CITY OF MERCED

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM FY 2019/20 CDBG APPLICATION

APPLICATION SUBMITTAL CHECKLIST

This checklist must be included as part of your agency's FY 2019/20 CDBG Application packet.

Project Title: CDBG Homeless Assistance

Agency Name: Sierra Saving Grace Homeless Project

INSTRUCTIONS

Enter an **"X"** next to each item below as you complete it. If the form or document listed does not apply to your project, enter **"N/A"** next to the item. This checklist must be included as part of your agency's FY 2019/20 CDBG Application packet.

APPLICATION

The following must be submitted to be considered for funding:	
☒	Application Submittal Checklist
☒	Application for Funding
☒	Appendix A: Narrative of Project
☐	Appendix B: Capital Improvement Project (CIP) Project Details N/A
☒	Appendix C: List of All Funding Sources & Two Years of Annual Financial Audits
☒	Appendix D : Project Implementation
☒	Appendix E : Results of Prior Year Projects *(as applicable to project; see form)*
☒	Appendix F: Roster of Board Members
☒	State and Federal Tax Exemption Determination Letters
☒	Charter and/or Bylaws
☒	Organization Chart
☒	Copy of Insurance Certificate
☒	Applicant Attended MANDATORY Community Meeting

FY 2019/20 CDBG APPLICATION SUBMITTAL CHECKLIST

PROJECT-SPECIFIC REQUIREMENTS: For PUBLIC SERVICES projects only

☐	Copy of Rental or Lease Agreement (*A copy of lease is only required if CDBG funds are proposed to be used to make a portion of the lease payments.)*

CDBG Eligible Activity for Public Services Projects (must select one):

Public Facilities and Improvements:			
☐	General Public Services	☐	Child Care Services
☒	Homeless/AIDS Services	☐	Health Services
☐	Senior Services	☐	Abused and Neglected Children
☐	Disability Services (documentation req.)	☐	Mental Health Services
☐	Legal Services	☐	Lead Based Paint/Lead Hazards Screening
☐	Youth Services	☐	Subsistence Payments
☐	Transportation Services	☐	Homeownership Assistance (not direct)
☐	Substance Abuse Services	☐	Rental Housing Subsidies
☐	Battered and Abused Spouses	☐	Security Deposits
☐	Employment Training	☐	Housing Counseling
☐	Crime Prevention and Public Safety	☐	Neighborhood Cleanups
☐	Tenant/Landlord Counseling	☐	Food Banks
☐	Illiterate Adults (Non-English/ESL)	☐	Migrant Farm Workers

OPTIONAL DOCUMENTS: Not required from any applicant, but enter an "X" next to the items included in your application submittal

☒	Exhibits: These refer to no more than two 8.5" X 11" pages of exhibits that you may use to supplement your application materials. You may include photographs, charts, pictures, conceptual drawings, and/or anything else you consider suitable within the 2-page limit (may be in color or black and white).
☐	Letters: You may submit up to 3 letters of support for your project as part of your application submittal.

CITY OF MERCED

Fiscal Year 2019

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

Application for Funding

Project category: (check one only)	☒ Public Service	☐ Capital Improvement Project (CIP)
	☐ Economic Development	☐ Administrative/Professional Services (Continuum of Care or Fair Housing)

Agency Information

Agency Name:	Sierra Saving Grace Homeless Project	*Program Title:*	CDBG Homeless Assistance

Business Address, including city:	710 W. 18th Street Suite 2 & 18 Merced, CA. 95340
Mailing Address: (if different)	P.O. Box 1301 Merced, CA. 95388

Applicant contact name:	Kristin Bizzack				
Type of agency:	☒ 501(c)(3)	☐ Gov't./Public	☐ For Profit	☐ Faith-Based	☐ Other:
Number of paid staff:	6		*Tax ID number:*	27-4663143	
Number of volunteers:	25		*DUNS number:*	969818736	
Annual operating budget:	$ 150,000.00				

Agency Mission Statement:

The mission of Sierra Saving Grace Homeless Project (SSG) is to provide an inter-faith and community-based safety net for chronically homeless individuals and families who are either underserved or not served by existing programs and services. SSG promotes a housing first approach to solving homelessness through the provision of intensive case management, advocacy, and services in recognition of the inherent worth and dignity of all persons.

Funding Request

Total funding requested in this application:	$ 20,000.00	*Other funds already secured for project:*	
Total cost to complete project:	$ 20,000.00	*Other funds not yet secured for project: **	

**Please explain in Project Description section below*

Brief project description (include goals, objectives, and number of clientele to be served)

SSG's newest project will target individuals and families at imminent risk of homelessness and those currently experiencing homelessness by providing one-time assistance in the form of arrears, rental or deposit assistance not to exceed $1,000 per client. SSG will assist a minimum of 18 individuals or households.

SSG's newest project will target individuals and families at imminent risk of homelessness and those currently experiencing
homelessness by providing one-time assistance in the form of arrears, rental or deposit assistance not
to exceed $1,000
per client. SSG will assist a minimum of 18 individuals or households.

** *This Box For City of Merced Office Use Only – Thank You* **			
Project Eligible?	☐ No	☐ Yes	Amt Awarded: $ ____________ Date: ____________
HUD Matrix Code: ____________			IDIS #: ____________
SAM Check Complete? ☐ Yes			Notes:

SSG Exhibit 1

To whom it may concern,

When filling out the application, we were having technical issues with 3 boxes that would print the response 2 times on top of one another. I am providing those boxes below

Page 1. Brief project description (including goals, objectives, and number of clientele to be served)

SSG's newest project will target individuals and families at imminent risk of homelessness and those currently experiencing homelessness by providing one-time assistance in the form of arrears, rental or deposit assistance not to exceed $1,000 per client. SSG will assist a minimum of 18 individuals or households.

Page 6 2.2 How does your agency track and record client demographics?

SSG utilizes the Homeless Management Information System (HMIS) and Coordinated Entry Self-Assessment (CES) as well as in-house assessment and verification tools to capture and record participant information

Page 6 2.3 What specific census tracts or housing project areas does the project intend to serve?

The project targets low income Merced residents.

Section 1: Project Information

Project address(es):	Census tract:	Project Area:
710 W. 18th Street Suite 2 Merced, CA. 95340	LIM Merced	City of Merced

Target clientele:	Individuals and families at imminent risk of homelessness; homeless individuals not chronically homeless

1.1 Provide a concise description of the proposed project (this description must match the one provided on the cover page). Space for a fuller narrative is provided in Appendix A.

SSG proposes an Emergency Assistance project for homeless prevention and housing. The project will provide one-time assistance to persons at imminent risk of homelessness due to unforeseen circumstances, such as job loss or hardship. The project will also assist those currently experiencing homelessness through rental or deposit assistance. Eligibility criteria meets HUD's definition of "homeless" or "at risk of homelessness."

