

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: Healthy Homes Elder Housing Program
Agency Name: Healthy House Within a MATCH Coalition

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:

<input checked="" type="checkbox"/>	Application Submittal Checklist
<input checked="" type="checkbox"/>	Application for Funding
<input checked="" type="checkbox"/>	Appendix A: Narrative of Project
<input checked="" type="checkbox"/>	Appendix B: Capital Improvement Project (CIP) Project Details
<input checked="" type="checkbox"/>	Appendix C: List of All Funding Sources & Two Years of Annual Financial Audits
<input checked="" type="checkbox"/>	Appendix D : Project Implementation
<input checked="" type="checkbox"/>	Appendix E : Results of Prior Year Projects <i>(as applicable to project; see form)</i>
<input checked="" type="checkbox"/>	Appendix F: Roster of Board Members
<input checked="" type="checkbox"/>	State and Federal Tax Exemption Determination Letters
<input checked="" type="checkbox"/>	Charter and/or Bylaws
<input checked="" type="checkbox"/>	Organization Chart
<input checked="" type="checkbox"/>	Copy of Insurance Certificate
<input checked="" type="checkbox"/>	Applicant Attended MANDATORY Community Meeting



FY 2019/20 CDBG APPLICATION SUBMITTAL CHECKLIST

PROJECT-SPECIFIC REQUIREMENTS: For PUBLIC SERVICES projects only

<input checked="" type="checkbox"/>	Copy of Rental or Lease Agreement (<i>A copy of lease is only required if CDBG funds are proposed to be used to make a portion of the lease payments.</i>)
-------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------

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

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

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

<input type="checkbox"/>	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).
<input type="checkbox"/>	Letters: You may submit up to 3 letters of support for your project as part of your application submittal.





Fiscal Year 2019

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

Application for Funding

Project category: <small>(check one only)</small>	<input checked="" type="checkbox"/> Public Service	<input type="checkbox"/> Capital Improvement Project (CIP)
	<input type="checkbox"/> Economic Development	<input type="checkbox"/> Administrative/Professional Services (Continuum of Care or Fair Housing)

Agency Information

Agency Name:	Healthy House Within A MATCH Coalition	Program Title:	Healthy Homes Elder Advocacy Project
---------------------	----------------------------------------	-----------------------	--------------------------------------

Business Address, including city:	301 W 18 th Street, Ste. 101, Merced, CA 95340				
Mailing Address: (if different)	Same as above				
Applicant contact name:	Healthy House Within a MATCH Coalition				
Type of agency:	<input checked="" type="checkbox"/> 501(c)(3)	<input type="checkbox"/> Gov't./Public	<input type="checkbox"/> For Profit	<input type="checkbox"/> Faith-Based	<input type="checkbox"/> Other:
Number of paid staff:	29	Tax ID number:	77-0568168		
Number of volunteers:	6	DUNS number:	016603644		
Annual operating budget:	\$591,000				

Agency Mission Statement:

To promote the well-being and health of all people in our multi-ethnic community through the provision of education, services and advocacy which are founded in respect for language, culture, and health equity.

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

Healthy Homes Elder Advocacy Project

After the onset of the Healthy House Abuse in Later Life project (a program focusing on community education and advocacy on 'elder abuse'), other service providers started to refer homeless seniors to Healthy House. In fact, **seniors are one of the fastest growing homeless populations**. Studies across the U.S. have indicated a clear upward trend in the proportion of 'elderly' persons among the homeless population. And a **particular subset of the seniors, 50-64 years, are especially vulnerable to 'falling between the cracks'** of governmental safety nets. We have such funding for families, women and children, and 'aged-out' foster kids, but none for the eldest among us!

With this in mind, Healthy House (#77-0568168) is requesting CDBG monies to **expand** our *One Stop Homeless Ambassador Project* to include: **1) A Healthy Homes Rental Assistance Fund for elders, 50-64 yr., who are homeless or at imminent risk of homelessness** within the City of Merced, prioritizing those with mental and/or physical health issues, or those who require culturally and linguistically responsive services (e.g. over

50% of homeless in Merced are from underserved and/or cultural populations) ; 2) **A Healthy Homes Advocate** (12 hrs/week) to continue assisting 20-50 homeless seniors or seniors at risk of imminent homelessness in securing either eligible services, rapid rehousing, transitional housing, or, ideally, Permanent Supportive Housing; 3) **expand our Homeless Elder Support Group**; and 4) **add a new Elder Care/Home Share service** where we 'match up' eligible elders for 'shared housing' if it can provide access to available and affordable housing.

This HH Advocate will continue to be **part of our One Stop Point of Contact team** and will work with local landlords, local housing programs, and local non-profits (including other HUD-funded grantees) to help identify and access available housing, ideally Permanent Supportive Housing, for these needy seniors. While we will work with **seniors who are homeless or at imminent risk of homelessness (but do not qualify as "chronically homeless" under HUD guidelines)**, we will **also** provide advocacy and/or location of housing for **'chronically homeless' seniors languishing on the Coordinated Entry System list** (e.g. hundreds of 'chronically homeless' persons who are waiting for Housing First and/or Sec. 8 rentals to come available in our area), and, in so doing, to support the timely use of HUD monies targeted for this very purpose.

In addition, the HH Advocate will help these elders **navigate** through the mental, physical, financial, legal, spiritual, substance abuse, food transportation, logistical, and shelter systems necessary to prepare them for stable housing. The Advocate will also **participate in the weekly Holding Hands Support Group**, with the help of a student intern, including outreach to 100 homeless seniors in order to build community around 25-50 homeless seniors, addressing a **core underlying factor contributing to homelessness, the lack and loss of community**. The HH Advocate will **provide intensive case management**, or secure a "LOTs More" volunteer or student intern, to mentor the newly housed seniors, in order to prevent them from **falling out of housing**. Finally, the Advocate will **ensure confidentiality** for all case management, participate in and attend the **Continuum of Care meetings**, and report all statistical data required by the **HMIS system**. **Donations and grant funding have secured \$2500** to continue the Healthy Homes Rental Assistance Fund. In addition, an **'in kind' contribution of \$5400** of work by a student intern (e.g. 10 hrs/wk for 9 mons.) will be secured this next year for the project.

Funding Request

Total funding requested in this application:	\$20,000	Other funds already secured for project:	
Total cost to complete project:		Other funds not yet secured for project: *	\$5,400

*Please explain in Project Description section below

** This Box For City of Merced Office Use Only – Thank You **			
Project Eligible?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Amt Awarded: \$ _____ Date: _____
HUD Matrix Code: _____		IDIS #: _____	
SAM Check Complete? <input type="checkbox"/> Yes		Notes: _____	

Section 1: Project Information

Project address(es):	Census tract:	Project Area:
301 W 18 th Street, Ste 101	13.02	South
Merced, CA 95340	13.02	Central

Target clientele:	Homeless Seniors
-------------------	------------------

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.

Healthy Homes Elder Rental Assistance and Advocacy Project

After the onset of the Healthy House Abuse in Later Life project (a program focusing on community education and advocacy on 'elder abuse'), other service providers started to refer homeless seniors to Healthy House. In fact, **seniors are one of the fastest growing homeless populations**. Studies across the U.S. have indicated a clear upward trend in the proportion of 'elderly' persons among the homeless population. And a **particular subset of the seniors, 50-64 years, are especially vulnerable to 'falling between the cracks'** of governmental safety nets. What was most surprising was to find out from Adult Protective Services and other agencies that there has been absolutely **no rental assistance funding available specifically for seniors, even those over 65 years of age**. (This has changed recently with the awarding of the Home Safe funding to APS. However, those funds only provide rental assistance for seniors, aged 65 or older. There is still a serious gap for elders, aged 50-64. We have rental assistance funding for families, women and children, and 'aged-out' foster kids, but none for this vulnerable group of elders.)

With this in mind, Healthy House (#77-0568168) is requesting CDBG monies to **expand** our *One Stop Homeless Ambassador Project* to include: 1) **A (more specific) Healthy Homes Rental Assistance Senior Fund for elders, aged 50-64, who are homeless or at imminent risk of homelessness** within the City of Merced, prioritizing those with mental and/or physical health issues, or those who require culturally and linguistically responsive services (e.g. over 60% of homeless in Merced are from underserved and/or cultural populations); 2) **A Healthy Homes Advocate** (12 hrs/week) to continue to assist 20-50 homeless seniors or seniors at risk of imminent homelessness, aged 50 and older, in securing either eligible services, rapid rehousing, transitional housing, or, ideally, Permanent Supportive Housing; 3) **Expansion of our Homeless Elder Support Group**; and 4) add **a new Elder Care/Home Share service** where we 'match up' eligible elders for 'shared housing' if it can provide access to available and affordable housing.

The HH Advocate will continue to be **part of our One Stop Point of Contact team** and will work with local landlords, local housing programs, and local non-profits (including other HUD-funded grantees) to help identify and access available housing, ideally Permanent Supportive Housing, for these needy seniors. While we will work with **seniors who are homeless or at imminent risk of homelessness (but do not qualify as "chronically homeless"** under HUD guidelines), we will **also** provide advocacy and/or location of housing for **'chronically homeless' seniors languishing on the Coordinated Entry System list** (e.g. hundreds of 'chronically homeless' persons who are waiting for Housing First and/or Sec. 8 rentals to come available in our area), and, in so doing, to support the timely use of HUD monies targeted for this very purpose.

In addition, the HH Advocate will help these elders **navigate** through the mental, physical, financial, legal, spiritual, substance abuse, food transportation, logistical, and shelter systems necessary to prepare them for stable housing. The Advocate will also **facilitate the weekly Holding Hands Support Group**, with the help of a student intern, including outreach to 100 homeless seniors in order to build community around 25-50 homeless seniors, addressing a **core underlying factor contributing to homelessness, the lack and loss of community**. The HH Advocate will continue to **provide intensive case management**, and secure **"LOTs More (More for the Least of These)"** volunteer and a student intern, to mentor the 10 newly housed seniors, in order to prevent them from **falling out of housing**. Finally, the Advocate will **ensure confidentiality** for all case management, participate in and attend the **Continuum of Care meetings**, and report all statistical data required by the **HMIS system**.

Donations and grant funding have secured \$2500 to continue the Healthy Homes Rental Assistance Fund for 2019-2020. In addition, an **'in kind' contribution of \$5400** of work by a student intern (e.g. 10 hrs/wk for 9 mons.) has been secured this next year for the project.

1.2 How much total funding are you requesting in this application?

(You will provide a detailed budget in Appendix C)

\$20,000

1.3. Anticipated start date: July 1, 2019

Anticipated end date: June 30, 2020

1.4. *Project's days/hours of operation:* 12 hours per week, exact schedule to be determined

1.5 <i>Project Category</i> (Check one only)	<input checked="" type="checkbox"/> Public Service	1.6 <i>Project Objective</i> (Check one only)	<input type="checkbox"/> Suitable Living Environment
	<input type="checkbox"/> Economic Development		<input type="checkbox"/> Decent Housing
	<input type="checkbox"/> Capital Improvement		<input type="checkbox"/> Economic Opportunity
1.7 <i>Project Outcome</i> (Check one only)	<input checked="" type="checkbox"/> Availability/Accessibility		
	<input type="checkbox"/> Sustainability		
	<input type="checkbox"/> Affordability		
	<input type="checkbox"/> 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)*

<input checked="" type="checkbox"/>	(1) <i>Area benefit: At least 51% of residents within the targeted activity area are low to moderate income (LMI)</i>
<input checked="" type="checkbox"/>	(2) <i>Limited clientele (select from options below):</i>
<input checked="" type="checkbox"/>	(a) <i>Special needs group (select benefit group from list below):</i>
<input type="checkbox"/>	(i) <i>Abused children</i>
<input checked="" type="checkbox"/>	(ii) <i>Elderly persons 62 years or older</i>
<input type="checkbox"/>	(iii) <i>Battered spouses</i>
<input type="checkbox"/>	(iv) <i>Severely disabled adults (not children) – Census definition; documentation required</i>
<input type="checkbox"/>	(v) <i>Illiterate adults</i>
<input type="checkbox"/>	(vi) <i>Persons living with HIV/AIDS</i>
<input type="checkbox"/>	(vii) <i>Migrant farm workers</i>
<input checked="" type="checkbox"/>	(viii) <i>Homeless persons, prioritizing 50-64 years of age</i>
	(b) <i>At least 51% of clientele to be served will be documented as LMI.</i>
<input type="checkbox"/>	(3) <i>Housing (select subpart below):</i>
<input type="checkbox"/>	(a) <i>Single family (must be 100% LMI)</i>
<input type="checkbox"/>	(b) <i>Multi-unit (must be 51% LMI)</i>
<input type="checkbox"/>	(4) <i>Job creation: At least 51% of jobs for LMI persons.</i>

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

<input type="checkbox"/>	<i>Housing Rehabilitation, Reconstruction, and Neighborhood Revitalization.</i>
<input type="checkbox"/>	<i>New Affordable Housing Construction.</i>
<input type="checkbox"/>	<i>Housing Affordability (Homebuyer Assistance Programs).</i>
<input type="checkbox"/>	<i>City Coordination.</i>
<input checked="" type="checkbox"/>	<i>Improvement of the Quality and Quantity of Public Services.</i>
<input type="checkbox"/>	<i>Improvement of the Quality and Quantity of Community Infrastructure and Public Facilities.</i>
<input type="checkbox"/>	<i>Planning for Future Housing and Infrastructure Needs.</i>
<input checked="" type="checkbox"/>	<i>Homeless Services</i>
<input type="checkbox"/>	<i>Administrative Services</i>

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

Over the past two years, Healthy House, due to our DOJ Abuse in Later Life program, have had 83 individuals referred to us who were either homeless or at imminent risk of homelessness. Of those, 61 were 50 years or older. 9 were in their 70s-80s; 25 were 65 years or older; and, the majority, 36, were between the ages of 50-64 years. The majority of these clients were female and disabled. 60% were people of color. Therefore, a strong focus of this grant, but not exclusively, are elders, 50-64, due to their vulnerabilities and lack of services. 35 of these clients were housed due to the CDBG grant. Therefore, we are asking for a continuation of this important work, focusing on the elders who continue to experience a serious gap in services.

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 will improve the quality and quantity of public services going to seniors who are homeless or at imminent risk of homelessness, with a specific, but not exclusive, focus on those aged 50-64 (due to their ineligibility for Medicare, Soc Sec, Senior Housing programs, and APS services), through utilizing a comprehensive approach, involving rental assistance, coordination, advocacy, and improved usage of existing services.

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

Merced is one of the most economically distressed and ethnically diverse communities in the entire country. The systemic problem of widespread homelessness has greatly increased here over the past 30 years. Public policy decisions (e.g. closing down mental institutions), loss of jobs, declining wages, increased access to highly addictive and cheap drugs, the widening income gap, reduced low-income housing, and a severe shortage in rentals (1% vacancy rate) have all contributed to the problem. However, in recent years, many resources have been directed at homelessness with little impact on seniors, one of the fast growing homeless populations. In fact, Catholics Charities has reported that the number of homeless looking for services in Merced has tripled over the past years, and many of those are seniors. In addition, studies across the U.S. have shown a clear upward trend in the proportion of 'older' persons among the homeless. And a particular group of seniors, aged 50-64, more frequently fall between the cracks of governmental safety nets as they are not old enough to qualify for Medicare, Subsidized Senior Housing, or Social Security Benefits, and, at the same time, have physical health comparable to someone much older due to poor nutrition and the severe living conditions of homelessness. (National Coalition for the Homeless—Elder Homelessness) What is needed is a holistic workable model for homelessness among seniors. . . a comprehensive, 'one stop' approach to assisting the elderly homeless, using a Healthy Homes Advocate, is needed to navigate these vulnerable persons through the multiple, confusing, and, at times, overlapping systems. Moreover, an Elder Rental Assistance Fund for elders, aged 50-64, needs to be established to ensure that elderly citizens, more vulnerable to homelessness, can find safe, secure and, ideally, permanent supportive housing.

