heart of the Perris Valley. The Perris Valley Region consists of the City of Perris, and the unincorporated areas of Mead Valley and Romoland. The Perris Valley Region is primarily rural and geographically isolated from receiving services that residents need. The nearest services for youth and families are more than seven miles away in the City of Perris or 15 miles away in Riverside. The center is a vital one-stop-shop for community members to access health education, medical screenings, youth and senior programs, utility assistance, commodities, pediatric medical services and have a safe place to participate in recreational activities and special events. The Mead Valley Community Center is the only local source of medical and social assistance for Mead Valley youth and families.

FSA provides the only programs for youth at the MVCC. The Youth Programs offered at the MVCC include:

1. \*Youth Leadership Program for high school youth to participate in volunteer activities in their community as part of a Youth Advisory Council and prepare for college in the Road to College program. The youth meet at least five hours each month. Some of the activities the Youth Council has participated in include: developing and implementing a community needs assessment among 600 youth in the community and creating a plan to respond to the identified needs; participating in leadership skills development activities such as public speaking and problem-solving; and receive on-going leadership training in areas such as effective communication, public speaking, problem solving and time management. An additional 10 new youth will be recruited by FSA staff to participate in next year's program.
2. \*AfterSchool Programs for children ages 5-14 to receive tutoring, participate in computer classes, recreation and sports programs and volunteer activities. About 20 youth attend.
3. \*Summer Youth Program, that provides children ages 5-14 a 6-hour-a-day program during the summer with age-appropriate activities such as: sports and recreation, games, multi-cultural games, arts and crafts and health education presentations. About 40 youth each summer participate.
4. The Mead Valley Ballet Folklorico program teaches youth cultural dances and prepares them for performances throughout the year at various community, city and county events/celebrations. Youth are taught about Mexican culture and heritage by way of native dances. The Mead Valley Ballet Folklorico also helps youth develop their interpersonal and communication skills through art and expression. Classes are offered two days each week at the center. About 20



children participate in this program.

5. \*The Mead Valley Youth Clean Up Project began last year at the center for middle school-age youth who participate in the Tomás Rivera Leadership Program in partnership with Code Enforcement and Graffiti Busters. The class has agreed that one Saturday a month they will go out into the Mead Valley Community to beautify it by either cleaning up an area, removing graffiti, helping clear brush and weeds, etc. The youth learn civic responsibility and gain pride in their own work and community. Currently, there are about 15 youth in the program.
6. A Girl Scout Troop is based at the Mead Valley Community Center with about 15 girls currently participating.
7. The youth programs and services offered at the center are the only local services available to Mead Valley youth outside of the school system. This community is rural, isolated and greatly underserved. Local residents face many challenges including lack of income and lack of reliable transportation that prevent them from accessing services offered in neighboring communities like Moreno Valley, Riverside and Southwest County. For most, traveling outside of the community is impossible because many residents do not own their own vehicle and public transportation in Mead Valley is limited at best. In addition, the high cost of private clubs, sports teams and other youth activities is often not an option for local families struggling to meet basic needs.
8. During the fiscal year 2007-2008, the number of unduplicated individuals who participated in services at the center increased by 100%. This dramatic trend has continued, with another 78% increase in the number of new clients to the center in FY 2008-2009 (from the previous year). As many youth, individuals and families struggle with the severe economic conditions that are impacting this region, FSA anticipates the number of people using the center will continue to grow exponentially as it has continued to do. At a minimum, we are expecting another increase of up to 40% in the number of new clients accessing the center in FY 2010-2011.

**C. Provide a detailed description of the proposed use of the CDBG funds only (e.g. client scholarships, purchase a specific piece of equipment, rent, supplies, utilities, salaries, etc.):**

CDBG funds will be used to support the continuation and expansion of these child/ youth programs and services offered at the center and specifically for a portion of the MVCC Manager's salary, supplies, travel and utilities, telephone costs. These costs are reflected in the budget.

**D. Outcomes and Performance Measures Number of clients or units of service to be provided using CDBG funds during the term of the grant: 120 youth will receive 5,320 units of service (33% increase from the previous year. NOTE: This is based on the expected**



**number of clients to be served if the County funds your project for the requested amount.**

1. Length of CDBG-funded activities or service - 12 months (7-1-10 to 6-30-11)
2. Unduplicated number of clients/persons projected to serve - 1,500 clients (youth, adults and senior citizens combined).
3. Units of service - 15,000 units of service will be provided

**E. What are the goals and objectives of the project, service, or activity? How will you measure and evaluate the success of the project to meet these goals and objectives (measures should be both qualitative and quantitative)?**

The goal of the youth programs provided at the Mead Valley Community Complex is to provide low-to-no-cost activities for children, teens and young adults that enhance social, emotional, physical and recreational functioning of elementary, middle and high school aged children.