1.2 How much total funding are you requesting in this application? (You will provide a detailed budget in Appendix C)	$ 20,000.00

1.3. Anticipated start date:	07/01/2019	Anticipated end date:	05/01/2019

1.4. Project's days/hours of operation:	Monday-Friday; 9 am to 5 pm

1.5 Project Category (Check one only)		1.6 Project Objective (Check one only)	
	☒ Public Service		☒ Suitable Living Environment
	☐ Economic Development		☐ Decent Housing
	☐ Capital Improvement		☐ Economic Opportunity

1.7 Project Outcome (Check one only)	
	☐ Availability/Accessibility
	☒ Sustainability
	☐ Affordability
	☐ Administrative (i.e.: Continuum of Care, Fair Housing Services)

1.8 CDBG Criteria: Which CDBG criterion below does your proposed project meet? (Not Applicable for GF requests)

- ☒ (1) *Area benefit: At least 51% of residents within the targeted activity area are low to moderate income (LMI)*
- ☒ (2) *Limited clientele (select from options below):*
  - ☐ (a) *Special needs group (select benefit group from list below):*
    - ☐ (i) *Abused children*
    - ☐ (ii) *Elderly persons 62 years or older*
    - ☐ (iii) *Battered spouses*
    - ☐ (iv) *Severely disabled adults (not children) – Census definition; documentation required*
    - ☐ (v) *Illiterate adults*
    - ☐ (vi) *Persons living with HIV/AIDS*
    - ☐ (vii) *Migrant farm workers*
    - ☒ (viii) *Homeless persons*
  - ☐ (b) *At least 51% of clientele to be served will be documented as LMI.*
- ☐ (3) *Housing (select subpart below):*
  - ☐ (a) *Single family (must be 100% LMI)*
  - ☐ (b) *Multi-unit (must be 51% LMI)*
- ☐ (4) *Job creation: At least 51% of jobs for LMI persons.*

1.9.	*The 2015-2020 Consolidated Plan goals below have been listed in their descending order of priority. Select the goal appropriate to your project:* Consolidated Plan
☐	*Housing Rehabilitation, Reconstruction, and Neighborhood Revitalization.*
☐	*New Affordable Housing Construction.*
☐	*Housing Affordability (Homebuyer Assistance Programs).*
☐	*City Coordination.*
☐	*Improvement of the Quality and Quantity of Public Services.*
☐	*Improvement of the Quality and Quantity of Community Infrastructure and Public Facilities.*
☐	*Planning for Future Housing and Infrastructure Needs.*
☒	*Homeless Services*
☐	*Administrative Services*

Please use this area to add any additional information from the above questions:

PLEASE NOTE: Maximum length for Questions 1.10 to 1.15 below is two pages)

1.10. Explain how the proposed project addresses the goals selected in Section 1.9:

The project aims to lower the risk of homelessness by providing one-time assistance to those at imminent risk of homelessness who need temporary assistance to remain in their rental unit due to unforeseen circumstances, as well as, those currently experiencing homelessness.

1.11 Summarize any statistics and other supporting documentation that demonstrate the importance of addressing this need or problem:

Over the past years, the H2H Street Outreach team has identified over 400 individuals experiencing homelessness. Additionally, SSG receives an average of 5 calls or walk-ins per week from individuals and families who meet HUD's definition of at risk of homelessness but cannot be assisted through current SSG ESG funding due to grant guidelines. Those numbers do not reflect those at imminent risk of homelessness.

1.12 List each service provided by the project. For each service, indicate whether it is a new service or an expansion of an existing service:

One-time rental assistance, deposit assistance or arrears. This would continue the current CDBG program for one more year.

1.13 *How does your agency plan to tell the target population about the project/services?:*

SSG already has a pulse on the target population through Street Outreach services. Additionally, SSG will utilize the CoC to notify affiliated agencies of the program.

1.14 *List up to three outcomes of the project (at least one is required). For each outcome listed, provide the number of participants who will benefit and the way data will be collected to track or verify the outcome:*

1. Homeless prevention for those at imminent risk of homelessness (up to 18)
2. Emergency deposit, rental or arrears assistance for currently homeless individuals/families (up to18)

Data collection: assessment tool, income verification form, case files, voluntary case management "wellness checks", HMIS

1.15 *Will the project collaborate with other service providers in the community? If yes, list them and briefly describe the collaboration:*	☒	Yes	☐	No

As members of the CoC, SSG may collaborate with other homeless agencies such as Merced Community Action Agency, Behavorial Health, Housing Authority, and Merced Rescue Mission. SSG may also work with community churches and other nonprofit organizations offering services such as Love, Inc.'s Love Plus. SSG will utilize these agencies for project referrals as well as providing voluntary connective services.

Section 2: Target Population (maximum length this section is one page)

2.1 *What is the target population for this project?*

The project targets low income individuals and/or families who meet HUD's definition of "homeless" or "at risk of homelessness."

2.2 *How does your agency track and record client demographics?*

SSG utilizes the Homeless Management Information System (HMIS) and Coordinated Entry Self-Assessment (CES) as well as in-house assessment and verification tools to capture and record participant information.

2.3 *What specific census tracts or housing project areas does the project intend to serve?*

The project targets low income Merced residents.

2.4 *Is the primary office located within eligible census tracts and/or Housing project areas?*	☒ Yes ☐ No
2.5. *Indicate whether the project will be serving individual clients (IC) or households (HH):*	☒ IC ☒ HH
2.6. *What is the total number of unduplicated clients/households to be served?*	18
2.7. *Of the total number of unduplicated clients/households to be served, what is the total number of unduplicated LMI clients/households to be served, if applicable?*	18
2.8. *If applicable, what is the percentage of unduplicated LMI clients/households to be served?*	100%
2.9. *What is the cost per client/household?*	$ 1,000.00
2.10. *Over the past three years, what proportion of the targeted population served by the project were City of Merced residents? (Have documentation available, if requested.) If this is a new project, what proportion are you anticipating?)*	100%

Section 3: Agency Capacity

3.1. Who will be the person responsible for the overall oversight of the proposed project?	
Name of person:	Kristin Bizzack
Title of person:	Executive Director
E-mail address:	kbizzack@sierrasavinggrace.org
Telephone number:	(209) 626-5660
Alternate phone:	(209) 205-0640

3.2. Who will be the alternate person responsible for the overall oversight of the proposed project?	
Name of person:	Deborah Bracamonte-Tweedy
Title of person:	Case Manager
E-mail address:	DBTweedy@sierrasavinggrace.org
Telephone number:	(209) 626-5660
Alternate phone:	(559) 793-6182

3.3 Who will be the person(s) responsible for the day-to-day operations and management of the proposed project? Provide no more than two individuals: DO NOT COMPLETE IF SAME AS 3.2 ABOVE	
Name of person:	
Title of person:	
E-mail address:	
Telephone number:	
Alternate phone:	
Name of person:	
Title of person:	
E-mail address:	
Telephone number:	
Alternate phone:	

3.4. Who will be the person(s) responsible for the financial oversight of the CDBG expenditures and fiscal compliance? Provide no more than two individuals: DO NOT COMPLETE IF SAME AS 3.2 or 3.3 ABOVE	
Name of person:	
Title of person:	
E-mail address:	
Telephone number:	
Alternate phone :	
Name of person:	
Title of person:	
E-mail address:	
Telephone number:	
Alternate phone:	

Add any additional relevant information here:

(Maximum length for Questions 3.5 to 3.8 below is <u>one</u> page)

3.5. *List the evaluation tools your agency plans to employ to track and monitor the progress of the project.*

SSG employs HUD's "Playing by the Rules" Handbook as a best practice to ensure project goals and outcomes, as well as, managing accurate records. SSG will also use best practice Individual Service Plans when necessary to obtain housing stability by offering voluntary case management "wellness checks".