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:

Service #1: (expansion) The Healthy Homes Rental Assistance Fund will provide much needed financial assistance to seniors who are homeless or at imminent risk of homelessness due to inability to afford **deposits or other types of one-time temporary rental assistance**. These seniors will be high risk and underserved, 50-64 years old, and located within the City of Merced. Those with mental and/or physical health issues, or those who require culturally and linguistically responsive services will be prioritized. This is an **expansion** of our establish One Stop Homeless Ambassador Program.

Service #2: (expansion) The Healthy Homes Senior Housing Advocate will assist 20-50 homeless seniors or seniors at risk of imminent homelessness in securing either eligible services, rapid rehousing, transitional housing, or, ideally, Permanent Supportive Housing. This HH advocate will coordinate with **New Directions**, and will work with local landlords, local housing programs, and local non-profits (including other HUD-funded grantees) to help identify and access available housing for at least 10 seniors. The Advocate will help seniors navigate through the mental, physical, financial, legal, spiritual, substance abuse, food transportation, logistical, and shelter systems necessary to prepare them for stable housing. The Advocate will facilitate the Holding Hands Support Group, and include outreach to 100 homeless seniors in order to build community around 20-50 homeless seniors, addressing a core underlying factor contributing to homelessness, the lack and loss of community. The Advocate will also secure Lots More volunteers or a student intern to mentor at least 10 newly housed seniors; offer **new Elder Care/Home Share options** to eligible elders who might 'share housing'; and utilize **a comprehensive approach to connecting homeless elders to the Coordinated Community Response Committee**, 15 public and private agencies which do elder case review. Finally, the Advocate will ensure confidentiality for

all case management, participate in the Continuum of Care, and report all statistical data required by the HMIS system.

Service #3: (expansion) The Holding Hands Support Group, which will be expanded, is a service designed to build community around homeless clients as part of their transition into services and, ultimately, into housing.

Service #4: (expansion) The "A LOT More" Volunteer Network ("More for the Least of These") pairs homeless clients with a trained volunteer who can advocate for them through the complex process of securing services, developing a 'stream of income,' and stabilizing housing. This also reclaims a sense of community, empathy and collective humanity.

Service #5: (expansion) Elder Care/Home Share Services is an innovative program to allow 'matching up' of eligible elders for 'shared housing,' when possible to expedite the securing of affordable and available housing

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

Healthy House (HH) is the CoC fiscal agent responsible to assist homeless clients in attaining birth certificates and identification cards (Homeless Connect). As a Covered CA Navigator org, we assist homeless persons with acquiring health insurance. We publicize these services through fliers, media, and direct contact with persons who frequent the homeless shelter. HH will publicize within the CoC, the *Merced County Healthcare Consortium, and local cultural communities*. HH will publicize to elderly persons (who have experienced abuse, neglect or exploitation) through our Abuse in Later Life MOU Partners, APS, VCC, City of Merced Police, and the DA's office, and through the New Directions O & E Center.

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:

Outcome #1: To expand a Healthy Homes Senior Rental Assistance fund to assist *at least 6 seniors, aged 50-64*, who are at risk of homelessness to access or retain housing by providing one time rental assistance monies.

Outcome #2: To continue providing a Healthy Homes Senior Housing Advocate to assist *20-50 seniors* who are homeless or at imminent risk of, in securing eligible services, rapid rehousing, transitional housing, or permanent supportive housing.

Outcome #3: The HH Senior Housing Advocate will provide intensive confidential case management to *20-50 seniors per mon*. The advocate will participate in the New Directions O & E Center. At least *20-50 eligible seniors per mon* will receive culturally and linguistically responsive info, assistance, and/or referrals for services to address mental, physical, financial, legal, spiritual, substance abuse, food, transportation, logistical, shelter and housing issues.

Outcome #4: Expand the Holding Hands Support Group, serving at least *12 newly housed seniors*, and utilize mentors from the *LOTS More Network* or student interns, to build community around these vulnerable clients. Pre- and post-evaluations for both clients, staff, and volunteers will assess effectiveness; developing self-worth, addressing isolation and mistrust, reduction of stress and building community will be the focus.

Outcome #5: Start a new Elder Care/Home Share service, for *6-10 clients*, offering 'match up' opportunities for elders who wish to explore 'shared housing' opportunities in order to access available and affordable housing.

1.15 Will the project collaborate with other service providers in the community? If yes, list them and briefly describe the collaboration:

<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
-------------------------------------	-----	--------------------------	----

Coordinated Community Response Team for Abuse in Later Life: The team, meeting monthly, includes: HH, City of Merced Police, the DA's Office of Merced Co, Adult Protective Services, and Valley Crisis Center. New team members include Ombudsmen, Central CA Legal Services, ER Social Worker, Catholic Charities, Merced Co. Rescue Mission, and Area Agency on Aging. The team is beginning to brainstorm how to prevent such persons from falling through the cracks which are increasingly evident in the services available.

Continuum of Care: HH ED Candice Adam-Medefind, is on the Executive Board of the Continuum, and Healthy House continues to serve as the fiscal agent for the annual Homeless Connect event.

New Directions Outreach and Engagement Center: HH has accessed the New Directions Center, & its partners, for 'one stop shop' approach to services over the course of the last month. ND has joined CCR Committee.

Cultural Organizations: HH has partnered with 16 cultural organizations over past 20 years.

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

2.1 What is the target population for this project?

The Project will improve the quality and quantity of public services going to seniors, who are homeless or at imminent risk of homelessness, with a specific, but not exclusive, focus on those aged 50-64 (due to their ineligibility for Medicare, Soc Sec, subsidized Senior Housing programs, and APS services), through utilizing a comprehensive approach, involving rental assistance, coordination, advocacy, and improved usage of existing services.

2.2 How does your agency track and record client demographics?

We have established case management forms on each client which track all significant health and personal client demographics, including health conditions, age, nationality, income level, address or P.O. box, special concerns/needs, and history of health and social service provision. We also have information in a spreadsheet format.

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

We anticipate targeting chronically homeless elders, with a special focus on those aged 50-64, who are found in Census Tract 13.02, South or Central Merced. Healthy House is located in this census tract and will be delivering services within the same.

2.4 Is the primary office located within eligible census tracts and/or Housing project areas?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
-----------------------------------------------------------------------------------------------	-----------------------------------------	-----------------------------

2.5 Indicate whether the project will be serving individual clients (IC) or households (HH):	<input checked="" type="checkbox"/> IC	<input type="checkbox"/> HH
----------------------------------------------------------------------------------------------	----------------------------------------	-----------------------------

2.6 What is the total number of unduplicated clients/households to be served?	75
-------------------------------------------------------------------------------	----

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?	75
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------	----

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?	\$267
--------------------------------------------	-------

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:	Candice Adam-Medefind
Title of person:	Executive Director
E-mail address:	candice@healthyhousemerced.org
Telephone number:	209-724-0102
Alternate phone:	209-354-1300

3.2. Who will be the alternate person responsible for the overall oversight of the proposed project?

Name of person:	Nai Saechao
Title of person:	Executive Assistant/Office Manager
E-mail address:	nai@healthyhousemerced.org
Telephone number:	209-724-0102
Alternate phone:	209-724-0102

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:	La Verne Davis
Title of person:	Cultural Specialist
E-mail address:	laverne@healthyhousemerced.org
Telephone number:	209-724-0102
Alternate phone:	209-724-0102
Name of person:	Belle Vallador
Title of person:	Language & Cultural Specialist
E-mail address:	belle@healthyhousemerced.org
Telephone number:	209-724-0102
Alternate phone:	209-724-0102

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:	Candice Adam-Medefind
Title of person:	Executive Director
E-mail address:	candice@healthyhousemerced.org
Telephone number:	209-724-0102
Alternate phone:	209-354-1300
Name of person:	Alicia De Los Santos
Title of person:	Bookkeeper
E-mail address:	alicia@healthyhousemerced.org
Telephone number:	209-724-0102
Alternate phone:	209-354-1300

Add any additional relevant information here:

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

1. We give all clients involved a brief pre-program survey to ascertain their current level of health and social services/aid. We also inquire regarding consistency, and barriers to, making appointments critical to maintaining services and aid. This same survey is given at the end of the grant period to assess their improvements in these same areas.
2. We will use data tracking forms to monitor participant attendance in program activities, client demographics, changes in health status related to access to care and housing, interactions with law enforcement, ability/desire to 'share housing,' and increased access to homeless and/or housing services.
3. We document anecdotal evidence from chronically homeless clients on linguistic and cultural challenges encountered regarding any of the aforementioned issues. We do this quarterly to track improvements and make recommendations.

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. [Playing by the Rules Handbook](#)

Internal Controls: We have a written set of policies and procedures that define staff qualifications and duties, lines of authority, separation of functions, and access to assets and sensitive documents. We also have written accounting procedures for approving and recording transactions, and financial records are checked on a regular basis against actual assets and liabilities for completeness and accuracy. In addition, we employ both an onsite bookkeeper and an offsite independent accountant who has remote access to our books at all times. Both the bookkeeper and the financial accountant report to our BOD on a regular basis with monthly financial reports and comparisons.

Accounting Records: We maintain an adequate financial accounting system which includes: 1) chart of accounts; 2) general ledger; 3) cash receipts journal; 4) cash disbursements journal; 5) payroll journal; 6) payable and receivable ledgers. We have reliable and up-to-date information about sources and uses of all funds and our off site financial accountant provides an in depth financial analysis to our Board of Directors on a quarterly basis.

Allowable Costs: Our history of handling large, publicly funded grants has allowed us to develop a clearly defined set of standards and procedures for determining the reasonableness, allowability and allocability of costs incurred consistent with basic Federal and State rules regarding such programs. We set up grant binders for each grant program which document important restrictions on types and amounts of expenditures as well as critical timelines, reports, etc. required by the respective grant. Healthy House' approved indirect cost allocation plan conforms to all grant requirements.

Source Documentation: We do maintain up-to-date files of original source documentation (receipts, invoices, canceled checks, etc.) for all our financial transactions, including those involving the use of CDBG program funding.

Budget Controls: We have an up-to-date annual budget, which is approved by the BOD, for all funded activities. It is used to perform comparisons with actual expenditures for each budget category. Our BOD and administration regularly compare progress toward the achievement of goals with the rate of expenditure of program funds.

Cash Management: We have a regular procedure for accurately projecting the cash needs of the organization that will serve to minimize the time between the receipt of funds from grantee and their actual disbursement. WE will ensure that all CDBG program income is used for permitted activities before further drawdowns are made for the same activity.

Financial Reporting: Healthy House can provide accurate, current, and complete disclosure of the financial results of any Federally-sponsored project or program in accordance with the reporting requirements of the grantee and HUD.

Audits: We contract with Spinardi and Jones, a local accountancy corporation, to provide an annual Financial Review for the agency. Our latest Review was recently completed for the Year ending December 31, 2012. It includes an independent Accountants' Review Report, a Statement of Assets, Liabilities and Net Assets, a Statement of support, Revenue, Expenses and other changes in Net Assets, a Statement of Functional Expenses, a statement of Cash Flows, a Summary of Significant Accounting Policies, Lease Commitments, Contingent Liabilities, and Subsequent Events.

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.)

Healthy House had dealt with clients, including ethnic elders, with serious and chronic medical conditions, some constituting recognized disabilities, for the past 15 years. Our current facilities are ADA compliant and we have no unresolved ADA issues at this time.

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

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:

Healthy House will provide reimbursement requests, with supporting documentation to the CDBG grant representative at the City, for all program activity expenses. All expenditures require receipts to document allowable expenses, such receipts being recorded and retained in our financial filing system. Copies of all invoices, receipts, time sheets, sign in logs, etc. are attached to required grant reports.

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

The Board of Directors is actively involved in the preparation and approval of the agency annual budget, including defining the programmatic goals of the agency. Thereafter, the Board reviews a complete set of financial reports every month, with an actual in person meeting with our independent financial advisor on a quarterly basis. The board has access to all financial documents in our office and accounting system as needed during its monthly review of the finances.

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

All client demographic information, attendance sheets, education materials, invoices, staff time sheets, receipts, evaluations, and reports are kept in binders which are retained for 7 years (and longer if necessary). All financial records are kept within our bookkeeping system in accordance with required principles of non-profits, and all monies associated with the program are recorded under a separate account (using classification codes) set up specifically for each respective program.

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

Healthy House has a full Independent Financial Review usually every two to three years. This audit is done by a local accountancy corporation, Spinardi and Jones, and includes an Independent Accountants' Review Report, a Statement of Assets, Liabilities and Net Assets, a Statement of Support, Revenue, Expenses and other changes in Net Assets, a Statement of Functional Expenses, a Statement of Cash Flows, a Summary of Significant Accounting Policies, Lease Commitments, Contingent Liabilities, and Subsequent Events. In addition, all of our grant programs are scrutinized and detailed on quarterly financial reports prepared by an offsite independent financial accountant for our Board of Directors. We also list all grants in our monthly financial reports, including all related Expenditures, etc. Information from our latest Financial Review is attached. A current one is still in the process of preparation, so we have also included our most recent annual financial report.

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

The Healthy House bookkeeping system on Quickbooks allow us to use classification codes to track income and expenses for each respective grant account. All of this is carefully recorded in financial reports to our Board every month. All receipts, invoices, etc. are also recorded and filed under the respective grant.

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.)

Healthy House Within a MATCH Coalition is a multicultural nonprofit agency that helps Merced County residents and organizations overcome challenges that arise from differences in language and culture. While we live in a community that is rich in cultural and language traditions, we also recognize that serious mental and physical health disparities that exist are complicated by the social determinants of health which result from the economic challenges in the Central Valley. Healthy House was founded in 1997 and has a proven record of providing services, education and training to build understanding and address health disparities in our multiethnic population. We are also known nationally for expertise and 'cutting edge' development in the field of professional healthcare interpreter training and cultural competence. Ethnic elders have also been a strong focus of our health-based and cultural programs for many years. We recently received a federal grant to work with ethnic elders who suffer from Late in Life Abuse. Merced was one of only 9 communities in the entire country to receive this grant. Healthy House, as the ethnic specific organization serving these elders is the lead agency and is working with local partners, the District Attorney of Merced County, the Merced Police Department, and Valley Crisis Center, to offer a multi-agency team to train all public and private agencies in the community about this increasing problem and then to provide direct services to victims. Finally, HH has been the fiscal agent for the Continuum of Care Homeless Connect event for the past several years. In addition, the Executive Director was the founder of Sierra Saving Grace Homeless Project, the first 'housing first' project in Merced. While serving as Director, SSG housed 49 persons over the period of one year with a \$100000 HUD grant while providing intensive case management to those who were housed. In addition, Healthy House began serving the homeless this past year through its One Stop Shop Homeless Ambassador Program. This experience will be invaluable to the success of the present proposal.

