



Fiscal Year 2019

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
Application for Funding

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

Agency Information

<i>Agency Name:</i>	Project Sentinel	<i>Program Title:</i>	Project Sentinel Fair Housing
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<i>Business Address, including city:</i>	1231 8th Street, Suite 425, Modesto, CA 95354
<i>Mailing Address: (if different)</i>	1490 El Camino Real, Santa Clara, CA 95050

<i>Applicant contact name:</i>					
<i>Type of agency:</i>	<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:
<i>Number of paid staff:</i>	40		<i>Tax ID number:</i>	77-0266612	
<i>Number of volunteers:</i>	15, including mediators		<i>DUNS number:</i>	781326608	
<i>Annual operating budget:</i>	\$2,582,915				

Funding Request

<i>Total funding requested in this application:</i>	\$30,000	<i>Other funds already secured for project:</i>	\$5,000
<i>Total cost to complete project:</i>	\$35,000	<i>Other funds not yet secured for project: *</i>	\$0

**Please explain in Project Description section below*

** For City of Merced Office Use Only – Thank You **			
<i>Project Eligible?</i>	<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

<i>Project address(es):</i>	<i>Census tract:</i>	<i>Project Area:</i>
1231 8th Street, Suite 425, Modesto, CA 95354		

Target clientele:	City of Merced residents and those seeking to reside in the City of Merced. Clients are predominantly LMI.
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Brief project description and organizations mission: (include goals, objectives, and number of clientele to be served)
To combat illegal housing discrimination, Project Sentinel provides comprehensive fair housing services of civil rights enforcement (audits and complaint based investigations) and community outreach and education. Education and outreach activities make renters and housing providers aware of their fair housing rights and responsibilities. These services are provided throughout the rental and homeownership process and are available to home seekers, in-place residents, and housing providers. Provision of these services will help create and maintain healthy communities and will assist the City of Merced in meeting its CDBG obligation to affirmatively further fair housing. Project Sentinel proposes to emphasize education of general housing rights to low income tenants and property owners as a way of promoting successful housing opportunities for low income home seekers.

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.
To combat illegal housing discrimination, Project Sentinel provides comprehensive fair housing services of community outreach and education and fair housing investigation for civil rights enforcement. Consultations address fair housing questions that do not warrant an investigation. Information and Referral services link callers with housing problems to the most appropriate service providers. Education and outreach activities make renters and housing providers aware of their fair housing rights and responsibilities. Fair Housing investigations that reveal evidence of illegal discrimination are addressed through education, conciliation, HUD or DFEH filings, or litigation. Provision of these services will help create and maintain healthy communities and will assist the City of Merced in meeting its CDBG obligation to affirmatively further fair housing.

1.2 How much total funding are you requesting in this application? (You will provide a detailed budget in Appendix C)	\$30,000
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1.3. Anticipated start date:	July 1, 2019	Anticipated end date:	June 30, 2020
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1.4. Project's days/hours of operation:	Monday-Friday, 9:00 AM to 4:30 PM (intake 9:00 AM to 4:00 PM)
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1.5 <i>Project Category</i> <i>(Check one only)</i>	<input type="checkbox"/> Public Service	1.6 <i>Project Objective</i> <i>(Check one only)</i>	<input checked="" 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> <i>(Check one only)</i>	<input type="checkbox"/> Availability/Accessibility		
	<input type="checkbox"/> Sustainability		
	<input type="checkbox"/> Affordability		
	<input checked="" 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 type="checkbox"/>	(1)	Area benefit: At least 51% of residents within the targeted activity area are low to moderate income (LMI)
<input checked="" type="checkbox"/>	(2)	Limited clientele (select from options below):
<input type="checkbox"/>	(a)	Special needs group (select benefit group from list below):
<input type="checkbox"/>	(i)	Abused children
<input type="checkbox"/>	(ii)	Elderly persons 62 years or older
<input type="checkbox"/>	(iii)	Battered spouses
<input type="checkbox"/>	(iv)	Severely disabled adults (not children) – Census definition; documentation required
<input type="checkbox"/>	(v)	Illiterate adults
<input type="checkbox"/>	(vi)	Persons living with HIV/AIDS
<input type="checkbox"/>	(vii)	Migrant farm workers
<input type="checkbox"/>	(viii)	Homeless persons
<input checked="" type="checkbox"/>	(b)	At least 51% of clientele to be served will be documented as LMI.
<input type="checkbox"/>	(3)	Housing (select subpart below):
<input type="checkbox"/>	(a)	Single family (must be 100% LMI)
<input type="checkbox"/>	(b)	Multi-unit (must be 51% LMI)
<input type="checkbox"/>	(4)	Job creation: At least 51% of jobs for LMI persons.