3.6. *How does your agency plan to ensure compliance with applicable policy and procedural requirements (including those listed in HUD's "Playing by the Rules" Handbook)? Click link to access handbook.* <u>Playing by the Rules Handbook</u>

SSG commits to accurate, complete and orderly administrative, financial, and project/case files, as illustrated in HUD's "Playing by the Rules" Handbook. The E.D. oversees the project to adhere to compliance standards

3.7. *Describe any unresolved ADA issues in the project or project office and how your agency plans to address them. (If the objective of the project is ADA rehabilitation, do not repeat the project description here.)*

None anticipated.

3.8. *Please provide agency organization chart and complete Appendix F (Board Members)*

See attached.

Section 4: Auditing Control (Maximum length this section is two pages)

4.1 *Briefly describe your agency's payment and disbursement procedures, with relevance to the proposed project:*

Approved project funds will be distributed through a reimbursement method on a case by case basis.

4.2 *Describe how your agency's Board of Directors exercises programmatic and fiscal oversight:*

B.O.D delegates E.D. all disbursement of funds and the duty to assure the keeping of adequate financial records and accounts. E.D. may delegate the right to approve expenditures for activities, supplies, repair, maintenance of equipment and property, etc. and the purchasing authority.

4.3 *Briefly describe your agency's record keeping system, with relevance to the proposed project:*

SSG contracts with a bookkeeper/accountant, Spinardi and Jones who will create a separate line item for awarded CDBG funds.

4.4 *Briefly describe your agency's auditing requirements, including those for the proposed project:*

SSG uses a bookkeeper to manage our financials, pay accounts payable and accounts receivable. The E.D. tracks and records program expenditures with monthly oversight from B.O.D. A third party audit is conducted at year end, as well as, HUD APRs and audits.

4.5 *How does your agency plan to separate CDBG funds from other agency funds for purposes of identification, tracking, and reporting?*

A CDBG line item in our general ledger will allow SSG to manage, track, and report disbursement of funds to ensure all prioject funding is kept separate from other SSG funds.

Section 5: Agency Experience (max. length: one page for Sections 5 & 6 combined)

5.1.	*Briefly highlight your agency's experience and major accomplishments in providing services to residents of Merced. (Note: you may provide more detail in Appendix A, if needed.)*

SSG is the only local nonprofit providing permanent supportive housing (PSH) for chronically homeless, medically needy in Merced County. PSH is an intervention that combines non-timelimited affordable housing assistance with wrap around supportive services for people experiencing homelessness.

5.2.	*Has your agency received CDBG or other federal funds in any of the past three fiscal years (Fiscal Years 2016/17 through 2018/19)? If yes, complete Appendix E for each of the grants received for Fiscal Years 2016/17, 2017/18, and 2018/19.*	☒	Yes	☐	No

Section 6: Back-Up Plan (maximum length: one page for Sections 5 & 6 combined)

6.1.	*Will your agency still implement this project should City funds not be awarded? If yes, how will the implementation be achieved?*	☐	Yes	☒	No

6.2.	*If funded, how will your agency continue this project if City funds are not available in future years?*

SSG has observed a growing necessity for emergency assitance to prevent homelessness, in addition to a continued need for initial deposit or rental assistance for persons experiencing homelessness in Merced. As SSG's positive reputation and name recongition grows within the community, we are able to create larger-scale fundraising efforts which will be necessitated in the event future City funds are not available.

Appendix A: Narrative of Project (maximum length is two pages)

In two pages or less, 1) explain your proposed project and, 2) explain why it should be awarded funding.

1) Explain your proposed project:

SSG's newest project will target individuals and families at imminent risk of homelessness and those currently experiencing homelessness by providing one-time assistance in the form of arrears, rental or deposit assistance not to exceed $1,000 per client. SSG will assist a minimum of 18 individuals or households.

Our HUD funded PSH program began in 2013 with four households. By 2015, the PSH program added 6 more households. We currently house 13 individuals including two children, through this program.

In 2016, SSG was awarded an Emergency Solutions Grant (ESG) through Housing and Community Development (HCD) for a rapid rehousing program targeting the most vulnerable among those experiencing homelessness in Merced County. Rapid rehousing assistance is offered without preconditions (such as employment, income, absence of criminal record, or sobriety) and the resources and services provided are tailored to the unique needs of the individual or household. Core components of rapid rehousing are housing identification, financial assistance for rent or move-in costs, case management and connective services. Services and financial assistance are short term.

Since the January 2017, the Homeless to Housing (H2H) ESG program has successfully served over 160 individuals, including veterans and children, providing housing assistance, family reunification and/or connective services.

SSG proposes the Emergency Assistance project to assist LMI individuals or families that meet HUD's definition of "homeless" or "at risk of homelessness." SSG will identify potential participants using assessment tools to verify project eligibility such as: 1. Residency in the City of Merced, 2. Meets LMI, 3. Housing habitability standards, including environmental review, 4. No use of emergency assistance in last 6 months. Once qualified, SSG will determine amount of assistance, not to exceed $1,000 per household. Emergency Assistance funds can be used for rental assistance, deposit assistance, or rental arrears. The goal is to aid a minimum of 18 households to maintain or secure housing. SSG will also offer voluntary case management services in the form of "wellness checks" for up to a year and provide connective services to ensure housing stability.

Due to the amount of potential participants already identified through our H2H program and the rising number of inquiries SSG receives on a weekly basis, we are confident this project is not only beneficial to the target population, but is necessary.

2) Explain why it should be awarded funding:

Over the past few years, the H2H Street Outreach team has identified over 400 individuals experiencing homelessness. Additionally, SSG receives an average of 5 calls or walk-ins per week from individuals and families who meet HUD's definition of at risk of homeless, and cannot be assisted through current SSG ESG funding.
For these reasons, SSG requests $20,000 for an Emergency Assistance project to serve those who are not served by exisiting SSG programs.

Appendix B: CIP Projects (maximum length for Questions B.1 to B.6: one page)[1]

B.1. *Have the constructions plans and drawings been completed?*	☐	Yes	☐	No
If no, indicate the anticipated date of completion:				

B.2. *Will you be able to select and award a contract to a general contractor within 90 calendar days from the CDBG contract execution date? If no, please explain why below:*	☐	Yes	☐	No

B.3. *Summarize the organization's relevant experience on similar federally funded projects:*

B.4. *Address the mitigation of any issues identified on the "Project Site Information section (see Questions B.8 to B.16) with respect to lead hazards, historic preservation, asbestos, location in a flood plain, or other documented health and safety problems. Were issues identified? If yes, identify each issue and the mitigation below:*	☐	Yes	☐	No

B.5. *How will the completed work be maintained for at least five years after the termination of the agreement with the City of Merced?*

B.6. *Has funding for the construction phase been identified and committed? If no, describe below the issues preventing your agency from seeking outside funding:*	☐	Yes	☐	No

[1] For Appendix B only – If legally necessary responses cannot be provided within the page-count constraints, then please provide brief summaries of the responses above and reference and attach outside documentation.