- 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

Our agency would continue to offer support to the chronically homeless, including assisting with birth certificate and ID acquisition and enrollment into health insurance, and would continue the One Stop Shop Homeless Ambassador program and SOARS advocacy already being implemented to assist homeless seniors with developing streams of income and service leading up to housing. We would also continue regular collaboration around homeless elders in partnership with the District Attorney's Office of Merced Co., Merced City Police Department, Valley Crisis Center, Adult Protective Services, and other community partners at our monthly meetings. However, as stated above, homeless elders who suffer from self-neglect are not covered under this Abuse in Later Life program. Finally, we would continue to support the LOTs More volunteer network to assist homeless clients, but in a more limited fashion as time and resources permit. The requested CDBG funding would be immensely helpful in allowing us to successfully expand the first year of our Homeless Ambassador Project through the initiation of a Senior Rental Assistance Fund and a Senior Housing Advocate in order to ensure homeless seniors in our community services and housing in their final stage of life.

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

We would provide support to persons who are currently our senior clients while always watching for additional funding opportunities to help with homelessness issues and expansion of services. We would continue to use volunteers, adding community mentors and/or student interns, to help in this effort, and we would continue to look for grant opportunities, including larger health-based grant programs with homeless components, as they come available. And we will definitely incorporate any elderly persons who are homeless and suffering from abuse, neglect, or exploitation which are eligible for direct services under our current Abuse in Later Life grant funded program.

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:

Healthy Homes Senior Rental Assistance and Advocacy Project

This year has seen a lot of work at Healthy House, but the influx of homeless elders resulting from our Abuse in Later Life project continues to be the most eye-opening. The eye-opener is the growing number of senior citizens who are homeless or at imminent risk of homelessness who started showing up at our door. In fact, **seniors are one of the fastest growing homeless populations**. Studies across the U.S. have indicated a clear upward trend in the proportion of 'elderly' persons among the homeless population. And a **particular subset of seniors, 50-64 years, are especially vulnerable to 'falling between the cracks'** of governmental safety nets. They are not old enough to qualify for Medicare, Senior Housing and/or Social Security Benefits, yet the toll on their physical health from poor nutrition and the severe living conditions of homelessness renders them more comparable to 'housed seniors' twenty years older. (National Coalition for the Homeless)

After the onset of our Abuse in Later Life project (a program focusing on community education and advocacy on 'elder abuse'), other service providers started to refer homeless seniors to Healthy House. What was most surprising was to find out from Adult Protective Services and other agencies that there was absolutely **no rental assistance funding available specifically for seniors, even those over 65 years of age**. Recently, APS received such funding, but only for seniors, aged 65 or older. There is still no specific funding for these most vulnerable elders, aged 50-64!

Since July of 2017, **HH has advocated for 61 seniors who are homeless or at risk of homelessness**. These include an 83-year old woman who, after being abandoned by her drug addicted son, could no longer pay the rent; the elderly wife of a disabled man who is now confined to a convalescent home; a 64-year old grandmother with a disabled grandson who was evicted after 8 years because her landlord no longer wanted to conform with Section 8 housing requirements; a 75-year old disabled woman who has been living in a tent; and a 62 year old woman, suffering from schizo affective disorder, who is being evicted due to lack of healthcare and management of her condition.

Through our prior connections with other organizations and/or landlords, we were able to find housing for about half of these, but this has pretty much exhausted our capacity to do so without funding. In addition, the **serious rental shortage** in our area has made it possible for landlords to demand exceedingly high deposits, ensuring even those seniors receiving SSI or other public assistance can't get into housing without some rental assistance.

With this in mind, Healthy House (#77-0568168) is requesting CDBG monies to **expand** our One Stop Homeless Ambassador Project to include: **1) an expansion of our Healthy Homes Rental Assistance fund for homeless seniors or seniors at imminent risk of homelessness, aged 50-64 (most vulnerable)**, within the City of Merced, prioritizing those with mental and/or physical health issues, or those who require culturally and linguistically responsive services (e.g. over 50% of homeless in Merced are from underserved and/or cultural populations) ; **2) a continuation of our existing Healthy Homes Advocate (12 hrs/week) to assist 20-50 homeless seniors or seniors at risk of imminent homelessness in securing either eligible services, rapid rehousing, transitional housing, or, ideally, Permanent Supportive Housing**. This HH Advocate will be participate with the **One Stop Shop services available at the New Directions Outreach and Engagement Center and the Coordinated Community Response Team (comprised of service providers for elders)**, and will also work with local landlords, local housing programs, and local non-profits (including other HUD-funded grantees) to help identify and access available housing, ideally Permanent Supportive Housing, for these needy seniors. **3) An expansion of our Holding Hands Elder Support Group to include more newly housed elders; 4) an expansion of our Lots More (More for the Least of These) Faith-based Volunteer Network to provide volunteer mentors for newly housed homeless elders; and 5) Add a new service, Elder Care/Home Share, to 'match up' eligible elders for 'shared housing' when it expedites access to available and affordable housing**. While we will work with **seniors who are homeless or at imminent risk of homelessness (but do not qualify as "chronically homeless" under HUD guidelines)**, we will also provide advocacy and/or location of housing for **'chronically homeless' seniors languishing on the Coordinated Entry System list** (e.g. hundreds of 'chronically homeless' persons who are waiting for Housing First and/or Sec. 8 rentals to come available in our area), and, in so doing, to **support the timely use of HUD monies** targeted for this very purpose.

This is **in conformance with HUD guidelines** which actively promote victim service providers (and Healthy House as a private non-profit Abuse in Later Life victim services provider) to fully participate and integrate into the CoC Coordinated Entry Process with the overarching goal of elderly victims having full and complete access to the housing and service resources available through both systems. Specifically, HUD encourages victim service providers within the CoC's

geographic area to establish client driven, trauma-informed and culturally-relevant assessment and screening tools, as well as referral policies and procedures, to ensure that the coordinated entry process addresses the physical and emotional safety, and privacy and confidentiality needs of participants, including access points.

In addition, the HH Advocate will help these elders **navigate** through the mental, physical, financial, legal, spiritual, substance abuse, food transportation, logistical, and shelter systems necessary to prepare them for stable housing. The HH Advocate will also **participate in the weekly Holding Hands Support Group**, with the help of student interns, including **outreach to 100 homeless seniors** in order to build community around **25-50 homeless seniors**, addressing a **core underlying factor contributing to homelessness, the lack and loss of community**. The HH Advocate will **provide intensive case management**, or secure "LOTs More" volunteer or student intern, to mentor the 10 newly housed seniors, in order to prevent them from **falling out of housing**. Finally, the Advocate will **ensure confidentiality** for all case management, participate in and attend the **Continuum of Care meetings**, and report all statistical data required by the **HMIS system**.

Donations and grant funding have secured \$2500 for 2019-2020 to initiate the Healthy Homes Rental Assistance Fund. In addition, an **'in kind' contribution of \$5400** of work by a student intern (e.g. 10 hrs/wk for 9 mons.) will be secured this next year for the project.

2) Explain why it should be awarded funding:

Over the past two years, healthy House, due to our receipt of one of only nine DOJ Abuse in Later Life grants given out in the entire country, have had 83 elderly or disabled individuals, who are homeless or at imminent risk of homelessness, referred to us. Of those, 61 were 50 years or older, with 25 being 65 or older, and 9 were in their 70s or 80s. Most of the rest were in their mid to late 40s. And the majority of all these clients were female, 65 out of 83. Most were disabled and 60% were people of color.

All received intensive case management (including housing search, essential services referrals, and navigation, ongoing case management, limited rental assistance, and income development. . . e.g. SOARS advocacy). Over half of these elderly clients, 35 to be exact, have been housed as a direct result of our services (made possible by the receipt of the CDBG block grant), and another dozen have retained their existing housing due to our supportive intervention.

Moreover, our approach to intensive case management, both prior to housing and also post-housing, has proven very effective. We are a private community-based non-profit that has the flexibility to respond quickly and creatively to the difficult and changing circumstances of the population we are serving. We also have the capacity to provide culturally and linguistically responsive services in 18 languages.

A recent example of this intensive case management involved a 62 year old woman, suffering from schizoid affective disorder, who has had trouble maintaining housing due to her illness. We were able to access affordable housing for her last August. Her rent has been paid on time by her payee, and she, being pretty organized and personally clean, has kept her premises in good condition. However, her propensity to overreact to everyday experiences which cause anxiety has led to complaints from other tenants.

Intensive case management to help her retain housing has involved: 1) Advocating to resolve habitability concerns that arose after she moved into housing; 2) Navigating her through the Mental Health assessment system in order to access medication to treat her condition; 2) Assisting her to make a police report for harassment experienced by another tenant; 3) Assisting her in filing an Answer to an Unlawful Detainer; 4) Accompanying her to CCLS for legal advice on an eviction process; 5) Negotiating with her landlord to help her retain housing until she has gotten through the lengthy process required by Mental Health to re-start her medications; 6) Advocating for her during the process of having her payee changed (e.g. negotiated for an emergency check to cover fundamentals when her check did not arrive at the new payee on the 1st of the month). The result of this intensive approach is that one woman, formerly homeless and suffering from mental illness, is now housed and housed with a landlord, who is more informed, and agreeing to work with us to help keep her so.

Based on this experience, we anticipate that we will be serving up to 250 elderly individuals who are homeless or at risk of imminent homelessness over the course of the next two years or so. These referrals will be mostly female, but not exclusively, and mostly 50 years of age or older. And we feel we are the appropriate agency to serve this high risk underserved population.

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

B.1. Have the construction plans and drawings been completed?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	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:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	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:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	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:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	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?			
<input type="checkbox"/>	Agency-owned		
	Property owner(s):		
	Is there currently a lien on the property?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/>	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?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/>	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?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/>	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?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Has the facility been abated for lead paint?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Will children occupy the facility?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	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?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
If yes, describe below:				

B.10. Is the building/structure located on a Historic Site?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Is the building/structure in a Flood Zone?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Is the building/structure in a Flood Plain?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Does your agency have flood insurance?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Will demolition be required?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	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?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	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)	<input checked="" type="checkbox"/> Public Service	Complete Appendices C-1 & C-2
	<input type="checkbox"/> Economic Development	
	<input type="checkbox"/> Capital Improvement Project (CIP)	
	<input type="checkbox"/> 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.

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

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.

TOTAL PROJECT COST*	-27900
---------------------	--------

List Other Sources Below: (Step 2)	AMOUNT SECURED
HOME	
ESG	
HOPWA	
CDBG-R	
CDBG	20,000
NSP	
HPRP	
Other Federal Stimulus Funds	
Other Federal Funds	
State Funds	5,400
County Funds	
Local Funds	
Private Funds	2,500
Agency Funds	
Other (Please Explain)	
TOTAL AMOUNT SECURED \$	27,900

TOTAL AMOUNT SECURED	\$ 27,900
-----------------------------	------------------

TOTAL UNFUNDED PROJECT BALANCE	\$	\$ 0.00
---------------------------------------	-----------	----------------



**APPENDIX C-2
FY 2019 CDBG PROJECT
DETAILED BUDGET**

AGENCY	Healthy House Within a MATCH Coalition
PROJECT	Healthy Homes Elder Housing Program

MISCELLANEOUS PROJECT COSTS:

ADMINISTRATIVE COSTS	\$ 13,681.00
SUPPLIES	700.00
POSTAGE	
CONSULTANT SERVICES	
MAINTENANCE/REPAIR	
PUBLICATION/PRINTING	669.00
TRANSPORTATION	
RENT	1,200.00
EQUIPMENT RENTAL	
INSURANCE	
UTILITIES	750.00
TELEPHONE	
OTHER EXPENSES (SPECIFY): Rental Assistance	3,000.00

Administrative costs listed are direct costs.

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
----------------------------------	---------------------

Financials 2017 & 2018

2018- currently under review with CPA Spinardi & Jones.

Healthy House Within A MATCH Coalition

Profit & Loss

January through December 2018

	Jan - Dec 18
Ordinary Income/Expense	
Income	
4000 · Rev. from direct contributions	
4010 · Individual/small bus. contrib.	318.89
Total 4000 · Rev. from direct contributions	318.89
4200 · Rev. from non-government grants	
4230 · Foundation Grants	14,000.00
4250 · Nonprofit organization grants	43,096.69
Total 4200 · Rev. from non-government grants	57,096.69
4418 · Training Income	7,381.31
4500 · Revenue from Government grants	
4580 · Indirect Income	5,463.75
4590 · Indirect- Federal Grant	1,996.68
4510 · Merced City & County Grants	105,220.59
4520 · Federal grant	69,553.78
Total 4500 · Revenue from Government grants	182,234.80
5100 · Rev from program-related sales	
5180 · Program service fees	107,988.41
Total 5100 · Rev from program-related sales	107,988.41
5310 · Interest Income	3.35
Total Income	355,023.45
Gross Profit	355,023.45
Expense	
8561 · Elder Assistance	141.39
7200 · Salaries & related expenses	
7205 · Salaries	
7300 · Salaries & related expenses.	
7305 · Executive Director	66,372.71
733 · Lang & Cult Specialist	
7329 · Language Specialist Intern	112.00
7330 · Lang & Cult Specialist 1	56,443.91
7335 · Lang & Cult Specialist 2	16,046.05
7340 · Lang & Cult Specialist 3	33,610.22
Total 733 · Lang & Cult Specialist	106,212.18
7345 · Admin Assistant 1	444.50
73451 · Exec Admin Asst 1/CEC Lead	30,428.20
7350 · Admin Assistant 2	560.25
7358 · Bookkeeper	14,837.59
Total 7300 · Salaries & related expenses.	218,855.43
Total 7205 · Salaries	218,855.43
740 · Benefits	
7400 · Payroll Expenses.	
7251 · Workers Comp Insurance	2,146.10
7252 · Payroll Taxes	23,185.86
7424 · Vacation	3,921.54
7425 · Sick	8,942.29
Total 7400 · Payroll Expenses.	38,195.79
7451 · Employee Benefits...	
7459 · Preventive Care-TB & Background	658.00
Total 7451 · Employee Benefits...	658.00

Healthy House Within A MATCH Coalition

Profit & Loss

January through December 2018

	Jan - Dec 18
Total 740 · Benefits	38,853.79
Total 7200 · Salaries & related expenses	257,709.22
7500 · Contract Service Expenses	
7520 · Accounting Fee	1,171.50
7540 · Other Professional Fees	1,300.00
7850 · Subcontracts	3,100.19
Total 7500 · Contract Service Expenses	5,571.69
8100 · Nonpersonnel expenses	
8130 · Communications	4,690.68
8140 · Postage Freight & Shipping	882.60
8170 · Printing	2,754.34
8110 · Supplies	9,845.47
Total 8100 · Nonpersonnel expenses	18,173.09
8200 · Facility and equipment expenses	
8240 · Equipment	1,658.88
8210 · Rent & Office Space	15,075.00
8220 · Utilities	4,032.07
8235 · Unsecured Property Tax	24.75
8200 · Facility and equipment expenses - Other	5.00
Total 8200 · Facility and equipment expenses	20,795.70
8300 · Travel & Meeting expenses	
8310 · Meals	166.99
8320 · Conferences, Meetings & Speaker	462.44
8330 · Mileage - Local	7,303.71
8350 · Parking/Entrance Fee	74.00
8340 · Travel - Out of County	483.32
8300 · Travel & Meeting expenses - Other	5.57
Total 8300 · Travel & Meeting expenses	8,496.03
8500 · Other expenses	
8546 · Event booth/table	157.00
8531 · Raffle Prize	30.00
8570 · Advertising/Marketing	1,286.05
8581 · Bank Charges	270.71
8544 · Event Tickets	20.00
8591 · Flowers & Gifts	227.53
8520 · Insurance - Liability	5,032.50
8582 · Licenses & Fees	24.95
8530 · Membership Dues	1,469.00
8543 · Meeting Refreshments	1,701.37
8560 · Office Supplies	1,776.29
8590 · Other Expenses	305.00
8542 · Training/Workshops for Staff	120.00
8500 · Other expenses - Other	0.00
Total 8500 · Other expenses	12,420.40
8600 · Indirect Costs	7,460.43
Total Expense	330,767.95
Net Ordinary Income	24,255.50
Other Income/Expense	
Other Expense	
9900 · Fines and Penalties	3,955.32
9700 · Interest related expenses	93.86
Total Other Expense	4,049.18