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

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:*

Please see response on separate page

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

Please see response on separate page

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:*

Please see response on separate page

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

Please see response on separate page

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:*

Please see response on separate page

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

<input checked="checked" type="checkbox"/>	Yes	<input type="checkbox"/>	No
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Please see response on separate page

Responses to Funding Application Questions

SECTION 1. Applicant Information

(Max Length for Questions 1.10 to 1.15: 2 Pages)

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

Services will assist the City of Merced in meeting its HUD obligation to affirmatively further fair housing.

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

Victims of housing discrimination and other predatory housing practices are often among the poorest and most underserved residents of our communities. Victims of housing discrimination and other predatory housing practices are often among the poorest and most underserved residents of our communities. Merced demographics show that 51.2% of the population is Hispanic; 45.3% of the population speaks a language other than English, more than half of those have limited English proficiency; 48.2% of the non-institutionalized population over 65 have some form of disability (ACS 2016 estimates). The linguistic, cultural, mental and physical barriers that contribute to discrimination often prevent victims from perceiving, understanding and addressing discriminatory treatment. Project Sentinel will combat these barriers to fair housing by reaching out directly to target populations. The highly diverse ethnic population serves as the basis for Project Sentinel's multilingual services of culturally-sensitive counseling and educational literature translated into Spanish and various Asian languages.

The proposal addresses not only the Consolidated Plan's priority of ensuring that all housing programs are available without discrimination, but also the Program Goal of providing supportive services for special needs groups. Special needs groups that benefit from fair housing services are large families, female headed households, disabled persons, agricultural workers (immigrants/racial and ethnic minorities/foreign national origin) and elderly persons, particularly those who are of lower income status.

The City of Merced has a shortage of housing units that are affordable to very low and low income households. In particular, there is a shortage of housing units that meet the needs of households with very low or low incomes. "According to the Comprehensive Housing Affordability Strategy (CHAS) Data, there are 3,147 households with an income that is less than or equal to thirty percent of the area's median income. Of that number, 88.2 % experience housing problems (defined as cost burden greater than 30% of income and/or overcrowding and/or without complete kitchen or plumbing facilities). Approximately 81.4% of these households report a housing burden of more than 30% of their income and 66.2% have a housing burden greater than 50% of their income." (City of Merced Consolidated Plan 2015-2020). Low to very low income households constitute the majority of clients served by Project Sentinel. This client base, many of whom are monolingual, non-English speaking, often with a disability, constitutes the most vulnerable of our communities and the most in need of education on their housing rights. Without this knowledge people can be taken advantage of, both landlord and tenant.

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:

Comprehensive Fair Housing services consist of:

- 1) Information and Referral – Existing service
- 2) Fair Housing Outreach and /education – Existing service
- 3) Rental Rights & Responsibilities Education – New multi lingual educational material will be provided
- 4) Investigation – Existing service.

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

The target population will be reached through the use of mass media and social media, public presentations, training workshops, the distribution of multi-lingual educational material, tabling at community resource fairs, publication of Rent Watch, and presentations to clients and staff of social service agencies.

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:

80% of clients who participate in outreach presentations will have a better understanding of their rights and obligations under the FH laws. Estimated # of beneficiaries: 25. Outcomes will be measured by a post survey asking the audience whether they gained knowledge from the presentation.