Project Site Information (maximum length for Questions B.7 to B.15 is two pages)

B.7. *Is the facility agency-owned, City-owned, or privately owned?*			
☐	*Agency-owned*		
	Property owner(s):		
	Is there currently a lien on the property?	☐ Yes	☐ No
☐	*City-owned*		
	City Department:		
	When will the lease expire? *(The lease must not expire within five years of the proposed project's completion date.)*		
	Is there currently a lien on the property?	☐ Yes	☐ No
☐	*Privately owned*		
	Property owner(s):		
	When will the lease expire? *(The lease must not expire within five years of the proposed project's completion date)*		
	Is there currently a lien on the property?	☐ Yes	☐ No
☐	*Other*		
	Provide a brief explanation:		

B. 8 *For building/structures constructed prior to December 31, 1978:*				
Has a lead hazard inspection report been issued for the facility?	☐	Yes	☐	No
Has the facility been abated for lead paint?	☐	Yes	☐	No
Will children occupy the facility?	☐	Yes	☐	No
Provide Year Built:				

B.9. *Has the property been designated or been determined to be potentially eligible for designation as a local, state, or national historic site?*	☐	Yes	☐	No
If yes, describe below:				

B.10. *Is the building/structure located on a Historic Site?*	☐	Yes	☐	No
Is the building/structure in a Flood Zone?	☐	Yes	☐	No
Is the building/structure in a Flood Plain?	☐	Yes	☐	No
Does your agency have flood insurance?	☐	Yes	☐	No
Will demolition be required?	☐	Yes	☐	No

B.11. *List and describe any known hazards (e.g., asbestos, storage tanks –underground/above ground):*

B.12. *Will the project result in an expansion of an existing facility?*			☐ Yes	☐ No	
If yes, specify the size in square feet:	*Existing size:*		*Addition size:*		

B.13. *The questions below ask about zoning. If zoning information is not known, contact the City of Merced's Development Services Department at (209) 385-6858 to request assistance.*			
What is the project structure type?			
☐ Residential	☐ Commercial	☐ Public facility	☐ Public right-of-way
What is the current zoning of the project site?			
Is the project site zoned correctly for the proposed activity?		☐ Yes	☐ No

B.14. *Does the project require temporary/permanent relocation of occupants?*	☐	Yes	☐	No
If yes, this project is subject to the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA). Describe the relocation plans, including timetable and notifications to occupants. List how many of the occupied units are: (a) owner-occupied; (b) renter-occupied; or (c) businesses. Indicate whether temporary and/or permanent displacement is required. [NOTE: This will be for site information only. Relocation activities will not be eligible for funding with Fiscal Year 2019/20 CDBG funds.]				

B. 15. *Federal regulations require that all facilities and/or services assisted with CDBG funds be accessible to the disabled. Accessibility includes such things as: entrance ramps, parking with universal logo signage, grab bars around commodes and showers, top of toilet seats that meet required height from the floor, drain lines under lavatory sink either wrapped or insulated, space for wheelchair maneuverability, accessible water fountains, access between floors (elevators, ramps, lifts), and other improvements needed to assure full access to funded facilities/programs, including serving the blind and deaf.*

Describe below whether the project currently meets ADA standards for accessibility by the disabled. If not, describe the accessibility problems and methods to be utilized to address the problems, including funding and timetable. NOTE: The project site must first be fully ADA-compliant before other construction activities can be implemented with CDBG funding.

Appendix C: Funding Sources and Detailed Budget

Complete the attached detailed budget forms in MS Excel. Choose the forms pertaining to your project category.

Project category: *(check one)*	☒ Public Service	Complete Appendices C-1 & C-2
	☐ Economic Development	
	☐ Capital Improvement Project (CIP)	
	☐ Administrative	

- All project categories must complete the following:
  - Appendix C-1: List of All Funding Sources for the Project
  - Appendix C-2: CDBG Detailed Project Budget
- Provide Last 2 Years of Financial Audits (attach separately)

NOTE! If you are filling out this application in your web browser, make sure to right-click on the links, then copy them into a new page. Otherwise, you may lose all your progress.

APPENDIX C-1: LIST OF ALL FUNDING SOURCES FOR THE PROJECT

CITY OF MERCED
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
FISCAL YEAR 2019 APPLICATION

This table serves to provide the listing of all funds to be made available for the project. There are 3 steps to the completion of this table:

Step (1): Enter the FY 2019/20 CDBG application funding request amount for this application;

Step (2): Complete the following table with the amounts of other funding sources that have been secured or funding sources that are unsecured for the implementation of the project; and

Step (3): Attach any supporting documentation that verifies the secured funding sources and amounts for the project.

NOTE: Amounts Unsecured should be funding sources that the Agency is reasonably sure will be available for the project. However supporting documentation is not yet available.

TOTAL PROJECT COST*	($ 20,000.00)

* Note!: Please enter Total Project Cost as a negative amount (-0.00) if using the fill-in form

List Other Sources Below: (Step 2)	AMOUNT SECURED
HOME	
ESG	
HOPWA	
CDBG-R	
CDBG	
NSP	
HPRP	
Other Federal Stimulus Funds	
Other Federal Funds	
State Funds	
County Funds	
Local Funds	
Private Funds	
Agency Funds	
Other (Please Explain)	
TOTAL AMOUNT SECURED	$ $ 0.00
TOTAL UNFUNDED PROJECT BALANCE	$ ($ 20,000.00)

APPENDIX C-2
FY 2019 CDBG PROJECT
DETAILED BUDGET

AGENCY	Sierra Saving Grace Homeless Project
PROJECT	CDBG Homeless Assistance

MISCELLANEOUS PROJECT COSTS:

ADMINISTRATIVE COSTS	$ 2,000.00
SUPPLIES	
POSTAGE	
CONSULTANT SERVICES	
MAINTENANCE/REPAIR	
PUBLICATION/PRINTING	
TRANSPORTATION	
RENT	
EQUIPMENT RENTAL	
INSURANCE	
UTILITIES	
TELEPHONE	
OTHER EXPENSES (SPECIFY): Homeless assistance	18,000.00

CIP REQUESTS ONLY:

LEAD-BASED PAINT ASSESSMENT/ABATEMENT	
CONSTRUCTION/RENOVATION	
CONSULTANT/PROFESSIONAL SERVICES	
CONSTRUCTION MANAGEMENT	
OTHER EXPENSES (SPECIFY):	

TOTAL CDBG PROJECT BUDGET $ $ 20,000.00

Appendix D: Implementation (Maximum length is one page)

Provide a listing of the specific tasks or activities needed to implement the proposed project. Number each task or activity, describe it, and give the projected date of completion. Add additional rows as needed.

#	Task/Activity	Description	Completion Date
1	Homeless Rental Assistance	Pay rent for homeless or at risk of homeless individual or family	4/31/2020
2	Homeless Deposit Assistance	Pay deposit for homeless individual or family	4/31/2020

Appendix E: Results of Prior Year Projects (maximum length: one page per project/year)

If your agency received federal funds in Fiscal Year 2016, 2017, or 2018, complete one copy of this appendix for each project for each year funded.

E.1. *Agency name:*	Sierra Saving Grace Homeless Project
E.2. *Project name:*	CDBG Homeless Assistance

E.3. *Year of funding:*	☐	*Fiscal Year 2016/17*	☐	*Fiscal Year 2017/18*	☒	*Fiscal Year 2018/19*

E.4. *Indicate the source of the federal funding awarded to the prior project:*

☒ CDBG	☐ HOPWA	☐ ESG	☐ HOME
☐ CDBG-R	☐ HPRP	☐ NSP	☐ Other *(Indicate below)*:

E.5. *Amount awarded:*	$ 20,000.00	E.6. *Amount spent to date:*	$9,560
E.7. *Amount reprogrammed to date:*	$ 0.00		

E.8. *Indicate below the outcomes anticipated (refer to the original application for the project, if possible):*

(1)	Obtain funding for direct support for homeless
(2)	Obtain funding for business expenses
(3)	Help no less than 18 individuals to become stably housed

E.9. *Indicate below the outcomes achieved:*

(1)	Obtain funding for direct support for homeless
(2)	btain funding for business expenses
(3)	Have not met the 18, however the funding year is not over.