8:47 PM

02/13/19

Accrual Basis

Healthy House Within A MATCH Coalition

Profit & Loss

January through December 2018

	Jan - Dec 18
Net Other Income	-4,049.18
Net Income	20,206.32

Healthy House Within A MATCH Coalition

Profit & Loss

January through December 2017

	Jan - Dec 17
Ordinary Income/Expense	
Income	
4700 · Grants for enrollment/outreach	14,050.00
4000 · Rev. from direct contributions	
4010 · Individual/small bus. contrib.	9.32
4022 · Foundation/Nonprofit Org	24.64
4030 · Fundraising	10,660.25
Total 4000 · Rev. from direct contributions	10,694.21
4200 · Rev. from non-government grants	
4230 · Foundation Grants	3,500.00
4250 · Nonprofit organization grants	79,751.04
Total 4200 · Rev. from non-government grants	83,251.04
4500 · Revenue from Government grants	
4580 · Indirect Income	1,337.66
4590 · Indirect- Federal Grant	7,420.00
4510 · Merced City & County Grants	38,455.69
4520 · Federal grant	81,588.12
Total 4500 · Revenue from Government grants	128,801.47
5100 · Rev from program-related sales	
5180 · Program service fees	85,729.31
Total 5100 · Rev from program-related sales	85,729.31
5310 · Interest Income	12.89
Total Income	322,538.92
Gross Profit	322,538.92
Expense	
7200 · Salaries & related expenses	
7205 · Salaries	
7300 · Salaries & related expenses.	
7305 · Executive Director	65,739.46
733 · Lang & Cult Specialist	
7330 · Lang & Cult Specialist 1	67,527.78
7335 · Lang & Cult Specialist 2	24,094.65
7340 · Lang & Cult Specialist 3	40,367.66
Total 733 · Lang & Cult Specialist	131,990.09
7345 · Admin Assistant 1	224.00
73451 · Exec Admin Asst 1/CEC Lead	30,777.75
7350 · Admin Assistant 2	142.83
7358 · Bookkeeper	23,893.00
7300 · Salaries & related expenses. - Other	767.65
Total 7300 · Salaries & related expenses.	253,534.78
Total 7205 · Salaries	253,534.78
740 · Benefits	
7400 · Payroll Expenses.	
7251 · Workers Comp Insurance	3,190.05
7252 · Payroll Taxes	26,024.98
7424 · Vacation	6,787.05
7425 · Sick	10,732.88
Total 7400 · Payroll Expenses.	46,734.96
7451 · Employee Benefits...	
7459 · Preventive Care-TB & Background	887.06

Healthy House Within A MATCH Coalition

Profit & Loss

January through December 2017

	Jan - Dec 17
Total 7451 · Employee Benefits...	887.06
Total 740 · Benefits	47,622.02
Total 7200 · Salaries & related expenses	301,156.80
7500 · Contract Service Expenses	
7520 · Accounting Fee	2,394.80
7515 · Computer/Software Service Fees	270.00
7530 · Legal Fees	5,000.00
7540 · Other Professional Fees	1,300.00
7850 · Subcontracts	3,918.40
Total 7500 · Contract Service Expenses	12,883.20
8100 · Nonpersonnel expenses	
8130 · Communications	4,027.83
8140 · Postage Freight & Shipping	978.10
8170 · Printing	2,048.80
8110 · Supplies	3,652.91
Total 8100 · Nonpersonnel expenses	10,707.64
8200 · Facility and equipment expenses	
8240 · Equipment	1,726.63
8210 · Rent & Office Space	15,125.00
8220 · Utilities	3,887.96
8235 · Unsecured Property Tax	6.05
Total 8200 · Facility and equipment expenses	20,745.64
8300 · Travel & Meeting expenses	
8310 · Meals	353.32
8320 · Conferences, Meetings & Speaker	3,584.04
8330 · Mileage - Local	10,751.97
8350 · Parking/Entrance Fee	50.00
8340 · Travel - Out of County	1,791.07
Total 8300 · Travel & Meeting expenses	16,530.40
8500 · Other expenses	
8546 · Event booth/table	1,020.71
8531 · Raffle Prize	55.85
8570 · Advertising/Marketing	95.88
8581 · Bank Charges	49.56
8544 · Event Tickets	50.00
8591 · Flowers & Gifts	238.70
8550 · Fundraising	1,520.00
8520 · Insurance - Liability	4,724.90
8582 · Licenses & Fees	50.00
8530 · Membership Dues	1,139.00
8543 · Meeting Refreshments	2,256.84
8560 · Office Supplies	866.81
8590 · Other Expenses	180.00
8542 · Training/Workshops for Staff	716.62
7631 · Transportation Vouchers	2,880.00
8541 · Workshops and Materials	250.00
Total 8500 · Other expenses	16,094.87
8600 · Indirect Costs	8,757.66
Total Expense	386,876.21
Net Ordinary Income	-64,337.29
Other Income/Expense	
Other Expense	
9900 · Fines and Penalties	-826.48

8:48 PM

02/13/19

Accrual Basis

Healthy House Within A MATCH Coalition

Profit & Loss

January through December 2017

	Jan - Dec 17
9600 · Depreciation Expense	660.00
Total Other Expense	-166.48
Net Other Income	166.48
Net Income	-64,170.81

Healthy House Within A MATCH Coalition

Balance Sheet

As of February 13, 2019

	Feb 13, 19
ASSETS	
Current Assets	
Checking/Savings	
1000 · Cash	
1036 · BBVA - Main Checking	27,114.85
1040 · BBVA Reserve	30,489.75
Total 1000 · Cash	57,604.60
Total Checking/Savings	57,604.60
Accounts Receivable	
1100 · A/R- Program-Related Fees	
1110 · AR - Language Bank	16,825.27
1130 · AR-Translations	873.75
Total 1100 · A/R- Program-Related Fees	17,699.02
1240 · Grants Receivable	11,851.21
Total Accounts Receivable	29,550.23
Total Current Assets	87,154.83
Fixed Assets	
1600 · Fixed Operating Assets	
1640 · Furniture and Fixtures	2,800.98
1641 · Equipment	48,152.52
Total 1600 · Fixed Operating Assets	50,953.50
1700 · Accumulated Depreciation	
1745 · Accumulated Depr.-Equipment	-34,230.00
1700 · Accumulated Depreciation - Other	-15,207.00
Total 1700 · Accumulated Depreciation	-49,437.00
Total Fixed Assets	1,516.50
TOTAL ASSETS	88,671.33
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2010 · Accounts Payable	175.00
Total Accounts Payable	175.00
Other Current Liabilities	
2100 · Accrued liabilities	
2120 · Accrued Vacation	4,909.48
2130 · Accrued payroll taxes	
2135 · CA SUI/ETT PR Taxes Payable	1,680.73
Total 2130 · Accrued payroll taxes	1,680.73
2150 · Accrued Employee Benefits	
2142 · Workers Compensation	744.82
Total 2150 · Accrued Employee Benefits	744.82
Total 2100 · Accrued liabilities	7,335.03
2200 · Refundable Advances	45,000.00
Total Other Current Liabilities	52,335.03
Total Current Liabilities	52,510.03
Total Liabilities	52,510.03

8:48 PM

02/13/19

Accrual Basis

Healthy House Within A MATCH Coalition

Balance Sheet

As of February 13, 2019

	Feb 13, 19
Equity	
3000 · Unrestricted net assets	
3010 · Unrestricted-retained earnings	107,429.51
Total 3000 · Unrestricted net assets	107,429.51
3900 · Retained Earnings	-43,964.49
Net Income	-27,303.72
Total Equity	36,161.30
TOTAL LIABILITIES & EQUITY	88,671.33

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	Establish Senior Rental Assistance Fund	Establish accounting, documentation, etc.	7/2019
2	Outreach/recruit seniors	Use existing networks, partners & fliers	7/2019
3	Prepare One Stop agenda/process	Schedule dates, locations, coordinate participants	7/2019
4	Engage in client advocacy	Contact agencies, navigate system w/ client, as needed	7/2019
5	Utilize SOARS training	Work through SSI challenges for clients	ongoing
6	Conduct weekly support group	Plan agendas (topics, activities, focus, etc.)	ongoing
7	Document client progress	Attendance, health/resources, barriers, successes	ongoing
8	Submit required reports	Quarterly program reports prepared (or as require	quarterly
9	Submit reimbursement requests	Quarterly with reports (or as required)	quarterly
10	Outreach and recruit volunteers	Contact churches, community orgs, media,	ongoing
11	Orient volunteer mentors	Develop agenda, materials, binders, conf. trng.	ongoing
12	Supervise volunteers	Assist with advocacy and oversight, as needed	Ongoing
13	Identify potential housing	Identify potential seniors to be housed	ongoing
14	Attempt housing	Connect landlords with seniors if eligible for housing	ongoing
15	Engage in case management	Support newly housed seniors with wrap-around services	ongoing
16	File final report	Include culturally responsive recommendations	6/2020
		Compare pre- and post-evals, successes, challenges	

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: Healthy House Within a MATCH Coalition

E.2. Project name: Ethnic Elder Transportation Assistance and Support Group

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:

<input checked="" type="checkbox"/> CDBG	<input type="checkbox"/> HOPWA	<input type="checkbox"/> ESG	<input type="checkbox"/> HOME
<input type="checkbox"/> CDBG-R	<input type="checkbox"/> HPRP	<input type="checkbox"/> NSP	<input type="checkbox"/> Other (Indicate below):

E.5. Amount awarded: \$12,000

E.6. Amount spent to date: \$12,000

E.7. Amount reprogrammed to date:

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

(1)	Educate non-English speaking ethnic elders on public transportation options, use and protocols
(2)	Increase non-English speaking ethnic elders use of public transportation, specifically, local bus system
(3)	Improve the health of non-English speaking ethnic elders with chronic issues by reducing barriers to transportation

E.9. Indicate below the outcomes achieved:

(1)	Ethnic elders displayed increased awareness of the local bus system as well as resources re: Abuse in Later Life
(2)	Ethnic elders utilized 58 bus passes over the course of the grant period to use local bus system
(3)	Ethnic elders report consistency on healthcare appointments with improved health as a result of increased access

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	Healthy House Within a MATCH Coalition		
E.2. Project name	Homeless Ambassador Project		
E.3. Year of funding:	<input type="checkbox"/> Fiscal Year 2016/17	<input checked="" type="checkbox"/> Fiscal Year 2017/18	<input type="checkbox"/> Fiscal Year 2018/19
E.4. Indicate the source of the federal funding awarded to the prior project:			
<input checked="" type="checkbox"/> CDBG	<input type="checkbox"/> HOPWA	<input type="checkbox"/> ESG	<input type="checkbox"/> HOME
<input type="checkbox"/> CDBG-R	<input type="checkbox"/> HPRP	<input type="checkbox"/> NSP	<input type="checkbox"/> Other (Indicate below):
E.5. Amount awarded:	20,000	E.6. Amount spent to date:	\$20,000
E.7. Amount reprogrammed to date:			
E.8. Indicate below the outcomes anticipated (refer to the original application for the project, if possible):			
(1)	Establish a One Stop Shop Single Point of Contact team at HH storefront to provide comprehensive services info to homeless clients		
(2)	Establish a Holding Hands Support group for clients, prioritizing 'newly housed' clients if possible		
(3)	Develop a LOTs More Volunteer Network to provide mentors to 'newly housed' or soon to be housed clients		
E.9. Indicate below the outcomes achieved:			
(1)	Staff completed SOARS training, established a Resources Binder, and continues to add services information		
(2)	HH housed 22 persons, delivered services to 16 more and utilized student interns to begin an on and off site support group program		
(3)	HH continues outreach and has utilized 6 community and church volunteers who have mentored newly or soon to be housed clients		
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	Healthy House Within a MATCH Coalition
------------------	----------------------------------------

E.2. Project name	Senior Rental Assistance
-------------------	--------------------------

E.3. Year of funding:	<input type="checkbox"/> Fiscal Year 2016/17	<input type="checkbox"/> Fiscal Year 2017/18	<input checked="" type="checkbox"/> Fiscal Year 2018/19
-----------------------	----------------------------------------------	----------------------------------------------	---------------------------------------------------------

E.4. Indicate the source of the federal funding awarded to the prior project:			
<input checked="" type="checkbox"/> CDBG	<input type="checkbox"/> HOPWA	<input type="checkbox"/> ESG	<input type="checkbox"/> HOME
<input type="checkbox"/> CDBG-R	<input type="checkbox"/> HPRP	<input type="checkbox"/> NSP	<input type="checkbox"/> Other (Indicate below):

E.5. Amount awarded:	\$20,000	E.6. Amount spent to date:	\$14,606
E.7. Amount reprogrammed to date:			

E.8. Indicate below the outcomes anticipated (refer to the original application for the project, if possible):	
(1)	Expand the One Stop Shop Single Point of Contact team at HH storefront to provide comprehensive services info to homeless clients.
(2)	Expand the existing case management system to assist seniors transitioning out of homelessness and ensure they are connected to all the needed resources and services available in the City of Merced.
(3)	Expand the "A LOTs More" Volunteer Network to provide mentors for the 'newly housed' or soon to be housed clients, who can advocate for and accompany them through the process of obtaining and maintaining services, income and housing.

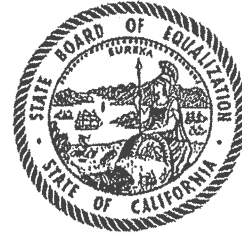
E.9. Indicate below the outcomes achieved:	
(1)	Staff completed SOARS training, established a Resources Binder, and continues to add services information
(2)	With extensive case management, HH, so far has housed 13 individuals, delivered services to 32 more individuals and continue to connect individuals to resources and services available in the City of Merced.
(3)	HH continues to outreach and has utilized several student interns, community and church volunteers who have mentored newly or soon to be housed clients.

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

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

Revised November 2018
Page 26 of 26

CALIFORNIA STATE BOARD OF EQUALIZATION
**ORGANIZATIONAL CLEARANCE CERTIFICATE
FOR WELFARE OR VETERANS' ORGANIZATION EXEMPTION**



Organization Name and Mailing Address:

A Healthy House Within A Match Coalition
Attn: Candice Adam Medefind
301 West 18th Street, Suite 101
Merced

CA 95340

THIS CERTIFICATE NUMBER MUST BE
SUBMITTED TO A COUNTY WHEN FILING
A CLAIM FOR WELFARE OR VETERANS'
ORGANIZATION EXEMPTION

Organizational Information:

Date of Certificate: 02/13/2014
BOE Ex. No.: 24067
Purpose: Charitable
Corporate I.D. No.: 2260863
Fiscal Year First Qualified: 13-14

In accordance with section 254.6
of the Revenue and Taxation
Code, the Board has determined
that this organization meets the
organizational requirements of
section 214.