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

In the past, Project Sentinel has reached out to the Merced County Human Services Agency, Resources for Independence Central Valley, Catholic Charities, the Central Valley Coalition for Affordable Housing, Valley Crisis Center, Sierra Saving Grace Homeless Project, the Merced LGBT Center, Central Valley Journey for Justice, and the Merced Co. Community Action Agency, as well as the UC Merced and Merced College communities. Project Sentinel provided brochures and information on its fair housing services to *Merced City Animal Control, the Adult Wellness Center, Merced County Mental Health, the Merced SPCA, local veterinary clinics, and the Merced Public Housing Authority. Project Sentinel also placed brochures at the Civic Center, the Merced County Library, and the Merced County Law Library. These brochures were in English, Spanish, and Hmong, and where appropriate included specialized information for people with disabilities, people with assistance animals, and families with children. Project Sentinel collaborated with Resources for Independence Central Valley to plan a fair housing information session at the Merced County Library for people specifically targeting people with disabilities.

*Outreach was conducted with a number of animal services due to service and support animals for those with disabilities.

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

2.1. What is the target population for this project?

Please see response on separate page

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

Please see response on separate page

2.3. What specific Census tracts or Housing Project areas does the project intend to serve?

Please see response on separate page. Project will serve all census tracts.

2.4. Is the primary office located within eligible census tracts and/or Housing project areas?

☐

Yes

☒

No

[Type response here.]

2.5. Indicate whether the project will be serving individual clients (IC) or households (HH):

☒

IC

☒

HH

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

85 IC

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?

68 IC

2.8. If applicable, what is the percentage of unduplicated LMI clients/households to be served?

80%

2.9. What is the cost per client/household?

\$353

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% Merced Residents

SECTION 2 Target Population (Max Length: 1 Page)

2.1 What is the target population for this project?

Services will be available to all Merced residents or prospective residents. The agency does not exclude anyone due to income level, but low to very low income tenants constitute the majority of our clients. This client base, many of whom are monolingual, non-English speaking, often with a disability, constitutes the most at-risk and underserved population of our communities. Historically, over 80% of program beneficiaries have been low or very low income with 50% being Hispanic.

2.2 How does your agency track and record client demographics?

Project Sentinel uses HUD approved self-certification forms at the time of case intake. PS staff also work to secure back-up documentation of income, such as pay stubs, SSI benefits award letter, or other public assistance documentation. The income level of callers requesting information is collected during the call and entered in Project Sentinel's I&R database. All data is stored in an Access database as well Excel spreadsheets which are properly backed up.

2.3 What specific Census tracts or Housing Project areas does the project intend to serve?

The proposed fair housing services will be offered throughout all census tracts in the City of Merced.

2.4 Is the primary office located within eligible census tracts and/or Housing project areas?

N/A. Project Sentinel serves Merced from its Modesto Office.

Section 3: Agency Capacity

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

Name of person:	Cristina Figueroa-Cortes
Title of person:	Fair Housing Director
E-mail address:	cfigueroacortes@housing.org
Telephone number:	408-907-4662
Alternate phone:	669-273-5555

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

Name of person:	Ann Marquart
Title of person:	Executive Director
E-mail address:	amarquart@housing.org
Telephone number:	408-470-3739
Alternate phone:	650-380-0198

3.3 Who will be the person 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 ABOVE

Name of person:	Ana Andrade
Title of person:	Fair Housing Coordinator
E-mail address:	aandrade@housing.org
Telephone number:	209-287-8441
Alternate phone:	
Name of person:	Elizabeth Sanchez
Title of person:	Fair Housing Counselor
E-mail address:	esanchez@housing.org
Telephone number:	209-622-1954
Alternate phone:	

3.4. Who will be the person responsible for the financial oversight of the CDBG expenditures and fiscal compliance?
Provide no more than two individuals: DO NOT COMPLETE IF SAME AS ABOVE