Overall, it is anticipated that up to 33% more youth will be served in the Youth Program during the FY 2009-2010. The center will increase the number of children/youth seen at the Center and meet the following objectives:

1. \*After School Program: Increase the number of youth who participate in the program to 20 kids.
2. \*Youth Summer Program: Provide a six-week long summer youth program for at least 40 children ages 5-14 that includes age appropriate activities such as sports and recreation activities, games, arts and crafts, and health education presentations. Children are at the center for six hours per day.
3. \*Youth Leadership Program: Provide a youth leadership program for about 10 youth ages 13 to 25 years old to participate in a program plan to meet identified needs in their community, participate in a youth symposium (mini-conference) where they will interact with local government representatives, youth leaders and other professionals from the Mead Valley/Perris community; and complete a minimum of eight hours of community service each month.
4. \*Provide a new Ballet Folklorico class for up to 20 children at the center to learn Hispanic heritage dances to increase knowledge of their culture and promote diversity.
5. \*Provide a Girl Scouts program at the center that will accommodate up to 15 girls.
6. \*Expand services to include the Youth Clean-up Crew and Tomás Rivera Youth Leadership Project that will have about 15 active youth members.



7. FSA staff is required to collect data about the program that includes: demographic data about each client served, the number and types of services received and the frequency of the services. This information is reported to the County of Riverside as required to determine whether the annual goals and objectives for the program are met.

**F. Discuss how this project directly benefits low- and moderate- income residents.**

The Mead Valley community has long been identified as an underserved area that is geographically isolated from many services and amenities that many citizens take for granted, such as quality youth programs, grocery stores, dentists and other social programs. Almost 60% of Mead Valley's small population (just over 7,000 people) belongs to an ethnic minority group where Hispanics make up more than 50% of that. About 50% of the community is under the age of 29, including 19% of those ages 10-19. The area has the second highest unemployment rate in the County and one of the highest poverty rates. More than 25% of Mead Valley citizens live below the level of poverty. The Mead Valley Community Complex serves as a "one stop shop" of affordable, accessible, vital health and human service programs conveniently located in the community where they live.

The youth programs will be provided at little or no cost to children and youth from very low-income families living around the community center. The only other youth programs available in this unincorporated community are offered at the local schools or at least 10 miles away in nearby Southwest County, Moreno Valley and the City of Riverside. Reliable transportation is a major issue for local residents, so offering these services at the community center gives them a safe, affordable, local alternative to seeking services outside of the Perris/Mead Valley area.

**G. Respond to A & B only if this application is for a public service project.**

- (a) Is this a NEW service provided by your agency?      No
- (b) If service is not new, will the existing public service activity level be substantially increased or improved?

CDBG funds will allow Family Service to expand the youth programs at the Mead Valley Community Complex significantly. The following shows the increase in current programs:

An additional 20 children will be allowed to participate in the after school and summer programs

Additional training opportunities will be offered to the youth participating in the youth leadership program including guest speakers, and health education workshops. Ten new youth will be recruited to participate this year.

The programs and services offered by the Mead Valley Community Complex are designed to empower, strengthen and promote self-sufficiency among the local residents. The ultimate benefit of these services is improved outcomes related to social, family and community functioning, as well as



increased mental and physical wellness.

We anticipate that the youth programs will serve approximately 120 children and youth (an increase of 33% over the previous year) while providing a total of approximately 5,320 units of service in all of the programs combined.

**H. What methods will be used for community involvement to assure that all who might benefit from the project are provided an opportunity to participate?**

FSA publishes a monthly newsletter for the Mead Valley Community Complex that highlights upcoming events, a calendar and past activities. This newsletter is mailed to local residents, local businesses and local schools. In addition, flyers and posters advertising specific activities are prominently displayed at the center. For the youth leadership program, the center's Youth Planner (Center Manager) does outreach to local schools, school district offices, and local churches in an attempt to recruit youth to participate in the program. Similar outreach is also done for the AfterSchool and Summer programs.

FSA also receives input from local Advisory Councils for all programs and service provided throughout the county. These Advisory Councils consist of members of the community, and FSA staff. They meet on a regular basis to discuss programs and services, make recommendations for change and provide input to FSA staff. The Advisory Councils give concerned citizens the opportunity to be involved in the programs and services offered within the community where they live. At the Mead Valley Community Complex, there are two Advisory Councils – one for adults and one for youth.

FSA staff also participate in community forums and public meetings that promote citizen participation.

FSA staff will also conduct regular community needs assessments in order to get feedback from local residents regarding priority community needs.