BOE-277-OC REV.2 (4-09)

**NOTICE TO ORGANIZATIONS
GENERAL INFORMATION REGARDING
WELFARE OR VETERANS' ORGANIZATION EXEMPTION**

Your claim for an Organizational Clearance Certificate has been reviewed and a determination has been made that your organization meets the organizational requirements for exemption under section 214. A claim for the organizational clearance certificate will be mailed to the organization periodically to verify and update information. The claim form must be completed, signed, and filed with the Board, along with supporting documents, in order to maintain eligibility for the certificate. The Board may institute an audit or verification of the organization to determine whether the organization meets the organizational requirements of Revenue and Taxation Code section 214, as required by section 15618 of the Government Code. If you have any questions concerning the organizational requirements, you may contact the State Board of Equalization, Property and Special Taxes Department, County-Assessed Properties Division, Exemptions Section, at 916-274-3430.

The Assessor may not approve a property tax exemption claim on any property until the claimant has been issued a valid Organizational Clearance Certificate under section 254.6. The Assessor may deny a claim for the exemption, notwithstanding that the claimant has been granted an organizational clearance certificate. Claim forms for the welfare or veterans' organization exemption for property newly acquired by an organization may be obtained from the Assessor in the county where the property is located.

Annually, claims for the welfare and veterans' organization exemptions and supplemental affidavits, if required, must be filed on or before February 15 with the application to the applicable Assessor to avoid a late filing penalty under section 270. (A separate claim must be filed for each property location.) The Assessor will review all claims to determine that the organization continues to use its property for qualifying purposes and activities, as specified in section 214. Any questions relating to section 214 requirements regarding qualifying purposes and uses of the property may be directed to the Assessor.

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

DEPARTMENT OF THE TREASURY

Date: **MAY 26 2005**

A HEALTHY HOUSE WITHIN A MATCH
COALITION
1729 CANAL ST
MERCED, CA 95340-4810

Employer Identification Number:
77-0568168
DLN:
17053092732015
Contact Person:
JOSEPH S ESTES ID# 31121
Contact Telephone Number:
(877) 829-5500
Public Charity Status:
170(b)(1)(A)(vi)

Dear Applicant:

Our letter dated OCTOBER 2002, stated you would be exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, and you would be treated as a public charity, rather than as a private foundation, during an advance ruling period.

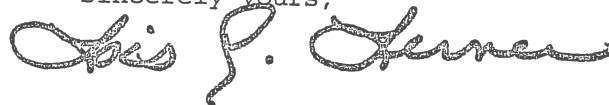
Based on the information you submitted, you are classified as a public charity under the Code section listed in the heading of this letter. Since your exempt status was not under consideration, you continue to be classified as an organization exempt from Federal income tax under section 501(c)(3) of the Code.

Publication 557, Tax-Exempt Status for Your Organization, provides detailed information about your rights and responsibilities as an exempt organization. You may request a copy by calling the toll-free number for forms, (800) 829-3676. Information is also available on our Internet Web Site at www.irs.gov.

If you have general questions about exempt organizations, please call our toll-free number shown in the heading between 8:30 a.m. - 5:30 p.m. Eastern time.

Please keep this letter in your permanent records.

Sincerely yours,



Lois G. Lerner
Director, Exempt Organizations
Rulings and Agreements

Letter 1050 (DO/CG)

Rec 5/31/05

BY-LAWS
OF
HEALTHY HOUSE WITHIN A MATCH COALITION

A Non-Profit Corporation

(Revised & Adopted By-Laws - September 26, 2011)

ARTICLE I

SECTION 1.01. Name. The name of this Corporation is Healthy House Within A MATCH Coalition

ARTICLE II: OFFICES

SECTION 2.01. Principal Office. The principal office of the Corporation for its transaction of business is located in the City of Merced and County of Merced, California.

SECTION 2.02. Change of Address. The Board of Directors is hereby granted full power and authority to change the principal office of the Corporation from one location to another in the County of Merced, California.

ARTICLE III: PURPOSE

SECTION 3.01. Statement of Purposes. The purposes of the Corporation shall be:

- a. To improve access to culturally sensitive health care for underserved and uninsured persons from all ethnicities, and ultimately improve population health.
- b. To improve health through community-based and self-determined approaches to health education and support services.
- c. To facilitate communication, understanding and access of health services for persons who are limited-English speaking; persons who have disabilities; or persons who have low literacy.
- d. To build stronger and healthier communities through cross-cultural partnerships and training which encourage responsive public policy.

- e. To receive, invest and disburse funds and to hold and to manage property for the purposes of the corporation.

ARTICLE IV: DIRECTORS

SECTION 4.01. Numbers. The Corporation shall have not less than 4 or more than 19 Directors. The exact number of Directors shall be fixed from time to time, within the limits specified in this By-Law by resolution or amendment to these By-Laws duly approved by the Board of Directors or the Members.

SECTION 4.02. Qualifications - Directors Each director shall be a member of the Corporation in good standing, both in terms of required attendance at meetings as well as financial support of the organization, in accordance with these by-laws;

SECTION 4.03 Limitations on Interested Persons. At all times, not more than 49 percent of the directors of this corporation may be interested persons. An interested person means either:

(a) any person currently being compensated by this corporation for services rendered to it within the previous twelve months, whether as a full-time or part-time employee, independent contractor, or otherwise, excluding any reasonable compensation paid to a director in his or her capacity 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 4.04. Term of Offices. : Each Director shall hold office for a term of three years from the date of such Director's election, and until such Director's successor is elected. A member of the Board of Directors, after having served two consecutive three year terms, if so elected shall be eligible for re-election after having not served as a member of the board for at least one year. If necessary, term limits may be extended by Board resolution.

SECTION 4.05. Nomination. Any person qualified to be a Director under Section 4.02 of these By-Laws may be nominated by any method authorized by law.

SECTION 4.06. Election. The Directors will be elected during a special meeting convened pursuant to the provisions in Section 4.10. A "nomination package" containing general information about each nominated director and a returnable ballot shall be furnished the current Board of Directors at least 7 days prior to the scheduled meeting.

SECTION 4.07. Vacancies. Vacancies on the Board of Directors shall be filled by a majority vote of the Board of Directors. Any individual elected to fill a vacancy shall only complete the remaining term.

SECTION 4.08. Compensation. The Directors shall serve without compensation. Reasonable expenses incurred in doing the work of a director can be compensated.

SECTION 4.09. Meetings. Meetings of the Board shall be held at least 9 times in a calendar year at the principal place of business or at such locations, as the Directors deem appropriate.

SECTION 4.10. Special Meetings. Special meetings of the Board of Directors for any purpose or purposes may be called at any time by the Chair or, if he/she is absent or unable to or refuses to act, by any three (3) Directors. Such meetings may be held either in the principal office or at any place designated from time to time by resolution of the Board of Directors or by written consent of all the Directors. Written notice must include subject of the meeting. Written notice of the time and place of special meetings shall be delivered personally to each Director, or sent to each Director by mail at the address shown upon the records of the Corporation. Minutes of such meetings will be kept in a written form and approved at the next meeting of the Corporation.

SECTION 4.11. Action Without a Meeting. Any action required or permitted by the Board may be taken without a meeting if a majority of the Board shall individually or collectively consent to such action. Such written consents shall be filed with the minutes of the proceedings of the Board. Such written consents shall have the same force and effect as the unanimous vote of such directors.

SECTION 4.12. Telephone and Electronic Meetings. Directors may participate in a meeting through use of conference telephone, electronic video screen communication, or other communications equipment so long as all of the following apply:

- (a) Each director participating in the meeting can communicate with all of the other directors concurrently;
- (b) each director is provided with the means of participating in all matters before the Board, including the capacity to propose, or to interpose an objection to, a specific action to be taken by the Corporation; and
- (c) this Corporation verifies that (i) a person communicating by telephone, electronic video screen, or other communications equipment is entitled to participate in the Board meeting as a Director, or by invitation of the Board or otherwise, and (ii) all motions, votes, or other actions

required to be made by a Director were actually made by a Director and not by someone who is not entitled to participate as a Director.

SECTION 4.13. Quorum. A simple majority of the currently duly elected number of Directors constitutes a quorum of the Board for the transaction of business.

SECTION 4.14. Transactions of Board. Except as otherwise provided by law, every act or decision done or made by a majority of the Directors present at a meeting duly held at which a quorum is present is the act of the Board.

SECTION 4.15. Conduct of Meetings. The Chair or, in his or her absence, the Vice-President shall preside at meetings of the Board of Directors. The Secretary of the Corporation or, in the Secretary's absence, any person appointed by the presiding officer shall act as Secretary of the Board. Members of the Board may participate in a meeting through use of conference telephone or similar communications equipment, so long as all members participating in such meeting can hear one another. Such participation shall constitute personal presence for that vote at the meeting.

SECTION 4.16. Removal of Directors. The Board of Directors may remove from the Board any member of the Board missing three (3) consecutive regularly scheduled Board meetings without an excused absence or whose conduct is considered detrimental to the Board.

ARTICLE V: POWERS OF THE BOARD OF DIRECTORS

SECTION 5.01. General Powers. The Board of Directors or the Executive Director as the Board's designee, shall have the following responsibilities and powers to manage all the affairs of the Corporation on any and all questions(and in accordance with accepted standards of good governance):

- a. Relating to any matter whatsoever thereto, and to make all contracts necessary for the proper transaction of all business. The Board shall have entire jurisdiction over all matters pertaining to the care, conduct, supervision, and management of the Corporation and its finances, and all appropriations shall be made by it.
- b. Generally, without limit as to amount, to purchase, take, lease, exchange, hire, or otherwise dispose of any real or personal property and any rights or privileges which said Corporation may think necessary or convenient for the accomplishment of any of the purposes or the attainment of any of the objects for which this Corporation is formed.

- c. To enter into, make, transfer, or assign and carry out contracts of any type and kind for the general accomplishment of the objects for which this Corporation is formed.
- d. To borrow money, to make and issue promissory notes, bills of exchange, bonds, debentures, obligations, and other evidences of indebtedness, of all kinds, whether secured by mortgage, pledge or otherwise, and to make or give mortgages and pledges to secure the same.
- e. To do any, all and everything necessary, suitable, convenient, or proper for the accomplishment of any of the purposes of the attainment of any one or more of the objects herein enumerated, or incidental to the powers herein named, or which shall at any time appear conducive or expedient for the protection or benefit of the Corporation; either as holders of or interested in, any property or otherwise; and to have and exercise all the powers not in contravention of other provisions hereof, now or hereafter conferred by the laws of the County of Merced, pursuant to the general Non-Profit Corporation Law.

ARTICLE VI: OFFICERS

SECTION 6.01. Titles. The officers of the Corporation shall be Chair, Vice-Chair, Secretary and Treasurer.

SECTION 6.02. Election. All officers shall be elected by a majority vote of the Board of Directors present ,

SECTION 6.03. Term of Office. Officers shall be elected for a term of two (2) years. No officer shall serve more than two (2) consecutive two (2) year terms in the same office. If there are no willing and/or acceptable candidates for new officer positions, term limits may be extended by Board resolution. (Jan 25,2007)

SECTION 6.04. Honorary Officers and Board Members. Honorary officers and Board members may be appointed by the Board, shall serve without vote, and shall be in addition to the duly prescribed and elected Board of Directors as Advisory or Associate members.

ARTICLE VII: DUTIES OF OFFICERS

SECTION 7.01. Chair. The Chair shall preside over all meetings of the Board of Directors and appoint, with the advice and consent of the Board of Directors, all committee coordinators and committee members. The Chair shall perform such other duties as shall be imposed by resolution by the Board of Directors. The Chair may vote during meetings of the Board of Directors.

SECTION 7.02. Vice Chair. The Vice-Chair shall perform the duties of the Chair, in the Chair's absence. In the event of the death or disability of the Chair, that Vice-Chair shall act until the Board of Directors fills the office. The Vice-Chair shall perform such other duties as may be assigned by the Board of Directors.

SECTION 7.03. Secretary. The Secretary shall keep the minutes of the meetings of the members and of the Board and may execute, together with the Chair, all deeds, contracts, and other instruments authorized by the Board. The Secretary shall also keep, or cause to be kept, at the principal office of the Corporation, a membership book containing the names and addresses of each member and the status of each member, whether active, terminated, or otherwise, and shall give the notices of special meetings of the Board of Directors and of the regular and special meetings of the Board as provided by these By-Laws. The Secretary shall perform such other and further duties as may be required by law or as may be prescribed or required from time to time by the Board of Directors or the By-Laws.

SECTION 7.04. Treasurer. The Treasurer shall receive and deposit, or cause to be received and deposited, all monies or funds of the Corporation in such depositories as may be selected by the Board. He/she shall disburse the funds of the Corporation in the manner directed by the Board. The Treasurer shall render to the President and to the Board whenever they may require accounts of all his/her transactions as Treasurer. The Treasurer shall keep and maintain, or cause to be kept and maintained, adequate and correct accounting of the properties and transactions of the Corporation, including accounts of its assets, liabilities, receipts, and disbursements. The books of accounts shall be at all reasonable times open to inspection by any Director.

ARTICLE VIII: Executive Director

Section 8.01. Appointment. The Board of Directors shall appoint a Director of the Corporation who shall work under the direction of the Board of Directors and have general direction and administrative responsibility for the implementation of the programs established by the Board of Directors.

SECTION 8.02. Personnel. Executive Director shall recommend any need for additional advisory or associate members to the Board of Directors for approval and when approved, shall have full responsibility and authority to select, hire, supervise and terminate employees within the limitations of any personnel policies adopted by the Board of Directors.

SECTION 8.03. Ex-Officio Member. Executive Director shall be an ex-Officio member of the Board of Directors.

ARTICLE IX: COMMITTEES

SECTION 9.01. Board Committees: The Board of Directors may, by resolution adopted by a majority of the Directors then in office, create any number of Board Committees, each consisting of two or more directors, to serve at the pleasure of the Board. Appointments to any Board Committee shall be by a majority vote of the Directors then in office. Board Committees may be given all the authority of the Board, except for the powers to:

- (a) set the number of Directors within a range specified in these By-Laws.
- (b) elect Directors or remove Directors without cause;
- (c) fill vacancies on the Board of Directors or on any Board Committee;
- (d) amend or repeal these By-Laws or adopt new By-Laws;
- (e) adopt amendments to the Articles of Incorporation of this corporation;
- (f) amend or repeal any resolution of the Board of Directors which by its express terms is not so amendable or subject to repeal;
- (g) create any other Board Committees or appoint the members of any Board Committees; or
- (h) approve any merger, reorganization, voluntary dissolution, or disposition of substantially all of the assets of this corporation.

SECTION 9.02 Advisory Committees. The Board of Directors may establish one or more Advisory Committees to the Board. The members of any Advisory Committee may consist of directors or non-directors and may be appointed as the Board determines. Advisory committees may not exercise the authority of the Board to make decisions on behalf of this corporation, but shall be restricted to making recommendations to the Board or Board Committees, and implementing Board or Board Committee decisions and policies under the supervision and control of the Board or Board Committee.

SECTION 9.03. Meetings.