Name of person:	Julie Kling
Title of person:	Assistant Controller
E-mail address:	JulieK@healthtrust.org
Telephone number:	408-513-8757
Alternate phone :	
Name of person:	
Title of person:	
E-mail address:	
Telephone number:	
Alternate phone:	

(Maximum length for Questions 3.5 to 3.8 below is one page)

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

Please see response on separate page

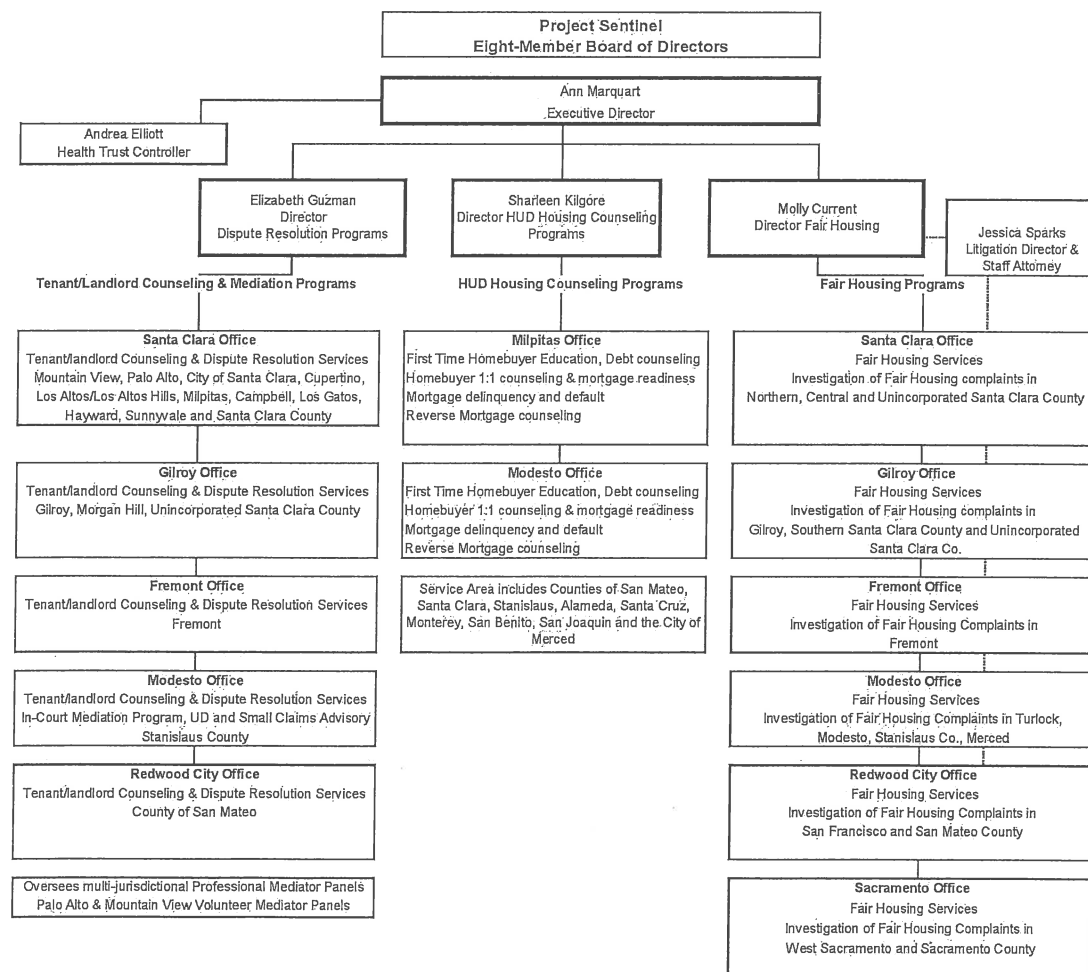
3.6. How does your agency plan to ensure compliance with applicable policy and procedural requirements (including those listed in HUD's "Playing by the Rules" Handbook)?
Click link to access handbook [Playing by the Rules Handbook](#)

Please see response on separate page

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.)