E.10. *If any anticipated outcomes were NOT achieved, specify which ones and explain why below:*

(#) Have not met the 18, however the funding year is not over. Fully anticipate this goal to be met.

(Maximum length per project: one page)

E.1. *Agency name*	Sierra Saving Grace Homeless Project

E.2. *Project name*	Public service; Supportive Housing

E.3. *Year of funding:*	☒	*Fiscal Year 2016/17*	☐	*Fiscal Year 2017/18*	☐	*Fiscal Year 2018/19*

E.4. *Indicate the source of the federal funding awarded to the prior project:*			
☒ CDBG	☐ HOPWA	☐ ESG	☐ HOME
☐ CDBG-R	☐ HPRP	☐ NSP	☐ Other *(Indicate below)*:

E.5. *Amount awarded:*	$ 7,500.00	E.6. *Amount spent to date:*	$ 7,500.00
E.7. *Amount reprogrammed to date:*	$ 0.00		

E.8. *Indicate below the outcomes anticipated (refer to the original application for the project, if possible):*	
(1)	Obtain funding for direct support for homeless
(2)	Obtain funding for business expenses
(3)	Obtain funding for utilities and maintenance for damages caused to SSG rental units

E.9. *Indicate below the outcomes achieved:*	
(1)	$250 was used for costs associated with moving client to new program.
(2)	$199 allowed SSG to pay for website security.
(3)	$4906 went to utility costs, $2145 was used to clean and repair damaged units

E.10. *If any anticipated outcomes were NOT achieved, specify which ones and explain why below:*

(Maximum length per project: one page)

E.1. *Agency name*	

E.2. *Project name*	

E.3. *Year of funding:*	☐	*Fiscal Year 2016/17*	☐	*Fiscal Year 2017/18*	☐	*Fiscal Year 2018/19*

E.4. *Indicate the source of the federal funding awarded to the prior project:*			
☐ CDBG	☐ HOPWA	☐ ESG	☐ HOME
☐ CDBG-R	☐ HPRP	☐ NSP	☐ Other *(Indicate below)*:

E.5. *Amount awarded:*		E.6. *Amount spent to date:*	
E.7. *Amount reprogrammed to date:*			

E.8. *Indicate below the outcomes anticipated (refer to the original application for the project, if possible):*	
(1)	
(2)	
(3)	

E.9. *Indicate below the outcomes achieved:*	
(1)	
(2)	
(3)	

E.10. *If any anticipated outcomes were NOT achieved, specify which ones and explain why below:*

Appendix F: Roster of Board Members

Provide a roster of the members of your agency's Board of Directors:

Name	Board Position	Member of Target Clientele	Resides in Project Area
Joe Carroll	Chairman of the Board	☐	☒
Margaret Simmons	Vice Chairperson	☐	☒
Phil Nelson	Board Member	☐	☒
Christy Schlapia	Board Member	☐	☐
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STATE OF CALIFORNIA
FRANCHISE TAX BOARD
PO BOX 942857
SACRAMENTO CA 94257-0540

Entity Status Letter

Date: 2/2/2016

ESL ID: 3179466734

According to our records, the following entity information is true and accurate as of the date of this letter.

Entity ID: 3330081

Entity Name: SIERRA SAVING GRACE HOMELESS PROJECT

☒ 1. The entity is in good standing with the Franchise Tax Board.

☐ 2. The entity is **not** in good standing with the Franchise Tax Board.

☒ 3. The entity is currently exempt from tax under Revenue and Taxation Code (R&TC) Section 23701d.

☐ 4. We do not have current information about the entity.

The above information does not necessarily reflect:

- The entity's status with any other agency of the State of California, or other government agency.
- If the entity's powers, rights, and privileges were suspended or forfeited at any time in the past, or the entity did business in California at a time when it was not qualified or not registered to do business in California:
  - The status or voidability of any contracts made in California by the entity at a time when the entity was suspended or forfeited (R&TC Sections 23304.1, 23304.5, 23305a, 23305.1).
  - For entities revived under R&TC Section 23305b, any time limitations on the revivor or limitation of the functions that can be performed by the entity.

Internet and Telephone Assistance

Website: **ftb.ca.gov**
Telephone: 800.852.5711 from within the United States
916.845.6500 from outside the United States
TTY/TDD: 800.822.6268 for persons with hearing or speech impairments

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: JUN 17 2011

SIERRA SAVING GRACE HOMELESS
PROJECT
C/O CANDICE ADAM-MEDEFIND
2381 LAKESIDE DR
MERCED, CA 95340

Employer Identification Number:
27-4663143
DLN:
17053094322001
Contact Person:
NICHOLAS R HINDS ID# 31662
Contact Telephone Number:
(877) 829-5500

Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
November 9, 2010
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

SIERRA SAVING GRACE HOMELESS

Sincerely,

Lois G. Lerner

Lois G. Lerner
Director, Exempt Organizations

Enclosure: Publication 4221-PC

Sierra Saving Grace Homeless Project

BYLAWS

ARTICLE I
Name

Section 1.

The name of the Corporation shall be Sierra Saving Grace Homeless Project.

ARTICLE II
Offices

Section 1. Principal Office.

The principal office will be at 2381 Lakeside Drive, Merced, CA 95340. The Board may change the office location at any time.

ARTICLE III
Purposes

The primary objective and purpose of this corporation shall be to provide a community-based safety net for homeless individuals, particularly those who are not being served by existing programs. We will endeavor to provide support services and advocacy to our clients, which include the overflow from existing homeless shelters, the aged and infirm, and the chronically homeless who suffer from emotional, mental and physical health and substance abuse problems.

ARTICLE IV
Directors

Section 1. Number

Sierra Saving Grace Homeless Project will be governed by a Board of Directors consisting of no less than 5 and no more than 14 people.

The Board of Directors will include representatives from local churches, leaders from community organizations concerned with the needs of the homeless and indigent poor, citizens concerned with the needs of the homeless and indigent poor, and the Executive Director.

Section 2. Powers

Subject to the provisions of the California Nonprofit Public Benefit Corporation law and any limitations in the articles of incorporation and bylaws relating to action required or permitted to be taken or approved by the members, if any, of this corporation, the activities and affairs of this corporation shall be conducted and all corporate powers shall be exercised by or under the direction of the board of directors.

Section 3. Duties

It shall be the duty of the directors to:

(a) Perform any and all duties imposed on them collectively or individually by law, by the articles of incorporation of this corporation, or by these bylaws;

(b) Appoint and remove, employ and discharge, and, except as otherwise provided in these bylaws, prescribe the duties and fix the compensation, if any, of all officers, agents, and employees of the corporation;

(c) Supervise all officers, agents, and employees of the corporation to assure that their duties are performed properly;

(d) Meet at such times and places as required by these bylaws;

(e) Register their addresses, including e-mail, with the secretary of the corporation and notices of meetings mailed or telegraphed to them at such addresses shall be valid notices thereof.

Section 4. Terms

With the exception of the Executive Director, Board members will be elected for two (3) year renewable terms. These term limits may be extended by a motion of the Board if deemed necessary.