- (a) Board Committees. Meetings and actions of Board Committees shall be governed by and held and taken in accordance with the provisions of Section 4.09, 4.12, and 4.13 of these By-Laws concerning meetings and actions of the Board of Directors, with such changes in the content of those By-Laws as are necessary to substitute the Board Committee and its members for the Board of Directors and its members. Minutes

shall be kept of each meeting of any Board Committee and shall be filed with the corporate records.

- (b) Advisory Committees. Advisory Committees shall determine their own meeting rules and whether minutes shall be kept.

The Board of Directors may adopt rules for the governance of any Board or Advisory Committee not inconsistent with the provisions of these By-Laws.

ARTICLE X: FINANCES

SECTION 10.01. Deposits. All money secured or obtained for operation of the Corporation shall be turned over to the Treasurer or designee for deposit as herein provided. All funds shall be insured at banking institutions.

SECTION 10.02. Bank Accounts. All funds will be deposited with federally-insured banks with signatory limitations as adopted by the Board of Directors from time to time. Checks. All checks drawn upon all Healthy House within a MATCH Coalition accounts shall be signed by one or more designated officers whose signatures shall be on file in the Financial Institution maintaining custody of the Corporation's funds. The designated officers are the Executive Director, the Chair of the Board and the Treasurer. Checks up to \$5,000 require only one signature. All checks over \$5000 require two signatures. Prior to issuing a check, the expense voucher shall be reviewed and approved by one of the designated officers who will specify which of the budgetary accounts to use.

SECTION 10.03. Fiscal Year. The fiscal year of the Corporation shall be January 1st to December 31st

SECTION 10.04. Financial Review. There shall be an annual financial review of the books of the Corporation by such qualified individuals as the Board of Directors shall designate.

SECTION 10.05. Investments. Except with respect to assets held for use or used directly in carrying out this Corporation's charitable activities, in investing, reinvesting, purchasing or acquiring, exchanging, selling, and managing this corporation's investments, the Board shall avoid speculation, looking instead to the permanent disposition of the funds, considering the probable income as well as the probable safety of this Corporation's capital. No investment violates this section where it conforms to provisions authorizing such investment contained in an instrument or agreement pursuant to which the assets were contributed to this Corporation.

SECTION 10.06. Compensation. The Board of Directors may authorize, by resolution, the payment to a director of a reasonable fee for services and/or

expenses as a Director, and for attending meetings of the Board and Board Committees.

ARTICLE XI: INDEMNIFICATION AND INSURANCE

SECTION 11.01. Right of Indemnity. To the fullest extent allowed by Section 5238 of the California Nonprofit Public Benefit Corporation Law, this Corporation shall indemnify and advance expenses to its agents, in connection with any proceeding, and in accordance with Section 5238. For purposes of this Article, “agent” shall have the same meaning as in Section 5238(a), including Directors, officers, employees, other agents, and persons formerly occupying such positions; “proceeding” shall have the same meaning as in Section 5238(a), including any threatened action or investigation under Section 5233 or brought by the Attorney General; and “expenses” shall have the same meaning as in Section 5238(a), including reasonable attorneys’ fees.

SECTION 11.02. Approval of Indemnity. On written request to the Board of Directors in each specific case by any agent seeking indemnification, to the extent that the agent has been successful on the merits, the Board shall promptly determine, by a majority vote of a quorum consisting of Directors who are not parties to the proceeding, whether, in the specific case, the agent has met the applicable standard of conduct stated in Section 5238(b) or Section 5238(c), and, if so, may authorize indemnification to the extent permitted thereby.

SECTION 11.03. Advancing Expenses. The Board of Directors may authorize the advance of expenses incurred by or on behalf of an agent of this corporation in defending any proceeding prior to final disposition, if the Board finds that:

- (a) the requested advances are reasonable in amount under the circumstances; and
- (b) before any advance is made, the agent will submit a written undertaking satisfactory to the Board to repay the advance unless it is ultimately determined that the agent is entitled to indemnification for the expenses under this Article.

The Board shall determine whether the undertaking must be secured, and whether interest shall accrue on the obligation created thereby.

SECTION 11.04. Insurance. The Board of Directors may adopt a resolution authorizing the purchase of insurance on behalf of any agent against any liability asserted against or incurred by the agent in such capacity or arising out of the agent’s status as such, and such insurance may provide for coverage against liabilities beyond this corporation’s power to indemnify the agent under law.

ARTICLE XII: PROHIBITED TRANSACTIONS

SECTION 12.01. Loans. Except as permitted by Section 5236 of the California Nonprofit Public Benefit Corporation Law, this corporation shall not make any loan of money or property to, or guarantee the obligation of, any Director or officer; provided, however, that this corporation may advance money to a Director or officer of this corporation or any subsidiary for expenses reasonably anticipated to be incurred in performance of the duties of such Director or officer so long as such individual would be entitled to be reimbursed for such expenses absent that advance.

SECTION 12.02. Self-Dealing Transactions. Except as provided in Section 13 below, the Board of Directors shall not approve, or permit the corporation to engage in, any self-dealing transaction. A self-dealing transaction is a transaction to which this Corporation is a party and in which one or more of its directors has a material financial interest, unless the transaction comes within California Corporations Code Section 5233(b).

SECTION 12.03. Approval. This corporation may engage in a self-dealing transaction if the transaction is approved by a court or by the Attorney General. This corporation may also engage in a self-dealing transaction if the Board determines, before the transaction, that (a) this corporation is entering into the transaction for its own benefit; (b) the transaction is fair and reasonable to this corporation at the time; and (c) after reasonable investigation, the Board determines that it could not have obtained a more advantageous arrangement with reasonable effort under the circumstances. Such determinations must be made by the Board in good faith, with knowledge of the material facts concerning the transaction and the director's interest in the transaction, and by a vote of a majority of the directors then in office, without counting the vote of the interested director or directors.

Where it is not reasonably practicable to obtain approval of the Board before entering into a self-dealing transaction, a Board Committee may approve such transaction in a manner consistent with the requirements above; provided that, at its next meeting, the full Board determines in good faith that the Board Committee's approval of the transaction was consistent with the requirements above and that it was not reasonably practical to obtain advance approval by the full Board, and ratifies the transaction by a majority of the directors then in office without the vote of any interested director.

ARTICLE XIII: GRANTS ADMINISTRATION

SECTION 13.01. Purposes of Grants. This corporation shall have the power to make grants and contributions and to render other financial assistance for the purposes expressed in this corporation's Articles of Incorporation.

SECTION 13.02. Exclusive Power in the Board of Directors. The Board of Directors shall have exclusive control over grants, contributions, and other financial assistance given by this corporation. The Board may adopt policies permitting certain grants or expenditures to be made without prior Board approval.

SECTION 13.03. Refusal; Withdrawal. The Board of Directors, in its absolute discretion, shall have the right to refuse to make any grants or contributions, or to render other financial assistance, for any or all of the purposes for which the funds are requested. In addition, the Board, in its absolute discretion, shall have the right to withdraw its approval of any grant at any time and use the funds for other purposes within the scope of the purposes expressed in this corporation's Articles of Incorporation.

SECTION 13.04. Accounting Required. The Board of Directors may require that grantees furnish a periodic accounting to show that the funds granted by this corporation were expended for the purposes that were approved by the Board.

SECTION 13.05. Restrictions on Contributions. This corporation shall retain complete control and discretion over the use of all contributions it receives. Contributions received by the corporation from solicitations for specific grants shall be regarded as for the use of this corporation and not for any particular organization or individual mentioned in the solicitation.

ARTICLE XIV: RULES OF ORDER

SECTION 14.01. Robert's Rules of Order. Robert's Rules of Order, as may be amended from time to time, shall be used as the guide for parliamentary procedure at all meetings, insofar as such rules do not conflict with these By-Laws, the Articles of Incorporation or applicable law.

ARTICLE XV: AFFIRMATIVE ACTION

SECTION 15.01. Policy Statement. It is the policy of the Corporation to comply with all appropriate State and Federal requirements pertaining to non-discrimination on the basis of race, color, religion, creed, national origin, age or sex. The Corporation encourages the full input of all relevant minority and cultural groups to its deliberations and in its policy making. The actions of the Corporation shall in all ways reflect sensitivity to the diverse groups within our pluralistic, democratic republic.

ARTICLE XVI: AMENDMENT

SECTION 16.01. Amendments. New Bylaws may be adopted or these Bylaws may be amended or repealed by a majority vote of the members of the Board of Directors present at any regular or special meeting of the Board of Directors or

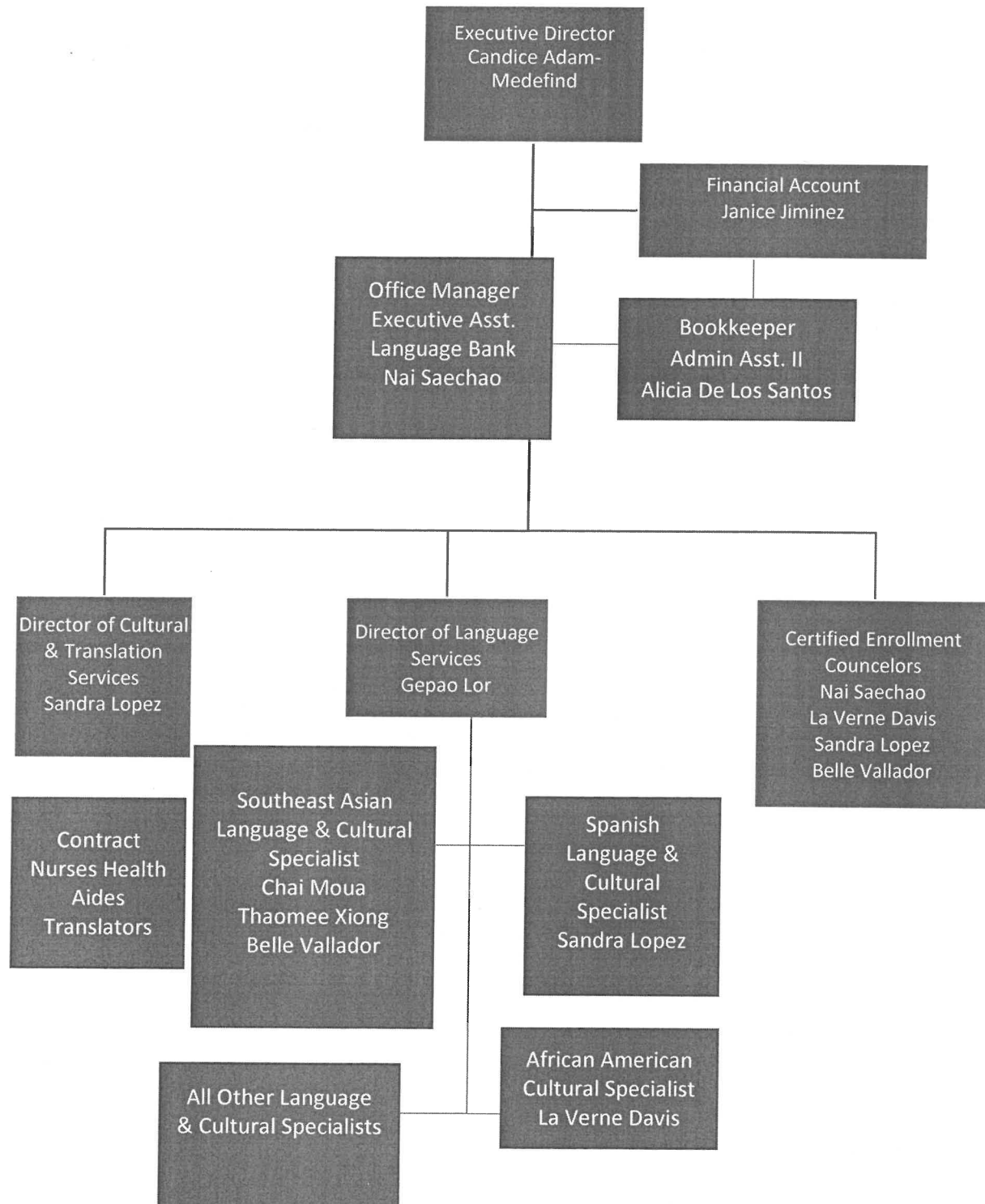
by an action without meeting of the Board of Directors in lieu of a regular or special meeting as provided in Section 4.11.

ARTICLE XVII: GOVERNING LAW

SECTION 17.01. Governing Law: In all matters not specified in these Bylaws, or in the event these Bylaws shall not comply with applicable law, the California Nonprofit Public Benefit Corporation Law as then in effect shall apply.

Healthy House Within a MATCH Coalition
Organizational Chart

Board of Directors





HEALHOU-01

CMOREN

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/13/2019

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 Foster & Parker Insurance 1643 N. Schnoor Street, Suite 103 Madera, CA 93637		CONTACT NAME: PHONE (A/C, No, Ext): (559) 674-8536 FAX (A/C, No): (559) 674-5231 E-MAIL ADDRESS:	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Philadelphia Indemnity Ins Co	
		INSURER B: State Compensation Ins. Fund	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** **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	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			PHPK1857629	9/14/2018	9/14/2019	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 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			PHPK1857629	9/14/2018	9/14/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	904569919	2/20/2019	2/20/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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

CERTIFICATE HOLDER

City of Merced
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



CALIFORNIA
ASSOCIATION
OF REALTORS®

COMMERCIAL LEASE AGREEMENT (C.A.R. Form CL, Revised 4/13)

Date (For reference only): April 16, 2015

Tinetti Realty Group
Healthy House Within a Match Coalition

("Landlord") and
("Tenant") agree as follows:

1. **PROPERTY:** Landlord rents to Tenant and Tenant rents from Landlord, the real property and improvements described as: 301 West 18th Street, Suite 101, 102 and front office of 103 - Merced, CA 95340 ("Premises"), which comprise approximately _____ % of the total square footage of rentable space in the entire property. See exhibit _____ for a further description of the Premises.

2. **TERM:** The term begins on (date) April 16, 2015 ("Commencement Date"),
(Check A or B):

☒ A. **Lease:** and shall terminate on (date) September 30, 2016 at 11:59 ☐ AM ☒ PM. Any holding over after the term of this agreement expires, with Landlord's consent, shall create a month-to-month tenancy that either party may terminate as specified in paragraph 2B. Rent shall be at a rate equal to the rent for the immediately preceding month, payable in advance. All other terms and conditions of this agreement shall remain in full force and effect.

☐ B. **Month-to-month:** and continues as a month-to-month tenancy. Either party may terminate the tenancy by giving written notice to the other at least 30 days prior to the intended termination date, subject to any applicable laws. Such notice may be given on any date.

☐ C. **RENEWAL OR EXTENSION TERMS:** See attached addendum _____

3. BASE RENT:

A. Tenant agrees to pay Base Rent at the rate of (CHECK ONE ONLY):

☐ (1) \$ _____ per month, for the term of the agreement.

☐ (2) \$ _____ per month, for the first 12 months of the agreement. Commencing with the 13th month, and upon expiration of each 12 months thereafter, rent shall be adjusted according to any increase in the U.S. Consumer Price Index of the Bureau of Labor Statistics of the Department of Labor for All Urban Consumers ("CPI") for _____ (the city nearest the location of the Premises), based on the following formula: Base Rent will be multiplied by the most current CPI preceding the first calendar month during which the adjustment is to take effect, and divided by the most recent CPI preceding the Commencement Date. In no event shall any adjusted Base Rent be less than the Base Rent for the month immediately preceding the adjustment. If the CPI is no longer published, then the adjustment to Base Rent shall be based on an alternate index that most closely reflects the CPI.