Please see response on separate page

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



SECTION 3. AGENCY CAPACITY (Max Length for Questions 3.5 to 3.8: 1 Page)

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

- a) Data Base: Agency maintains properly backed up electronic records on all I&R calls, cases, including demographics, types of complaints and their outcomes
- b) Survey Form: Solicits information from outreach and education event participants regarding how much they learned and for recommendations for changes.
- c) Case Files: The FH Director monitors the progress of all program goals, making sure that numerical goals are met and case management protocol is followed, including follow-up to track the progress of case activity.

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?)

Project Sentinel has policies in place that ensure compliance with the administrative requirements regarding the use of Federal funds as laid out in the Handbook for CDBG sub-recipients. The policies are described in Section 4.

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.)

There are no unresolved ADA issues.

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

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

Please see response on separate page

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

Please see response on separate page

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

Please see response on separate page

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

Please see response on separate page

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

Please see response on separate page

SECTION 4 : Auditing Control (Max Length: 2 Pages)

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

Project Sentinel has implemented policies and procedures, which require multiple levels of review for all expenditures. The Executive Director reviews all invoices for approval. The Board of Directors reviews the Executive Director's expenses. The agency has outsourced most of its accounting and financial needs to Financial Administrative Support Services a subsidiary of The Health Trust (FASS), which reduces the risks for fraud, waste and mismanagement. FASS provides another layer of oversight to help prevent, deter, or detect fraud. Invoices to the City of Merced are based on actual staff time worked (time sheets) and a HUD approved indirect cost rate. Project Sentinel requires that all invoices are approved by the Executive Director, Ann Marquart prior to payment. Outgoing funds are verified by at least two people, sometimes three people, at FASS before they are mailed

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

The Board of Directors reviews and approves the annual budget and all modifications. The Board's Finance Committee reviews the annual audit with the audit firm, meets with staff in developing the budget, and continually monitors all financial statements, budgets and financial decisions. The Finance Committee is comprised of board members and community members that have a background in finance and an understanding of financial documents and procedures.

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

FASS uses Blackbaud Financial Edge general ledger software to properly record accounting transactions by program, location, account, and funding source (cost center). Monthly financial statements, comparing actual to budget, are prepared in accordance with GAAP.

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

It is the policy of Project Sentinel to arrange for an annual review of the agency's financial statements, including a Single Audit, to be conducted by an independent accounting firm. The independent accounting firm selected by Project Sentinel will be required to communicate directly with Project Sentinel's Audit Committee upon the completion of their review. In addition, members of the Audit Committee are authorized to initiate communication directly with the independent accounting firm. Financial statements and compliance reports must be available to submit to funders by the 180th day after the end of the fiscal year. Audited financial statements, including the auditor's opinion, are submitted to the Audit Committee for review and discussion. The financial statements and Single Audit are then presented to the Board of Directors by the independent accounting firm for acceptance.

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

FASS uses Blackbaud Financial Edge general ledger software to properly record accounting transactions by program, location, account, and funding source (cost center). Every source of funds has its own cost center account. Monthly financial statements, comparing actual to budget, are prepared in accordance with GAAP.

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.)

Please see response on separate page.

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.	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
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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?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
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Explanation found in 6.1 in Responses to Funding Application Questions.

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

Please see response on separate page.

Section 5: Agency Experience (Max Length: 1 Page for Sections 5 & 6 Combined)

5.1. Briefly highlight your agency's experience and major accomplishments in providing services to residents of Merced. You may expand in Appendix A.