Section 5. Restriction Regarding Interested Directors

Notwithstanding any other provision of these bylaws, not more than forty-nine percent (49%) of the persons serving on the board may be interested persons. For purposes of this Section, "interested persons" means either:

(a) Any person currently being compensated by the corporation for services rendered it within the previous twelve (12) months, whether as a full- or part-time officer or other employee, independent contractor, or otherwise, excluding any reasonable compensation paid to a director as director; or

(b) Any brother, sister, ancestor, descendant, spouse, brother-in-law, sister-in-law, son-in-law, daughter-in-law, mother-in-law, or father-in-law of any such person.

Section 6. Nonliability of Directors

The directors shall not be personally liable for the debts, liabilities, or other obligations of the corporation.

ARTICLE V
Meetings

Section 1. Meetings.

The Board will meet at a regularly scheduled time each month, at least 9 months out of a year. Special meetings may be called at the discretion of the Board Chairperson or by three or more members of the Board. Only the purposes for which the meeting is called may be on the agenda of a special meeting.

Notice of the regular meetings shall be mailed to all members. Notice of the time of each special meeting shall be provided to each member at least two (2) days prior to the time set for such meeting, unless the whole Board consents otherwise.

Throughout these bylaws, the term "mailing" shall be read to include electronic mailing.

Section 3. Quorum.

The majority of duly qualified board members shall constitute a quorum for the transaction of all business. In the absence of a quorum, the members who are present shall have the power to adjourn the meeting.

Section 4. Rules of Order

Meetings shall be governed by Robert's Rules of Order.

Section 5. Committees.

The Chairperson, with the advice and consent of the Board, shall have power to appoint such committees as s/he may deem desirable.

Section 6. Action by Unanimous Written Consent Without a Meeting

Any action required or permitted to be taken by the board of directors under any provision of law may be taken without a meeting, if all members of the board shall individually or collectively consent in writing to such action. For the purposes of this Section only, "all members of the board" shall not include any "interested director" as defined in Section 5233 of the California Nonprofit Public Benefit Corporation Law. Such written consent or consents shall be filed with the minutes of the proceedings of the board. Such action by written consent shall have the same force and effect as the unanimous vote of the directors. Any certificate or other document filed under any provision of law which relates to action so taken shall state that the action was taken by unanimous written consent of the board of directors without a meeting and that the bylaws of this corporation authorize the directors to so act, and such statement shall be prima facie evidence of such authority.

ARTICLE VI
Officers

Section 1. Officers.

The officers of the Board shall be a Chairman, Vice-Chairman, Secretary, and Treasurer. The Chairman shall be elected for a term of one year and may be re-elected for no more than four additional terms. Other officers shall be appointed by the Chairman with the approval of the Board and will serve concurrently with the term of the Chairman. Their term of office terminates upon the termination of the Chairman's term of office. The officers will constitute the Executive Committee which will act on behalf of the Board of Directors on interim matters as may be required. Any such actions recommended or taken by the Executive Committee will be reported at the next Board meeting.

Section 2. Nominations and Elections

Nominations for the Chairman shall be held during the September meeting. Election shall be held during the October meeting.

Section 3. Chairman

The Chairman, or alternate, shall preside at all meetings. In the absence of the Chairman and Vice-Chairman, the members present may choose a pro tem to preside at such meeting.

Section 4. Vice-Chairman

The Vice-Chairman, in the absence of, or inability of the Chairman to act, is vested with all powers to perform all the duties of the Chairman.

Section 5. Secretary.

The Secretary shall supervise the maintenance of the minutes of every meeting and mailing of these minutes to each Board Member in advance of the next Board meeting together with the meeting notice.

Section 6. Treasurer

The Treasurer shall supervise the maintenance of adequate and correct accounts of the business transactions and financial assets of the organization. All monies shall be deposited in the name of Sierra Saving Grace Homeless Project, and all funds shall be disbursed by check. An account of the financial condition shall be given at each regular Board meeting.

Section 7. Annual Financial Review

ARTICLE VII
Corporate Records and Reports

SECTION 1. MAINTENANCE OF CORPORATE RECORDS

The corporation shall keep at its principal office in the State of California:

(a) Minutes of all meetings of directors, committees of the board and, if this corporation has members, of all meetings of members, indicating the time and place of holding such meetings, whether regular or special, how called, the notice given, and the names of those present and the proceedings thereof;

(b) Adequate and correct books and records of account, including accounts of its properties and business transactions and accounts of its assets, liabilities, receipts, disbursements, gains, and losses;

(c) A record of its members, if any, indicating their names and addresses and, if applicable, the class of membership held by each member and the termination date of any membership;

(d) A copy of the corporation's articles of incorporation and bylaws as amended to date, which shall be open to inspection by the members, if any, of the corporation at all reasonable times during office hours.

SECTION 2. DIRECTORS' INSPECTION RIGHTS

Every director shall have the absolute right at any reasonable time to inspect and copy all books, records, and documents of every kind and to inspect the physical properties of the corporation.

SECTION 3. RIGHT TO COPY AND MAKE EXTRACTS

Any inspection under the provisions of this Article may be made in person or by agent or attorney and the right to inspection includes the right to copy and make extracts.

SECTION 4. ANNUAL REPORT

The board shall cause an annual report to be furnished not later than one hundred and twenty (120) days after the close of the corporation's fiscal year to all directors of the corporation and, if this corporation has members, to any member who requests it in writing, which report shall contain the following information in appropriate detail:

(a) The assets and liabilities, including the trust funds, of the corporation as of the end of the fiscal year;

(b) The principal changes in assets and liabilities, including trust funds, during the fiscal year;

(c) The revenue or receipts of the corporation, both unrestricted and restricted to particular purposes, for the fiscal year;

(d) The expenses or disbursements of the corporation, for both general and restricted purposes, during the fiscal year;

(e) Any information required by Section 7 of this Article.

The annual report shall be accompanied by any report thereon of independent accountants, or, if there is no such report, the certificate of an authorized officer of the corporation that such statements were prepared without audit from the books and records of the corporation.

If this corporation has members, then, if this corporation receives Twenty-Five Thousand Dollars ($25,000), or more, in gross revenues or receipts during the fiscal year, this corporation shall automatically send the above annual report to all members, in such manner, at such time, and with such contents, including an accompanying report from independent accountants or certification of a corporate officer, as specified by the above provisions of this Section relating to the annual report.

SECTION 5. ANNUAL STATEMENT OF SPECIFIC TRANSACTIONS TO MEMBERS

This corporation shall mail or deliver to all directors and any and all members a statement within one hundred and twenty (120) days after the close of its fiscal year which briefly describes the amount and circumstances of any indemnification or transaction of the following kind:

Any transaction in which the corporation, or its parent or its subsidiary, was a party, and in which either of the following had a direct or indirect material financial interest:

(a) Any director or officer of the corporation, or its parent or its subsidiary (a mere common directorship shall not be considered a material financial interest); or

(b) Any holder of more than ten percent (10%) of the voting power of the corporation, its parent, or its subsidiary.

The above statement need only be provided with respect to a transaction during the previous fiscal year involving more than Fifty Thousand Dollars ($50,000) or which was one of a number of transactions with the same persons involving, in the aggregate, more than Fifty Thousand Dollars ($50,000).

Similarly, the statement need only be provided with respect to indemnifications or advances aggregating more than Ten Thousand Dollars ($10,000) paid during the previous fiscal year to any director or officer, except that no such statement need be made if such indemnification was approved by the members pursuant to Section 5238(e)(2) of the California Nonprofit Public Benefit Corporation Law.