☒ (3) \$ 1,084.60 per month for the period commencing October 1, 2014 and ending September 30, 2015 and
\$ 1,148.40 per month for the period commencing October 1, 2015 and ending September 30, 2016 and
\$ _____ per month for the period commencing _____ and ending _____

☐ (4) In accordance with the attached rent schedule.

☐ (5) Other: _____

B. Base Rent is payable in advance on the 1st (or ☒ 10) day of each calendar month, and is delinquent on the next day.

C. If the Commencement Date falls on any day other than the first day of the month, Base Rent for the first calendar month shall be prorated based on a 30-day period. If Tenant has paid one full month's Base Rent in advance of Commencement Date, Base Rent for the second calendar month shall be prorated based on a 30-day period.

4. RENT:

A. Definition: ("Rent") shall mean all monetary obligations of Tenant to Landlord under the terms of this agreement, except security deposit.

B. Payment: Rent shall be paid to (Name) Tinetti Realty Group at (address) _____, or at any other location specified by Landlord in writing to Tenant.

C. Timing: Base Rent shall be paid as specified in paragraph 3. All other Rent shall be paid within 30 days after Tenant is billed by Landlord.

5. **EARLY POSSESSION:** Tenant is entitled to possession of the Premises on already in possession. If Tenant is in possession prior to the Commencement Date, during this time (i) Tenant is not obligated to pay Base Rent, and (ii) Tenant ☐ is not obligated to pay Rent other than Base Rent. Whether or not Tenant is obligated to pay Rent prior to Commencement Date, Tenant is obligated to comply with all other terms of this agreement.

6. SECURITY DEPOSIT:

A. Tenant agrees to pay Landlord \$ 1,032.00 as a security deposit. Tenant agrees not to hold Broker responsible for its return. (IF CHECKED:) ☒ If Base Rent increases during the term of this agreement, Tenant agrees to increase security deposit by the same proportion as the increase in Base Rent.

B. All or any portion of the security deposit may be used, as reasonably necessary, to: (i) cure Tenant's default in payment of Rent, late charges, non-sufficient funds ("NSF") fees, or other sums due; (ii) repair damage, excluding ordinary wear and tear, caused by Tenant or by a guest or licensee of Tenant; (iii) broom clean the Premises, if necessary, upon termination of tenancy; and (iv) cover any other unfulfilled obligation of Tenant. **SECURITY DEPOSIT SHALL NOT BE USED BY TENANT IN LIEU OF PAYMENT OF LAST MONTH'S RENT.** If all or any portion of the security deposit is used during tenancy, Tenant agrees to reinstate the total security deposit within 5 days after written notice is delivered to Tenant. Within 30 days after Landlord receives possession of the Premises, Landlord shall: (i) furnish Tenant an itemized statement indicating the amount of any security deposit received and the basis for its disposition, and (ii) return any remaining portion of security deposit to Tenant. However, if the Landlord's only claim upon the security deposit is for unpaid Rent, then the remaining portion of the security deposit, after deduction of unpaid Rent, shall be returned within 14 days after the Landlord receives possession.

C. No interest will be paid on security deposit, unless required by local ordinance.

Landlord's Initials (Signature)

Tenant's Initials (Signature)

© 2013, California Association of REALTORS®, Inc.

Reviewed by _____ Date _____

CL REVISED 4/13 (PAGE 1 of 6)

COMMERCIAL LEASE AGREEMENT (CL PAGE 1 OF 6)

Tinetti Property Management, 2930 G Street Merced, CA 95340
Steve Tinetti

Produced with zipForm® by zipLogix 18070 Fifteen Mile Road, Fraser, Michigan 48026 www.zipLogix.com

Phone: 209-384-3885

Fax: 209-354-3880

Healthy House





CALIFORNIA
ASSOCIATION
OF REALTORS®

ADDENDUM

(C.A.R. Form ADM, Revised 4/12)

No. 1

The following terms and conditions are hereby incorporated in and made a part of the: ☐ Residential Purchase Agreement, ☐ Manufactured Home Purchase Agreement, ☐ Business Purchase Agreement, ☐ Residential Lease or Month-to-Month Rental Agreement, ☐ Vacant Land Purchase Agreement, ☐ Residential Income Property Purchase Agreement, ☐ Commercial Property Purchase Agreement, ☒ Other Commercial Lease Agreement

dated April 16, 2015, on property known as 301 W. 18th St., Ste. 101, 102 & 203#B
Merced, CA 95340

in which Healthy House Within A Match Coalition is referred to as ("Buyer/Tenant")
and Tinetti Realty Group - Matatia Bass is referred to as ("Seller/Landlord").

Tenant was originally assigned the front office of unit #103 to use for storage. Storage unit has now been transferred to unit #203B. The owner of the property has paid \$1,200.00 to the tenants in order to help with the moving expenses per the tenant's request.

The foregoing terms and conditions are hereby agreed to, and the undersigned acknowledge receipt of a copy of this document.

Date 5.29.15
Buyer/Tenant [Signature]
Healthy House Within A Match Coalition

Date _____
Seller/Landlord [Signature]
Tinetti Realty Group - Matatia Bass

Buyer/Tenant _____

Seller/Landlord _____

The copyright laws of the United States (Title 17 U.S. Code) forbid the unauthorized reproduction of this form, or any portion thereof, by photocopy machine or any other means, including facsimile or computerized formats. Copyright© 1986-2012, CALIFORNIA ASSOCIATION OF REALTORS®, INC. ALL RIGHTS RESERVED.

THIS FORM HAS BEEN APPROVED BY THE CALIFORNIA ASSOCIATION OF REALTORS® (C.A.R.). NO REPRESENTATION IS MADE AS TO THE LEGAL VALIDITY OR ADEQUACY OF ANY PROVISION IN ANY SPECIFIC TRANSACTION. A REAL ESTATE BROKER IS THE PERSON QUALIFIED TO ADVISE ON REAL ESTATE TRANSACTIONS. IF YOU DESIRE LEGAL OR TAX ADVICE, CONSULT AN APPROPRIATE PROFESSIONAL.

This form is available for use by the entire real estate industry. It is not intended to identify the user as a REALTOR®. REALTOR® is a registered collective membership mark which may be used only by members of the NATIONAL ASSOCIATION OF REALTORS® who subscribe to its Code of Ethics.



Published and Distributed by:
REAL ESTATE BUSINESS SERVICES, INC.
a subsidiary of the California Association of REALTORS®
525 South Virgil Avenue, Los Angeles, California 90020

ADM REVISED 4/12 (PAGE 1 OF 1)

ADDENDUM (ADM PAGE 1 OF 1)

Reviewed by _____ Date _____



7. PAYMENTS:

	TOTAL DUE	PAYMENT RECEIVED	BALANCE DUE	DUE DATE
A. Rent: From _____ To _____ Date Date	\$ _____	\$ _____	\$ _____	_____
B. Security Deposit	\$ <u>1,032.00</u>	\$ <u>1,032.00</u>	\$ _____	<u>Pd.to prior mgmt.</u>
C. Other: _____ Category	\$ _____	\$ _____	\$ _____	_____
D. Other: _____ Category	\$ _____	\$ _____	\$ _____	_____
E. Total:	\$ <u>1,032.00</u>	\$ <u>1,032.00</u>	\$ _____	_____

8. **PARKING:** Tenant is entitled to _____ unreserved and _____ reserved vehicle parking spaces. The right to parking ☒ is ☐ is not included in the Base Rent charged pursuant to paragraph 3. If not included in the Base Rent, the parking rental fee shall be an additional \$ _____ per month. Parking space(s) are to be used for parking operable motor vehicles, except for trailers, boats, campers, buses or trucks (other than pick-up trucks). Tenant shall park in assigned space(s) only. Parking space(s) are to be kept clean. Vehicles leaking oil, gas or other motor vehicle fluids shall not be parked in parking spaces or on the Premises. Mechanical work or storage of inoperable vehicles is not allowed in parking space(s) or elsewhere on the Premises. No overnight parking is permitted.

9. **ADDITIONAL STORAGE:** Storage is permitted as follows:

The right to additional storage space ☐ is ☒ is not included in the Base Rent charged pursuant to paragraph 3. If not included in Base Rent, storage space shall be an additional \$ _____ per month. Tenant shall store only personal property that Tenant owns, and shall not store property that is claimed by another, or in which another has any right, title, or interest. Tenant shall not store any improperly packaged food or perishable goods, flammable materials, explosives, or other dangerous or hazardous material. Tenant shall pay for, and be responsible for, the clean-up of any contamination caused by Tenant's use of the storage area.

10. **LATE CHARGE; INTEREST; NSF CHECKS:** Tenant acknowledges that either late payment of Rent or issuance of a NSF check may cause Landlord to incur costs and expenses, the exact amount of which are extremely difficult and impractical to determine. These costs may include, but are not limited to, processing, enforcement and accounting expenses, and late charges imposed on Landlord. If any installment of Rent due from Tenant is not received by Landlord within 5 calendar days after date due, or if a check is returned NSF, Tenant shall pay to Landlord, respectively, \$ 100.00 as late charge, plus 10% interest per annum on the delinquent amount and \$25.00 as a NSF fee, any of which shall be deemed additional Rent. Landlord and Tenant agree that these charges represent a fair and reasonable estimate of the costs Landlord may incur by reason of Tenant's late or NSF payment. Any late charge, delinquent interest, or NSF fee due shall be paid with the current installment of Rent. Landlord's acceptance of any late charge or NSF fee shall not constitute a waiver as to any default of Tenant. Landlord's right to collect a Late Charge or NSF fee shall not be deemed an extension of the date Rent is due under paragraph 4, or prevent Landlord from exercising any other rights and remedies under this agreement, and as provided by law.

11. **CONDITION OF PREMISES:** Tenant has examined the Premises and acknowledges that Premise is clean and in operative condition, with the following exceptions: _____
Items listed as exceptions shall be dealt with in the following manner: _____

12. **ZONING AND LAND USE:** Tenant accepts the Premises subject to all local, state and federal laws, regulations and ordinances ("Laws"). Landlord makes no representation or warranty that Premises are now or in the future will be suitable for Tenant's use. Tenant has made its own investigation regarding all applicable Laws.

13. **TENANT OPERATING EXPENSES:** Tenant agrees to pay for all utilities and services directly billed to Tenant Water and sewer to be paid by Landlord.

14. PROPERTY OPERATING EXPENSES:

A. Tenant agrees to pay its proportionate share of Landlord's estimated monthly property operating expenses, including but not limited to, common area maintenance, consolidated utility and service bills, insurance, and real property taxes, based on the ratio of the square footage of the Premises to the total square footage of the rentable space in the entire property. _____

OR B. ☐ (If checked) Paragraph 14 does not apply.

15. USE: The Premises are for the sole use as general office purposes

No other use is permitted without Landlord's prior written consent. If any use by Tenant causes an increase in the premium on Landlord's existing property insurance, Tenant shall pay for the increased cost. Tenant will comply with all Laws affecting its use of the Premises.

16. **RULES/REGULATIONS:** Tenant agrees to comply with all rules and regulations of Landlord (and, if applicable, Owner's Association) that are at any time posted on the Premises or delivered to Tenant. Tenant shall not, and shall ensure that guests and licensees of Tenant do not, disturb, annoy, endanger, or interfere with other tenants of the building or neighbors, or use the Premises for any unlawful purposes, including, but not limited to, using, manufacturing, selling, storing, or transporting illicit drugs or other contraband, or violate any law or ordinance, or committing a waste or nuisance on or about the Premises.

17. MAINTENANCE:

A. Tenant OR ☐ (If checked, Landlord) shall professionally maintain the Premises including heating, air conditioning, electrical, plumbing and water systems, if any, and keep glass, windows and doors in operable and safe condition. Unless Landlord is checked, if Tenant fails to maintain the Premises, Landlord may contract for or perform such maintenance, and charge Tenant for Landlord's cost.

B. Landlord OR ☐ (If checked, Tenant) shall maintain the roof, foundation, exterior walls, common areas and _____

Landlord's Initials (GD) (_____)

Tenant's Initials ([Signature]) (_____)

Reviewed by _____ Date _____



- Landlord's Initials (
- SD
-) (
-
-)

Tenant's Initials (PT/Y) ()