**I. What evidence is there of a long-term commitment to the proposal? Describe how you plan to continue the work (project) after the CDBG funds are expended?**

Family Service Association has operated the Mead Valley Community Complex since 1996. Since then, the agency has worked hard to bring high quality, affordable health and human service programs to the community. The MVCC has become a "one stop shop" for local residents to access a variety of services. FSA has helped the community to identify existing strengths and assets in the community and its residents. Together, the community and FSA have helped to strengthen this isolated, rural community.

FSA is committed to identify on-going funding for the Youth Programs at the MVCC. During the past five years, FSA has had noteworthy success in securing funding from three large private foundations to support the implementation of health/wellness programs and youth programs designed to teach and empower children and adults. FSA continues to solicit funding for this program through regular grant proposal submissions.



- V. **PROJECT BENEFIT:** All CDBG-funded activities must meet at least one of three National Objectives of the CDBG program. Indicate the category of National Objective to be met by your activity:

**CATEGORY 1: Benefit to low-moderate income persons (must be documented).**

Please choose either subcategory A, B, or C.

**A. Area Benefit:**

The project or facility serves, or is available to, all persons located within an area where at least 51% of the residents are low/moderate-income. This determination is based upon 2000 Census data.

- B. Limited Clientele:** The project serves clientele that will provide documentation of their family size, income, and ethnicity. The Mead Valley Community Complex serves low-income residents, children and elderly citizens presumed to be low and moderate income persons by HUD criterion. The area has become home to a large population of immigrant families in the past five-to-ten years.

- C. Clientele presumed to be principally low- and moderate-income persons:** The following groups are presumed by HUD to meet this criterion. The youth programs will serve children ages 5-25 most of which (more than 51%) come from migrant farm worker households that are considered extremely low income. The center also serves as a key gathering place for elderly persons and other individuals in the community who are in need of services.

**VI. MANAGEMENT CAPACITY:**

- A. Describe your organization's experience in managing and operating project or activities funded with CDBG or other Federal funds. Include within the description a resource list (partnerships) in addition to the source and commitment of funds for the operation and maintenance of the program.**

FSA has received CDBG funds from the County of Riverside to support programs and services at the Mead Valley Community Complex since 1996, the James A Venable Community Center since 2004 and the Kay Cenicerros Community Center since 1995.

The agency has a long history of grants and contract management with other local, state and federal government agencies that include (but are not limited to): Riverside County Department of Public Social Services, Riverside County Department of Mental Health, The Governor's Office of Emergency Services, the Riverside County Office on Aging, the California Department of Education and the U.S. Department of Housing and Urban Development (HUD).

- B. Management Systems - Does your organization have written and adopted management systems (i.e., policies and procedures) including personnel,**





**procurement, property management, record keeping, financial management, etc.?**

Family Service is a multi-faceted human service agency that has operated in Riverside County since 1953. The agency has a strong internal infrastructure with policies and procedures that are written and carried-out by FSA's Board of Directors and staff. Policies and procedures for the agency's personnel, property management, procurement and financial management are reviewed and updated regularly by FSA staff and Board. In August of 2002, Family Service became one of more than 1,000 private and public organizations to be accredited by the Council on Accreditation (COA) given to organization's that meet the highest national standards in delivering the best quality services to local communities. COA accredited agencies are visited and evaluated every four years to ensure that they maintain excellence in service delivery. The accreditation process involved an in-depth examination of Family Service's compliance with best practice standards. Organizational standards (policies and procedures) were reviewed in human resources, financial/risk management, continuous quality improvement and had to meet 39 service standards. In March 2006, Family Service successfully completed the extensive re-accreditation process. The agency will remain accredited until July 31, 2010.

**C. Capacity - Please provide the names and qualifications of the person(s) that will be primarily responsible for the implementation and completion of the proposed project. Provide a detailed organizational chart (Attachment VII-C, Exhibits 1, 2, etc.)**

Shannon Gonzalez, Quality Services/Staff Development Director, manages and supervises the Program Directors of each of the community centers FSA is responsible for operating, including the Mead Valley Community Complex. This includes oversight of all activities at the center and providing leadership and supervision for the center's director and other FSA staff. Ms. Gonzalez has more than 14 years of management experience in the non-profit sector working as a Program Director and in various staff development capacities. She has a Bachelor of Arts Degree in Sociology from California State University, San Bernardino.

Cesar Navarette is the Mead Valley Community Complex Director and is responsible for oversight of the center programs and staff. He was hired in 2006 as the Youth Planner to oversee the Youth Leadership Program at the center. He quickly took over the daily operation of all youth programs at the center. In fall 2007, he was promoted to Center Director. Mr. Navarrete will continue to oversee the youth programs and program staff. He has a Bachelor's Degree in Criminal Justice from California State University, San Bernardino.

An organizational chart of the entire agency is included as Attachment VII-C, Exhibit 1.