Over the course of FY 1617, we trained housing providers, social service providers, and other Merced residents on fair housing law. We spoke with staff at numerous local government agencies, nonprofits, and service organizations about fair housing law, including Central Valley Journey for Justice, Behavioral Health and Recovery Services, Turning Point Community Programs, the United Way, Valley Crisis Center, Sierra Saving Grace, students and staff at Merced College, and the Merced Lao Family Community, to educate them on fair housing and Project Sentinels' services. We held a fair housing workshop at the Merced County Library, where we trained Merced residents on fair housing law. We distributed fair housing brochures to Merced residents through the Area Agency on Aging, the library, the civic center, Resources for Independence Central Valley, the Merced District Attorney's Office, and the Merced Victim/ Witness Assistance Program. We attended the Merced Continuum of Care quarterly membership meeting to invite members to attend our fair housing workshop. We tabled at two community fairs this last year. We conducted or participated in a total of eleven community outreach and education events and meetings, exceeding our goal of eight. Lastly, we sent out a mass mailer to 3,798 households in racially and ethnically concentrated areas of poverty in Merced. The mailers not only provided these residents information about fair housing in English and Spanish but also increased public awareness about our services.

5.2 Has your agency received CDBG or other federal funds in any of the 3 fiscal years (Fiscal Years 2014/15 through 2016/17)?

Please see separate attachment, Appendix E. Project Sentinel received a performance-based Multi-Year Award for 2015-17. Grant year covers Jan 1-Dec. 31 for each year from 2015-2017.

SECTION 6: Back-Up Plan (Max Length: 1 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?

Service goals are dependent upon funding as requested in this proposal. Although Project Sentinel is committed to providing assistance to all victims of housing discrimination, and we have the capability to contribute some HUD FHIP funds to assist fair housing efforts in Merced, the core services are dependent upon city funding. The elimination of funding would eliminate our ability to provide services and a reduction in the funding level would without question negatively impact Project Sentinel's ability to meet HUD's mandate to affirmatively further fair housing.

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

Although Project Sentinel is committed to providing assistance to all victims of housing discrimination, and we have the capability to contribute some HUD FHIP funds to assist fair housing efforts in Merced, the core services are dependent upon city funding. The elimination of funding would eliminate our ability to provide services and a reduction in the funding level would without question negatively impact Project Sentinel's ability to meet HUD's mandate to affirmatively further fair housing.

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.

Please see response on separate page

Appendix A

APPENDIX A – Narrative of Project (Max length: 2 pages)

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

Civil Rights Protection: Fair and equal access to housing is a primary civil right of all people and is a HUD requirement for the receipt of federal funding. Harmful stereotypes have shut the doors of housing opportunity for many people and it is the intent of the proposed services to open those doors of housing opportunity. To realize our civil rights and to keep the doors of opportunity open, we must protect our civil rights. To be effective in that protection, Fair Housing services must proactively outreach and educate the community as a whole, protected populations, and housing providers. Educating housing providers will reduce or hopefully eliminate the incidence of discrimination. Victims need help to secure evidence to prove their claim and to obtain redress from the harm they have suffered.

Fair housing outcomes: Housing providers will understand and operate within the law and home seekers will be able to secure and maintain housing of their choice. Those with disabilities will be granted reasonable accommodations and reasonable modifications. Families with children will be able to secure housing with reasonable occupancy standards and where their children can play under reasonable rules of conduct. Those of foreign national origin will live free from intimidation and threats of deportation.

Service Delivery: Comprehensive Fair Housing Services include community outreach/education and the investigation of complaints. Complaints are investigated by testing, interviews, surveys, and document review. The agency maintains a pool of culturally and racially diverse testers. In its enforcement efforts, Project Sentinel investigates an average of 400 cases a year. Approximately 30 to 40 per cent of the investigations reveal evidence substantiating the claim of discrimination. The majority of these meritorious complaints are conciliated by staff with approximately 10 to 15 percent being referred to a government enforcement office (HUD or DFEH) or to a member of the private bar or to PS's in house counsel. Project Sentinel assists the balance of those cases that do not show evidence of a violation by helping the complainant understand the other side of the scenario of their allegation or by counseling how the complainant can strengthen their home search or stabilize their tenancy.

Workshops are provided to owners and managers of rental property on fair housing compliance.