- 30. TENANCY STATEMENT (ESTOPPEL CERTIFICATE):** Tenant shall execute and return a tenancy statement (estoppel certificate), delivered to Tenant by Landlord or Landlord's agent, within 3 days after its receipt. The tenancy statement shall acknowledge that this agreement is unmodified and in full force, or in full force as modified, and state the modifications. Failure to comply with this requirement: (i) shall be deemed Tenant's acknowledgment that the tenancy statement is true and correct, and may be relied upon by a prospective lender or purchaser; and (ii) may be treated by Landlord as a material breach of this agreement. Tenant shall also prepare, execute, and deliver to Landlord any financial statement (which will be held in confidence) reasonably requested by a prospective lender or buyer.
- 31. LANDLORD'S TRANSFER:** Tenant agrees that the transferee of Landlord's interest shall be substituted as Landlord under this agreement. Landlord will be released of any further obligation to Tenant regarding the security deposit, only if the security deposit is returned to Tenant upon such transfer, or if the security deposit is actually transferred to the transferee. For all other obligations under this agreement, Landlord is released of any further liability to Tenant, upon Landlord's transfer.
- 32. SUBORDINATION:** This agreement shall be subordinate to all existing liens and, at Landlord's option, the lien of any first deed of trust or first mortgage subsequently placed upon the real property of which the Premises are a part; and to any advances made on the security of the Premises, and to all renewals, modifications, consolidations, replacements, and extensions; However, as to the lien of any deed of trust or mortgage entered into after execution of this agreement, Tenant's right to quiet possession of the Premises shall not be disturbed if Tenant is not in default and so long as Tenant pays the Rent and observes and performs all of the provisions of this agreement, unless this agreement is otherwise terminated pursuant to its terms. If any mortgagee, trustee, or ground lessor elects to have this agreement placed in a security position prior to the lien of a mortgage, deed of trust, or ground lease, and gives written notice to Tenant, this agreement shall be deemed prior to that mortgage, deed of trust, or ground lease, or the date of recording.
- 33. TENANT REPRESENTATIONS; CREDIT:** Tenant warrants that all statements in Tenant's financial documents and rental application are accurate. Tenant authorizes Landlord and Broker(s) to obtain Tenant's credit report at time of application and periodically during tenancy in connection with approval, modification, or enforcement of this agreement. Landlord may cancel this agreement: (i) before occupancy begins, upon disapproval of the credit report(s); or (ii) at any time, upon discovering that information in Tenant's application is false. A negative credit report reflecting on Tenant's record may be submitted to a credit reporting agency, if Tenant fails to pay Rent or comply with any other obligation under this agreement.
- 34. CONSTRUCTION-RELATED ACCESSIBILITY STANDARDS:** Landlord states that the Premises ☐ has, or ☐ has not been inspected by a Certified Access Specialist. If so, Landlord states that the Premises ☐ has, or ☐ has not been determined to meet all applicable construction-related accessibility standards pursuant to Civil Code Section 55.53.
- 35. ENERGY DISCLOSURE:** If this is a lease of the entire building, Landlord shall provide Tenant, at least 24 hours prior to execution of this Agreement, the Disclosure Summary Sheet, Statement of Energy Performance, Data Checklist, and the Facility Summary for the building as required by Public Resources Code Section 25402.10 and California Code of Regulations, Title 20, Sections 1680 through 1685. This requirement is effective for a building with total gross floor area square footage as follows: more than 50,000 square feet, July 1, 2013; more than 10,000 square feet and up to 50,000 square feet, January 1, 2014; and at least 5,000 square feet up to 10,000 square feet, July 1, 2014. For more information, see <http://www.energy.ca.gov/ab1103/index.html>.
- 36. DISPUTE RESOLUTION:**
- A. MEDIATION:** Tenant and Landlord agree to mediate any dispute or claim arising between them out of this agreement, or any resulting transaction, before resorting to arbitration or court action, subject to paragraph 36B(2) below. Paragraphs 36B(2) and (3) apply whether or not the arbitration provision is initiated. Mediation fees, if any, shall be divided equally among the parties involved. If for any dispute or claim to which this paragraph applies, any party commences an action without first attempting to resolve the matter through mediation, or refuses to mediate after a request has been made, then that party shall not be entitled to recover attorney fees, even if they would otherwise be available to that party in any such action. THIS MEDIATION PROVISION APPLIES WHETHER OR NOT THE ARBITRATION PROVISION IS INITIALED.
- B. ARBITRATION OF DISPUTES:** (1) Tenant and Landlord agree that any dispute or claim in Law or equity arising between them out of this agreement or any resulting transaction, which is not settled through mediation, shall be decided by neutral, binding arbitration, including and subject to paragraphs 36B(2) and (3) below. The arbitrator shall be a retired judge or justice, or an attorney with at least 5 years of real estate transactional law experience, unless the parties mutually agree to a different arbitrator, who shall render an award in accordance with substantive California Law. In all other respects, the arbitration shall be conducted in accordance with Part III, Title 9 of the California Code of Civil Procedure. Judgment upon the award of the arbitrator(s) may be entered in any court having jurisdiction. The parties shall have the right to discovery in accordance with Code of Civil Procedure §1283.05.
- (2) **EXCLUSIONS FROM MEDIATION AND ARBITRATION:** The following matters are excluded from Mediation and Arbitration hereunder: (i) a judicial or non-judicial foreclosure or other action or proceeding to enforce a deed of trust, mortgage, or installment land sale contract as defined in Civil Code §2985; (ii) an unlawful detainer action; (iii) the filing or enforcement of a mechanic's lien; (iv) any matter that is within the jurisdiction of a probate, small claims, or bankruptcy court; and (v) an action for bodily injury or wrongful death, or for latent or patent defects to which Code of Civil Procedure §337.1 or §337.15 applies. The filing of a court action to enable the recording of a notice of pending action, for order of attachment, receivership, injunction, or other provisional remedies, shall not constitute a violation of the mediation and arbitration provisions.
- (3) **BROKERS:** Tenant and Landlord agree to mediate and arbitrate disputes or claims involving either or both Brokers, provided either or both Brokers shall have agreed to such mediation or arbitration, prior to, or within a reasonable time after the dispute or claim is presented to Brokers. Any election by either or both Brokers to participate in mediation or arbitration shall not result in Brokers being deemed parties to the agreement.
- "NOTICE: BY INITIALING IN THE SPACE BELOW YOU ARE AGREEING TO HAVE ANY DISPUTE ARISING OUT OF THE MATTERS INCLUDED IN THE 'ARBITRATION OF DISPUTES' PROVISION DECIDED BY NEUTRAL ARBITRATION AS PROVIDED BY CALIFORNIA LAW AND YOU ARE GIVING UP ANY RIGHTS YOU MIGHT POSSESS TO HAVE THE DISPUTE LITIGATED IN A COURT OR JURY TRIAL. BY INITIALING IN THE SPACE BELOW YOU ARE GIVING UP YOUR JUDICIAL RIGHTS TO DISCOVERY AND APPEAL, UNLESS THOSE RIGHTS ARE SPECIFICALLY INCLUDED IN THE 'ARBITRATION OF DISPUTES' PROVISION. IF YOU REFUSE TO SUBMIT TO ARBITRATION AFTER AGREEING TO THIS PROVISION, YOU MAY BE COMPELLED TO**

Landlord's Initials G.D. ()Tenant's Initials A.M. ()

Reviewed by _____ Date _____

CL REVISED 4/13 (PAGE 4 of 6)

COMMERCIAL LEASE AGREEMENT (CL PAGE 4 OF 6)

Produced with zipForm® by zipLogix 18070 Fifteen Mile Road, Fraser, Michigan 48026 www.zipLogix.com

Healthy House



ARBITRATE UNDER THE AUTHORITY OF THE CALIFORNIA CODE OF CIVIL PROCEDURE. YOUR AGREEMENT TO THIS ARBITRATION PROVISION IS VOLUNTARY."

"WE HAVE READ AND UNDERSTAND THE FOREGOING AND AGREE TO SUBMIT DISPUTES ARISING OUT OF THE MATTERS INCLUDED IN THE 'ARBITRATION OF DISPUTES' PROVISION TO NEUTRAL ARBITRATION."

Landlord's Initials / Tenant's Initials H.M.

37. JOINT AND INDIVIDUAL OBLIGATIONS: If there is more than one Tenant, each one shall be individually and completely responsible for the performance of all obligations of Tenant under this agreement, jointly with every other Tenant, and individually, whether or not in possession.

38. NOTICE: Notices may be served by mail, facsimile, or courier at the following address or location, or at any other location subsequently designated:

Landlord: Tinetti Realty Group
2930 G Street - Merced CA 95340
Office 209-384-7368

Tenant: Healthy House Within a Match Coalition
301 W. 18th St., Ste. 101
Merced, CA 95340

Notice is deemed effective upon the earliest of the following: (i) personal receipt by either party or their agent; (ii) written acknowledgement of notice; or (iii) 5 days after mailing notice to such location by first class mail, postage pre-paid.

39. WAIVER: The waiver of any breach shall not be construed as a continuing waiver of the same breach or a waiver of any subsequent breach.

40. INDEMNIFICATION: Tenant shall indemnify, defend and hold Landlord harmless from all claims, disputes, litigation, judgments and attorney fees arising out of Tenant's use of the Premises.

41. OTHER TERMS AND CONDITIONS/SUPPLEMENTS: Janitorial services will be provided in Common Areas only. Janitorial supplies are provided by Landlord, and are accessible to tenant with key given to access supply closet.

The following ATTACHED supplements/exhibits are incorporated in this agreement: ☐ Option Agreement (C.A.R. Form OA)

42. ATTORNEY FEES: In any action or proceeding arising out of this agreement, the prevailing party between Landlord and Tenant shall be entitled to reasonable attorney fees and costs from the non-prevailing Landlord or Tenant, except as provided in paragraph 36A.

43. ENTIRE CONTRACT: Time is of the essence. All prior agreements between Landlord and Tenant are incorporated in this agreement, which constitutes the entire contract. It is intended as a final expression of the parties' agreement, and may not be contradicted by evidence of any prior agreement or contemporaneous oral agreement. The parties further intend that this agreement constitutes the complete and exclusive statement of its terms, and that no extrinsic evidence whatsoever may be introduced in any judicial or other proceeding, if any, involving this agreement. Any provision of this agreement that is held to be invalid shall not affect the validity or enforceability of any other provision in this agreement. This agreement shall be binding upon, and inure to the benefit of, the heirs, assignees and successors to the parties.

44. BROKERAGE: Landlord and Tenant shall each pay to Broker(s) the fee agreed to, if any, in a separate written agreement. Neither Tenant nor Landlord has utilized the services of, or for any other reason owes compensation to, a licensed real estate broker (individual or corporate), agent, finder, or other entity, other than as named in this agreement, in connection with any act relating to the Premises, including, but not limited to, inquiries, introductions, consultations, and negotiations leading to this agreement. Tenant and Landlord each agree to indemnify, defend and hold harmless the other, and the Brokers specified herein, and their agents, from and against any costs, expenses, or liability for compensation claimed inconsistent with the warranty and representation in this paragraph 42.

45. AGENCY CONFIRMATION: The following agency relationships are hereby confirmed for this transaction:

Listing Agent: _____ (Print Firm Name) is the agent of (check one):

☐ the Landlord exclusively; or ☒ both the Tenant and Landlord.

Selling Agent: _____ (Print Firm Name) (if not same as Listing Agent) is the agent of (check one):

☐ the Tenant exclusively; or ☐ the Landlord exclusively; or ☐ both the Tenant and Landlord.

Real Estate Brokers are not parties to the agreement between Tenant and Landlord.

Landlord's Initials G.D. ()Tenant's Initials H.M. ()

Reviewed by _____ Date _____

CL REVISED 4/13 (PAGE 5 of 6)

COMMERCIAL LEASE AGREEMENT (CL PAGE 5 OF 6)

Produced with zipForm® by zipLogix 18070 Fifteen Mile Road, Fraser, Michigan 48026 www.zipLogix.com

Healthy House



Landlord and Tenant acknowledge and agree that Brokers: (i) do not guarantee the condition of the Premises; (ii) cannot verify representations made by others; (iii) will not verify zoning and land use restrictions; (iv) cannot provide legal or tax advice; (v) will not provide other advice or information that exceeds the knowledge, education or experience required to obtain a real estate license. Furthermore, if Brokers are not also acting as Landlord in this agreement, Brokers: (vi) do not decide what rental rate a Tenant should pay or Landlord should accept; and (vii) do not decide upon the length or other terms of tenancy. Landlord and Tenant agree that they will seek legal, tax, insurance, and other desired assistance from appropriate professionals.

Tenant _____ Date _____

Healthy House Within a Match Coalition

(Print name)

Address 301 W. 18th St., Ste. 101, 102, and front office of 103 City Merced State CA Zip 95340

Tenant _____ Date _____

(Print name)

Address _____ City _____ State _____ Zip _____

- ☐ **GUARANTEE:** In consideration of the execution of this Agreement by and between Landlord and Tenant and for valuable consideration, receipt of which is hereby acknowledged, the undersigned ("Guarantor") does hereby: (i) guarantee unconditionally to Landlord and Landlord's agents, successors and assigns, the prompt payment of Rent or other sums that become due pursuant to this Agreement, including any and all court costs and attorney fees included in enforcing the Agreement; (ii) consent to any changes, modifications or alterations of any term in this Agreement agreed to by Landlord and Tenant; and (iii) waive any right to require Landlord and/or Landlord's agents to proceed against Tenant for any default occurring under this Agreement before seeking to enforce this Guarantee.

Guarantor (Print Name) _____ Date _____

Guarantor _____ Date _____

Address _____ City _____ State _____ Zip _____

Telephone _____ Fax _____ E-mail _____

Landlord agrees to rent the Premises on the above terms and conditions.

Landlord _____ Date _____

(owner or agent with authority to enter into this agreement) Tinetti Realty Group - Matatia Bass

Address 2930 G Street City Merced State CA Zip 95340

Landlord _____ Date _____

(owner or agent with authority to enter into this agreement)

Address _____ City _____ State _____ Zip _____

Agency relationships are confirmed as above. Real estate brokers who are not also Landlord in this agreement are not a party to the agreement between Landlord and Tenant.

Real Estate Broker (Leasing Firm) Tinetti Realty Group BRE Lic. # _____

By (Agent) _____ BRE Lic. # _____ Date _____

Address _____ City _____ State _____ Zip _____

Telephone _____ Fax _____ E-mail _____

Real Estate Broker (Leasing Firm) Tinetti Realty Group BRE Lic. # _____

By (Agent) _____ BRE Lic. # _____ Date _____

Address _____ City _____ State _____ Zip _____

Telephone _____ Fax _____ E-mail _____

© 2013, California Association of REALTORS®, Inc. United States copyright law (Title 17 U.S. Code) forbids the unauthorized distribution, display and reproduction of this form, or any portion thereof, by photocopy machine or any other means, including facsimile or computerized formats. THIS FORM HAS BEEN APPROVED BY THE CALIFORNIA ASSOCIATION OF REALTORS® (C.A.R.). NO REPRESENTATION IS MADE AS TO THE LEGAL VALIDITY OR ACCURACY OF ANY PROVISION IN ANY SPECIFIC TRANSACTION. A REAL ESTATE BROKER IS THE PERSON QUALIFIED TO ADVISE ON REAL ESTATE TRANSACTIONS. IF YOU DESIRE LEGAL OR TAX ADVICE, CONSULT AN APPROPRIATE PROFESSIONAL.



Published and Distributed by:
REAL ESTATE BUSINESS SERVICES, INC.
a subsidiary of the California Association of REALTORS®
525 South Virgil Avenue, Los Angeles, California 90020

Reviewed by _____ Date _____





CALIFORNIA
ASSOCIATION
OF REALTORS®

ADDENDUM

(C.A.R. Form ADM, Revised 4/12)

No. 1

The following terms and conditions are hereby incorporated in and made a part of the: ☐ Residential Purchase Agreement, ☐ Manufactured Home Purchase Agreement, ☐ Business Purchase Agreement, ☐ Residential Lease or Month-to-Month Rental Agreement, ☐ Vacant Land Purchase Agreement, ☐ Residential Income Property Purchase Agreement, ☐ Commercial Property Purchase Agreement, ☒ Other **Commercial Lease Agreement**

dated April 16, 2015, on property known as 301 W.18th St., Ste. 101,102 & 203#B
Merced, CA 95340

in which Healthy House Within A Match Coalition is referred to as ("Buyer/Tenant")
and Tinetti Realty Group - Matatia Bass is referred to as ("Seller/Landlord").

Tenant was originally assigned the front office of unit #103 to use for storage. Storage unit has now been transferred to unit #203B. The owner of the property has paid \$1,200.00 to the tenants in order to help with the moving expenses per the tenant's request.

The foregoing terms and conditions are hereby agreed to, and the undersigned acknowledge receipt of a copy of this document.

Date 5.29.15

Buyer/Tenant [Signature]
Healthy House Within A Match Coalition

Buyer/Tenant _____

Date _____

Seller/Landlord [Signature]
Tinetti Realty Group - Matatia Bass

Seller/Landlord _____

The copyright laws of the United States (Title 17 U.S. Code) forbid the unauthorized reproduction of this form, or any portion thereof, by photocopy machine or any other means, including facsimile or computerized formats. Copyright© 1986-2012, CALIFORNIA ASSOCIATION OF REALTORS®, INC. ALL RIGHTS RESERVED.

THIS FORM HAS BEEN APPROVED BY THE CALIFORNIA ASSOCIATION OF REALTORS® (C.A.R.). NO REPRESENTATION IS MADE AS TO THE LEGAL VALIDITY OR ADEQUACY OF ANY PROVISION IN ANY SPECIFIC TRANSACTION. A REAL ESTATE BROKER IS THE PERSON QUALIFIED TO ADVISE ON REAL ESTATE TRANSACTIONS. IF YOU DESIRE LEGAL OR TAX ADVICE, CONSULT AN APPROPRIATE PROFESSIONAL.

This form is available for use by the entire real estate industry. It is not intended to identify the user as a REALTOR®. REALTOR® is a registered collective membership mark which may be used only by members of the NATIONAL ASSOCIATION OF REALTORS® who subscribe to its Code of Ethics.

R E S C Published and Distributed by:
REAL ESTATE BUSINESS SERVICES, INC.
a subsidiary of the California Association of REALTORS®
© 525 South Virgil Avenue, Los Angeles, California 90020

ADM REVISED 4/12 (PAGE 1 OF 1)

Reviewed by _____ Date _____



ADDENDUM (ADM PAGE 1 OF 1)