Any statement required by this Section shall briefly describe the names of the interested persons involved in such transactions, stating each person's relationship to the corporation, the nature of such person's interest in the transaction, and, where practical, the amount of such interest, provided that in the case of a transaction with a partnership of which such person is a partner, only the interest of the partnership need be stated.

If this corporation has any members and provides all members with an annual report according to the provisions of Section 6 of this Article, then such annual report shall include the information required by this Section.

ARTICLE VIII

Section 1. Operations.

The Board will hire an Executive Director.

The Board, in its regular October meeting, will adopt a plan setting forth the overall direction of Sierra Saving Grace Homeless Project with regard to specific programs, budgets, personnel requirements and funding.

The Executive Director will implement the directives of the Board as set forth by the Board. The Executive Director will report at the regular monthly meeting of the Board on the status of programs, income and expenditures. Executive Director recommendations for interim program changes may be made at each Board meeting for the approval of the Board. Job descriptions and salary levels shall be set forth by the Board.

Employees required for carrying out the objectives and purposes of Sierra Saving Grace Homeless Project, whether new or replacement, whether into new or old positions, shall be hired by the Executive Director.

Purchases of new or replacement capital assets, and/or individual expense items in excess of $1,000. shall require prior approval of the Board or Executive Committee.

ARTICLE IX
Fiscal Year

Section 1. Fiscal Year.

Sierra Saving Grace Homeless Project shall operate on a calendar year basis.

ARTICLE X
Conflict of Interest and Compensation Approval Policies

SECTION 1. PURPOSE OF CONFLICT OF INTEREST POLICY

The purpose of this conflict of interest policy is to protect this tax-exempt corporation's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the corporation or any "disqualified person" as defined in Section 4958(f)(1) of the Internal Revenue Code and as amplified by Section 53.4958-3 of the IRS Regulations and which might result in a possible "excess benefit transaction" as defined in Section 4958(c)(1)(A) of the Internal Revenue Code and as amplified by Section 53.4958 of the IRS Regulations. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

SECTION 2. DEFINITIONS

(a) Interested Person.

Any director, principal officer, member of a committee with governing board delegated powers, or any other person who is a "disqualified person" as defined in Section 4958(f)(1) of the Internal Revenue Code and as amplified by Section 53.4958-3 of the IRS Regulations, who has a direct or indirect financial interest, as defined below, is an interested person.

(b) Financial Interest.

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

(1) an ownership or investment interest in any entity with which the corporation has a transaction or arrangement,
(2) a compensation arrangement with the corporation or with any entity or individual with which the corporation has a transaction or arrangement, or
(3) a potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the corporation is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Section 3, paragraph B, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

SECTION 3. CONFLICT OF INTEREST AVOIDANCE PRODEDURES

(a) Duty to Disclose.

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

(b) Determining Whether a Conflict of Interest Exists.

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

(c) Procedures for Addressing the Conflict of Interest.

An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
After exercising due diligence, the governing board or committee shall determine whether the corporation can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the corporation's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

(d) Violations of the Conflicts of Interest Policy.

If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

SECTION 4. RECORDS OF BOARD AND BOARD COMMITTEE PROCEEDINGS

The minutes of meetings of the governing board and all committees with board delegated powers shall contain:

(a) The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.

(b) The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

SECTION 5. COMPENSATION APPROVAL POLICIES

A voting member of the governing board who receives compensation, directly or indirectly, from the corporation for services is precluded from voting on matters pertaining to that member's compensation.

A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the corporation for services is precluded from voting on matters pertaining to that member's compensation.

No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the corporation, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

When approving compensation for directors, officers and employees, contractors, and any other compensation contract or arrangement, in addition to complying with the conflict of interest requirements and policies contained in the preceding and following sections of this article as well as the preceding paragraphs of this section of this article, the board or a duly constituted compensation committee of the board shall also comply with the following additional requirements and procedures:

(a) the terms of compensation shall be approved by the board or compensation committee prior to the first payment of compensation.

(b) all members of the board or compensation committee who approve compensation arrangements must not have a conflict of interest with respect to the compensation arrangement as specified in IRS Regulation Section 53.4958-6(c)(iii), which generally requires that each board member or committee member approving a compensation arrangement between this organization and a "disqualified person" (as defined in Section 4958(f)(1) of the Internal Revenue Code and as amplified by Section 53.4958-3 of the IRS Regulations):

1. is not the person who is the subject of compensation arrangement, or a family member of such person;
2. is not in an employment relationship subject to the direction or control of the person who is the subject of compensation arrangement
3. does not receive compensation or other payments subject to approval by the person who is the subject of compensation arrangement
4. has no material financial interest affected by the compensation arrangement; and
5. does not approve a transaction providing economic benefits to the person who is the subject of the compensation arrangement, who in turn has approved or will approve a transaction providing benefits to the board or committee member.

(c) the board or compensation committee shall obtain and rely upon appropriate data as to comparability prior to approving the terms of compensation. Appropriate data may include the following:

1. compensation levels paid by similarly situated organizations, both taxable and tax-exempt, for functionally comparable positions. "Similarly situated" organizations are those of a similar size and purpose and with similar resources
2. the availability of similar services in the geographic area of this organization
3. current compensation surveys compiled by independent firms
4. actual written offers from similar institutions competing for the services of the person who is the subject of the compensation arrangement.

As allowed by IRS Regulation 4958-6, if this organization has average annual gross receipts (including contributions) for its three prior tax years of less than $1 million, the board or compensation committee will have obtained and relied upon appropriate data as to comparability if it obtains and relies upon data on compensation paid by three comparable organizations in the same or similar communities for similar services.

(d) the terms of compensation and the basis for approving them shall be recorded in written minutes of the meeting of the board or compensation committee that approved the compensation. Such documentation shall include:

1. the terms of the compensation arrangement and the date it was approved
2. the members of the board or compensation committee who were present during debate on the transaction, those who voted on it, and the votes cast by each board or committee member
3. the comparability data obtained and relied upon and how the data was obtained.
4. If the board or compensation committee determines that reasonable compensation for a specific position in this organization or for providing services under any other compensation arrangement

with this organization is higher or lower than the range of comparability data obtained, the board or committee shall record in the minutes of the meeting the basis for its determination.

5. If the board or committee makes adjustments to comparability data due to geographic area or other specific conditions, these adjustments and the reasons for them shall be recorded in the minutes of the board or committee meeting.
6. any actions taken with respect to determining if a board or committee member had a conflict of interest with respect to the compensation arrangement, and if so, actions taken to make sure the member with the conflict of interest did not affect or participate in the approval of the transaction (for example, a notation in the records that after a finding of conflict of interest by a member, the member with the conflict of interest was asked to, and did, leave the meeting prior to a discussion of the compensation arrangement and a taking of the votes to approve the arrangement).
7. The minutes of board or committee meetings at which compensation arrangements are approved must be prepared before the later of the date of the next board or committee meeting or 60 days after the final actions of the board or committee are taken with respect to the approval of the compensation arrangements. The minutes must be reviewed and approved by the board and committee as reasonable, accurate, and complete within a reasonable period thereafter, normally prior to or at the next board or committee meeting following final action on the arrangement by the board or committee.