Community outreach and education are accomplished through the use of mass media, public presentations, training workshops, the distribution of educational material, collaboration with other social service agencies and apartment owner associations. Services are provided to any resident or anyone seeking to live in the City of Merced.

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

B.1. <i>Have the constructions plans and drawings been completed?</i>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<i>If no, indicate the anticipated date of completion:</i>				

B.2. <i>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:</i>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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[Type response here.]

B.3. <i>Summarize the organization's relevant experience on similar federally funded projects:</i>
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[Type response here.]

B.4. <i>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:</i>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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[Type response here.]

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

[Type response here.]

B.6. <i>Has funding for the construction phase been identified and committed? If no, describe below the issues preventing your agency from seeking outside funding:</i>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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[Type response here.]

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:				

[Type response here.]

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):
--

[Type response here.]

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?			
<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial	<input type="checkbox"/> Public facility	<input type="checkbox"/> Public right-of-way
What is the current zoning of the project site?			
Is the project site zoned correctly for the proposed activity?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

[Type response here.]

B.14. Does the project require temporary/permanent relocation of occupants?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<p>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.]</p>				

[Type response here.]

<p>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.</p> <p>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.</p>
--

[Type response here.]

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"/> Service	Complete Appendices C-1 & C-2
	<input type="checkbox"/> Economic Development	
	<input type="checkbox"/> Capital Improvement Project (CIP)	
<input checked="" type="checkbox"/> Administrative First preference		

- 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)

Appendix D: Implementation (maximum length: 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.

[illegible]

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:	Please see separate attachment		
E.2. Project name:			
E.3. Year of funding:	<input type="checkbox"/> Fiscal Year 2016/17	<input 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 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:		E.6. Amount spent to date:	
E.7. Amount reprogrammed to date:			
E.8. Indicate below the outcomes anticipated (refer to the original application for the project, if possible):			
(1)			
(2)			
(3)			
E.9. Indicate below the outcomes achieved:			
(1)			
(2)			
(3)			
E.10. If any anticipated outcomes were NOT achieved, specify which ones and explain why below:			

[Type response here.]

(Maximum length per project: one page)

E.1. Agency name			
E.2. Project name			
E.3. Year of funding:	<input type="checkbox"/> Fiscal Year 2016/17	<input 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 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:		E.6. Amount spent to date:	
E.7. Amount reprogrammed to date:			
E.8. Indicate below the outcomes anticipated (refer to the original application for the project, if possible):			
(1)			
(2)			
(3)			
E.9. Indicate below the outcomes achieved:			
(1)			
(2)			
(3)			
E.10. If any anticipated outcomes were NOT achieved, specify which ones and explain why below:			

[Type response here.]

(Maximum length per project: one page)

E.1. Agency name			
E.2. Project name			
E.3. Year of funding:	<input type="checkbox"/> Fiscal Year 2016/17	<input 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 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:		E.6. Amount spent to date:	
E.7. Amount reprogrammed to date:			
E.8. Indicate below the outcomes anticipated (refer to the original application for the project, if possible):			
(1)			
(2)			
(3)			
E.9. Indicate below the outcomes achieved:			
(1)			
(2)			
(3)			
E.10. If any anticipated outcomes were NOT achieved, specify which ones and explain why below:			

[Type response here.]

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

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Appendix C-1& C-2

Appendix D

APPENDIX D: Implementation (Max Length: 1 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.	Process calls; provide Information and Referral – 50 members of households served	Staff answers all calls; connect callers with needed services that are not fair housing-related	6/30/2020
2.	Provide consultations as needed	Address fair housing questions that do not warrant an investigation	6/30/2020
3.	Investigations – 8 cases	In depth intake, investigation and analysis of housing discrimination complaints including income complaints are investigated by testing, surveys and document review. Proactive audits are conducted to determine the level of unreported discrimination within a specific geographic area to help guide the development of proactive education. Es: service animal, to determine compliance with reasonable accommodation for persons with disabilities; occupancy standards to determine fair housing compliance for families with children.	6/30/2020
4.	Community Outreach and Education – 8 events	Use of mass media, public presentations, training workshops and distribution of multi-lingual educational Material, tabling at community resource fairs, participating in community panels and collaborative groups.	6/30/2020
5.	Renters' Rights & Responsibilities – 800 pieces	Develop and distribute multilingual material.	6/30/2020