**D. Should the applying entity be awarded CDBG funds, please identify the primary project objectives and goals using an *Estimated Timeline for Project Implementation*:**



**OBJECTIVE    START DATE    COMPLETION DATE**

<b>Objective</b>	<b>Start Date</b>	<b>Completion Date</b>
Youth programs and services	7/1/10	6/30/11

**VII. FINANCIAL INFORMATION:**

**A. Proposed Project Budget** Complete the following annual program budget to begin July 1, 2010. If your proposed CDBG-funded activity will start on a date other than July 1, 2010, please indicate starting date. If these budget line items are not applicable to your activity, please attach an appropriate budget. Provide total Budget information and distribution of CDBG funds in the proposed budget.

	<b>TOTAL ACTIVITY/ BUDGET</b>	<b>PROJECT/ CDBG FUNDS REQUESTED</b>
I. Personnel		
Salaries and Wages	\$ 90,245	\$ 37,000
	\$ 25,123	
Fringe Benefits		\$ 7,000
Consultants and Contract Services	\$ 500	\$
<b>Sub-Total</b>	<b>\$ 115,368</b>	<b>\$ 44,000</b>
II. Non-Personnel		
Space Costs	\$ 82,000	\$
Rental, Lease, or Purchase of Equipment	\$ 11,000	\$
Consumable Supplies	\$ 22,870	\$ 3,000
Travel	\$ 3,000	\$ 1,200
Telephone	\$ 17,000	\$ 1,400
Other Costs	\$ 46,736	\$ 5,400
<b>Sub-Total</b>	<b>\$ 182,606</b>	<b>\$ 11,000</b>



III.Architectural/ Engineering Design	\$	\$
IV.Acquisition of Real Property	\$	\$
V.Construction/ Rehabilitation	\$	\$
VI. Indirect Costs	\$	\$
<b>Total</b>	<b>\$ 297,974</b>	<b>\$ 55,000</b>

**B. Leveraging - Identify other funding sources (commitments or applications) from other sources to assist in the implementation this activity. Attach current evidence of commitment (Attachment VI-B, Exhibits 1, 2, etc.). If commitments are pending, indicate amount requested and attach documentation regarding previous year’s funding.**

<u>Funding Source</u>	<u>Requested</u>	<u>Available</u>	<u>Commitment</u>
Rental income	\$25,000	7-1-10	Projected
United Way of Inland Valleys	15,700	7-1-10	Committed*
Fundraising	20,000	on-going	Projected

\* A letter of commitment from United Way is included as ATTACHMENT V1-B, EXHIBIT 1

**C. Provide a summary by line item of your organization’s previous year’s income and expense statement. (Attachment VI-C, Exhibits 1, 2, etc.)**

Please see Income and Expense statement from the most recent agency audit included as ATTACHMENT VI-C, EXHIBIT 1.

**D. If this project benefits residents of more than one community or jurisdiction, have requests been submitted to those other jurisdictions? Not applicable.**

The Mead Valley Community Complex benefits District 1 only.

**E. Was this project previously funded with CDBG funds? Yes  No**

If yes, when? This project has been consistently funded through the Riverside County CDBG program beginning in FY 1996/1997 through FY 2008-09.

**F. Is this activity a continuation of a previously funded (CDBG) project? Yes**

If yes, explain: CDBG funds support the center staff, and expansion of activities and programs and community outreach.



## VIII. APPLICATION CERTIFICATION

Undersigned hereby certifies that (initial after reading each statement and sign the document):

1. The information contained in the project application is complete and accurate.
2. The applicant agrees to comply with all Federal and County policies and requirements imposed on the project funded in full or part by the CDBG program.
3. The applicant acknowledges that the Federal assistance made available through the CDBG program funding will not be used to substantially reduce prior levels of local, (NON-CDBG) financial support for community development activities.
4. The applicant fully understands that any facility built or equipment purchased with CDBG funds shall be maintained and/or operated for the approved use throughout its economic life.
5. If CDBG funds are approved, the applicant acknowledges that sufficient funds are available or will be available to complete the project as described within a reasonable time frame.
6. On behalf of the applying organization, I have obtained authorization to submit this application for CDBG funding. (**DOCUMENTATION ATTACHED** Minute Action and/or written Board Approval signed by the Board President).

DATE: November 10, 2009

Signature:

Authorized Representative: Dom Betro, President/CEO

**IX. APPLICATION CHECKLIST - The following required documents listed below have been attached. Any missing documentation to the application will be cause for the application to be reviewed as INELIGIBLE.**



## ATTACHMENTS

1. Board of Directors
2. Articles of Incorporation and Bylaws
3. Project Activity Map
4. Project Description
5. Project Benefit, Category 2. Slum Blight Documentation (NOT APPLICABLE)
6. Project Benefit, Category 3, Urgency (NOT APPLICABLE)
7. Leveraging
8. Income and Expense Statement
9. Management Capacity
10. Board Written Authorization approving submission of application