SECTION 6. ANNUAL STATEMENTS

Each director, principal officer, and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

(a) has received a copy of the conflicts of interest policy,
(b) has read and understands the policy,
(c) has agreed to comply with the policy, and
(d) understands the corporation is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

SECTION 7. PERIODIC REVIEWS

To ensure the corporation operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

(a) Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's-length bargaining.

(b) Whether partnerships, joint ventures, and arrangements with management organizations conform to the corporation's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes, and do not result in inurement, impermissible private benefit, or in an excess benefit transaction.

SECTION 8. USE OF OUTSIDE EXPERTS

When conducting the periodic reviews as provided for in Section 7, the corporation may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

ARTICLE XI
Prohibition Against Sharing Corporate Profits and Assets

Section 1. Prohibition Against Sharing Corporate Profits and Assets

No member, director, officer, employee, or other person connected with this corporation, or any private individual, shall receive at any time any of the net earnings or pecuniary profit from the operations of the corporation, provided, however, that this provision shall not prevent payment to any such person of reasonable compensation for services performed for the corporation in effecting any of its public or charitable purposes, provided that such compensation is otherwise permitted by these bylaws and is fixed by resolution of the board of directors; and no such person or persons shall be entitled to share in the distribution of, and shall not receive, any of the corporate assets on dissolution of the corporation. All members, if any, of the corporation shall be deemed to have expressly consented and agreed that on such dissolution or winding up of the affairs of the corporation, whether voluntarily or involuntarily, the assets of the corporation, after all debts have been satisfied, shall be distributed as required by the articles of incorporation of this corporation and not otherwise.

ARTICLE XII
Amendment of Bylaws

Section 1. Amendment

These bylaws may be repealed or amended or new laws may be adopted at any meeting of the Board by a vote of the majority of the Board members.

ARTICLE XIII
Amendment of Articles

Section 1. Amendment

Amendment of the articles of incorporation may be adopted by the approval of the board of directors and by the approval of any members of this corporation.

SECTION 2. Certain Amendments

Notwithstanding the above sections of this Article, this corporation shall not amend its articles of incorporation to alter any statement which appears in the original articles of incorporation of the names and addresses of the first directors of this corporation, nor the name and address of its initial agent, except to correct an error in such statement or to delete such statement after the corporation has filed a "Statement by a Domestic Nonprofit Corporation" pursuant to Section 6210 of the California Nonprofit Corporation Law.

ARTICLE XIV
MEMBERS

SECTION 1. DETERMINATION OF MEMBERS

If this corporation makes no provision for members, then, pursuant to Section 5310(b) of the Nonprofit Public Benefit Corporation Law of the State of California, any action which would otherwise, under law or the provisions of the articles of incorporation or bylaws of this corporation, require approval by a majority of all members or approval by the members, shall only require the approval of the board of directors.

WRITTEN CONSENT OF DIRECTORS ADOPTING BYLAWS

We, the undersigned, are all of the persons named as the initial directors in the articles of incorporation of Sierra Saving Grace Homeless Program, a California nonprofit corporation, and, pursuant to the authority granted to the directors by these bylaws to take action by unanimous written consent without a meeting, consent to, and hereby do, adopt the foregoing bylaws, consisting of 12 pages (including this one), as the bylaws of this corporation.

Dated: 2/24/11

Joe Carreo, Director

Catherine R Grace, Director

Lin Fagan-Grant, Director

CERTIFICATE

This is to certify that the foregoing is a true and correct copy of the bylaws of the corporation named in the title thereto and that such bylaws were duly adopted by the board of directors of said corporation on the date set forth below.

Dated: 2/24/11

Catherine R Grace, Secretary

ADOPTED January 23, 2011.

Board of Directors
Joe Carroll
Margaret Simmons
Phil Nelson
Christy Schlapia

Executive Director
Kristin Bizzack

Case Manager I
Deborah Bracamonte-Tweedy

Case Manager
Elvira Sanchez

Bookkeeper
Spinardi and Jones CPA

Outreach Worker
Ed Cheatham

Case Manager
Angel Stanley

Interns and Volunteers
Michaela Shanahan
Anne-Marie Bandoni
Lee Greenawalt
Norma Cardoza

23 Churches and Community Volunteers

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 10/11/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER

Rucker Insurance Agency
507 W 25th Street
Merced , Ca 95340

CONTACT NAME: Gary T. Rucker
PHONE (A/C, No, Ext): (209) 726-0234 FAX (A/C, No): 209-726-0287
E-MAIL ADDRESS: grucker@farmersagent.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Philadelphia Indemnity Insurance Company	
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED

Sierra Saving Grace Homeless Project
1345 E. Olive Ave.
PO Box 1301
Merced CA 95340

COVERAGES CERTIFICATE NUMBER: 0001 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	COMMERCIAL GENERAL LIABILITY; CLAIMS-MADE; [X] OCCUR	X		PHPK1749448	01/28/2018	01/28/2019	EACH OCCURRENCE	$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY; PRO-JECT; LOC						GENERAL AGGREGATE	$ 3,000,000
	OTHER:						PRODUCTS - COMP/OP AGG	$ 3,000,000
								$
A	AUTOMOBILE LIABILITY; ANY AUTO; OWNED AUTOS ONLY; SCHEDULED AUTOS; [X] HIRED AUTOS ONLY; [X] NON-OWNED AUTOS ONLY			PHPK1749448	01/28/2018	01/28/2019	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB; OCCUR; EXCESS LIAB; CLAIMS-MADE						EACH OCCURRENCE	$
	DED; RETENTION $						AGGREGATE	$
								$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N; ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH); If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					PER STATUTE; OTH-ER	
							E.L. EACH ACCIDENT	$
							E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Sierra Saving Grace Homeless Project office located at 1345 E. Olive Ave., Merced, Ca. 95340. To assist Homeless Individuals and Families off the street and into housing. City of Merced to be listed as Additional Insured per policy form PI-GLD-HS(10/11).

CERTIFICATE HOLDER

City Of Merced
Merced Civic Center
678 W. 18th Street
Merced, Ca. 95340

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Gary T. Rucker

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 10/11/2018

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PRODUCER Rucker Insurance Agency 507 W 25th Street Merced , Ca 95340	CONTACT NAME: Gary T. Rucker PHONE (A/C, No, Ext): (209) 726-0234 FAX (A/C, No): 209-726-0287 E-MAIL ADDRESS: grucker@farmersagent.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Philadelphia Indemnity Insurance Company	
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
Sierra Saving Grace Homeless Project
1345 E. Olive Ave.
PO Box 1301
Merced CA 95340

COVERAGES **CERTIFICATE NUMBER:** 0001 **REVISION NUMBER:**

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INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
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							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 1,000,000
							GENERAL AGGREGATE	$ 3,000,000
							PRODUCTS - COMP/OP AGG	$ 3,000,000
								$
A	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY / SCHEDULED AUTOS [X] HIRED AUTOS ONLY / [X] NON-OWNED AUTOS ONLY			PHPK1749448	01/28/2018	01/28/2019	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB / OCCUR EXCESS LIAB / CLAIMS-MADE DED RETENTION $						EACH OCCURRENCE	$
							AGGREGATE	$
								$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A					PER STATUTE / OTH-ER	
							E.L. EACH ACCIDENT	$
							E.L. DISEASE - EA EMPLOYEE	$
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CERTIFICATE HOLDER	CANCELLATION
Boys & Girls Club of Merced 615 W. 15th Street Merced, Ca. 95340	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Gary T. Rucker