Appendix E

Appendix E: Results of Prior Year Projects (Max Length: 1 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: U.S. Department of Housing and Urban Development

E.2 Project name: Fair Housing Initiatives Program – Private Enforcement Initiative

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 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 checked="" type="checkbox"/> Other (Indicate below):

E.5. Amount awarded: 325,000 E.6. Amount spent to date: 325,000

E.7. Amount reprogrammed to 0

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

(1)	400 Fair Housing Calls
(2)	200 complaint investigations
(3)	100 Attorney consultations

E.9. Indicate below the outcomes achieved:

(1)	579 calls
(2)	343 complaint investigations
(3)	200 Attorney consultations

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

All goals were exceeded.

Appendix E: Results of Prior Year Projects (Max Length: 1 Page per Project/Year)

If your agency received federal funds in Fiscal Year 2016, 20167, or 2018, complete one copy of this appendix for each project for each year funded.

E.1. Agency name: U.S. Department of Housing and Urban Development

E.2 Project name: Fair Housing Initiatives Program – Private Enforcement Initiative

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 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 checked="" type="checkbox"/> Other (Indicate below): FHIP-PEI

E.5. Amount awarded: 325,000 E.6. Amount spent to date: 325,000

E.7. Amount reprogrammed to 0

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

(1)	400 Fair Housing Calls
(2)	200 complaint investigations
(3)	75 Attorney consultations

E.9. Indicate below the outcomes achieved:

(1)	728 calls
(2)	388 complaint investigations
(3)	159 Attorney consultations

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

All goals were exceeded.

Appendix E: Results of Prior Year Projects (Max Length: 1 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: U.S. Department of Housing and Urban Development

E.2 Project name: Fair Housing Initiatives Program – Private Enforcement Initiative

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 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 checked="" type="checkbox"/> Other (Indicate below): FHIP - PEI

E.5. Amount awarded:	300,000	E.6. Amount spent to date:	300,000
E.7. Amount reprogrammed to	0		

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

(1)	400 Fair Housing Calls
(2)	200 complaint investigations
(3)	75 Attorney consultations
(4)	50 Reasonable accommodation complaints assisted

E.9. Indicate below the outcomes achieved:

(1)	544 calls
(2)	267 complaint investigations
(3)	61 Attorney consultations
(4)	119 Reasonable accommodation complaints assisted

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

While other goals were significantly exceeded, the calls requiring attorney consultations fell short by 20% as there were not enough callers needing the service.

Appendix E: Results of Prior Year Projects (Max Length: 1 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: U.S. Department of Housing and Urban Development

E.2 Project name: Fair Housing Initiatives Program – Education and Outreach Initiative

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 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 checked="" type="checkbox"/> Other (Indicate below): FHIP - PEI

E.5. Amount awarded:	125,000	E.6. Amount spent to date:	125,000
E.7. Amount reprogrammed to	0		

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

(1)	Develop and distribute materials on FH implications of criminal background history in tenant selection
(2)	
(3)	
(4)	

E.9. Indicate below the outcomes achieved:

(1)	Criminal history web toolkit was downloaded 271 times (goal was 250)
(2)	Distributed 2,626 copies of FH brochures in the target area
(3)	13 FH workshops were conducted focusing on people especially minorities from the reentry population
(4)	Criminal history webpage made available on PS website and exceeded the goal of 1000 hits by 20%
(5)	111 Social media posts on FH topics including specifically on the topic of criminal history in tenant selection

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

All goals were exceeded.

Appendix F

Appendix F: Roster of Board Members

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

[illegible]