



# 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:	Sierra Saving Grace Homeless Project (SSGHP)	Program Title:	Sierra Saving Grace Homeless Project
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Business Address, including city:	710 W 18th Street, Suite 18, Merced, Ca., 95340				
Mailing Address: <small>(if different)</small>	PO Box 1301, Merced, Ca. 95340				
Applicant contact name:		Joe Carroll			
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:	6	Tax ID number:	27-4663143		
Number of volunteers:	25	DUNS number:	969818736		
Annual operating budget:		\$ 150,000.00			

### Agency Mission Statement:

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

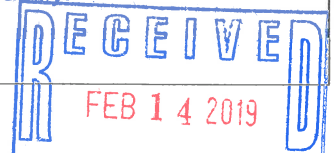
### Funding Request

Total funding requested in this application:	\$ 260,000.00	Other funds already secured for project:	\$ 5,000.00
Total cost to complete project:	\$ 260,000.00	Other funds not yet secured for project: *	

\*Please explain in Project Description section below

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

The goals of the granting of CDBG Home Loan is to provide affordable housing for homeless individuals or families. The objective of the CDBG Home Loan for SSGHP is obtain a zero interest loan to purchase either a duplex or single family dwelling. With the purchase of real property SSGHP can offer affordable housing to our clients. The number of clientele SSGHP can assist depends on the size of our purchase. It is possible to house 5 individuals or 1 family.



** This Box For City of Merced Office Use Only – Thank You **				By: _____
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

<i>Project address(es):</i>	<i>Census tract:</i>	<i>Project Area:</i>
To Be Determined	Merced City	City of Merced
	LIM	

<i>Target clientele:</i>	Homeless Individuals and/ or Families in the City of Merced
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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.

SSGHP is a non-profit program with Supportive Housing Program funds from HUD for leasing of scattered sites in Merced City/County for chronically homeless, disabled individuals. Rent, utilities, and case management are funded through HUD Grants and SSGHP Match dollars. Case management is an essential part of a homeless project in that the participants require intensive support in order to gain a foothold to living in homes rather than on the street.

1.2 How much total funding are you requesting in this application? (You will provide a detailed budget in Appendix C)	\$ 260,000.00
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1.3. Anticipated start date:	07/01/2019	Anticipated end date:	06/30/2019
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1.4. Project's days/hours of operation:	Monday thru Friday/ 8:00am to 8:00pm and on call during the weekend
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1.5 Project Category (Check one only)	<input checked="" type="checkbox"/> Public Service	1.6 Project Objective (Check one only)	<input type="checkbox"/> Suitable Living Environment
	<input type="checkbox"/> Economic Development		<input checked="" type="checkbox"/> Decent Housing
	<input type="checkbox"/> Capital Improvement		<input type="checkbox"/> Economic Opportunity
1.7 Project Outcome (Check one only)	<input type="checkbox"/> Availability/Accessibility		
	<input checked="" 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) 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 checked="" type="checkbox"/>	(viii) Homeless persons
<input checked="" type="checkbox"/>	(b) At least 51% of clientele to be served will be documented as LMI.
<input checked="" type="checkbox"/>	(3) Housing (select subpart below):
<input checked="" type="checkbox"/>	(a) Single family (must be 100% LMI)
<input checked="" 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.	<i>The 2015-2020 Consolidated Plan goals below have been listed in their descending order of priority. Select the goal appropriate to your project:</i>	<a href="#">Consolidated Plan</a>
<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 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:**

**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:**

SSGHP mission addresses the antipoverty strategy that is documented in the City of Merced Consolidated Plan. We supply scattered site permanent housing using HUD funding. Our funding award will continue through 2017 and is renewable at the end of that grant term. We have over \$100,000 dollars in HUD funding to cover rent and utilities for chronically homeless disabled individuals. In addition, our program includes funding for case management that addresses and solves all issues that that caused the homeless situation, in order remain stable and housed. We work on health issues, nutrition, medication monitoring, recovery, furnishings, transportation, volunteer support for all needs, legal services, home nursing, tutors, job search/training, health and income benefits, food, clothing, etc. It is a comprehensive program utilizing individual service plans with measureable goals, monitored weekly and monthly to ensure progress in each area addressed in each individual's service plan. SSG is a collaborative program with a large pool of volunteers from local churches, businesses and individual homeless advocates. Our HUD Grant Application scored high as a result of the collaborative efforts from the community of Merced.

SSGHP is requesting funding to support the need for attaining permanent supportive housing for the homeless. This project will enable SSGHP to house homeless or near homeless individuals and or familie

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

The current PIT homeless count in Merced for 2019 has not yet been published but the preliminary results indicate that the Merced County homeless count has greatly increased compared to the past few PIT counts. SSG will have approximately 10 households and house up to 18 individuals. In addition SSG is permanent housing and is focused on solving the problems that cause homelessness. Once the SSG participants are stable they can graduate from our program with a source of income and another individual or family will leave the street for housing in our program. It is a continuous cycle constantly moving individuals from the street to stable, independent housing and refilling that unit with other homeless individuals from the streets of Merced City /County

**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:**

**1.10. SSGHP is a comprehensive housing program for chronically homeless, disabled individuals. It includes rent payments, utilities, food assistance, medical/medication assistance, furnishings, transportation, and all other living essentials. The services that our participants receive are services already available through city, county and private agencies. The SSG case manager assists individuals in accessing these services and ensures that their individual service plan sets goals focused on improving their health conditions, finding a stream of income, and moving toward self- sufficiency so they remain in permanent housing**

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

*SSGHP is part of the Merced County Continuum of Care (CoC) which is a coalition of government and non-profit agencies dedicated to ending homelessness in Merced City/County. The CoC documents the housing availabilities of all agencies who are part of the CoC. This housing inventory tracking system is available to each agency who supplies housing and is updated within the CoC often, we all share information related to homeless outreach that we do daily. SSG also does outreach on the street to identify individuals that meet our chronic homeless, disabled criteria. We complete intakes on the street and place individuals in housing when they meet the criteria of our HUD grants. Those who do not qualify for our program receive referrals to an agency that can meet their individual needs*

**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:**

**Goal 1:** Provide assistance to participants to obtain and remain in permanent housing upon completion of the SSGP Program.

**Desired Outcome:** 70% of those families entering the program will receive income, benefits or housing vouchers that will allow them to stay housed upon leaving the SSG Program.

**Goal 2:** Develop Individual Service plans to assist participants to increase skills and income that will enable them to live independently upon graduation of the SSGHP **Desired Outcome:** Stabilize income for 80% of the participants who enter the program within six months. (in-come examples: VA benefits, unemployment, SSI, pension/retirement, employment, etc.)

**Goal 3:** Achieve greater self-determination and improved health through intensive case management focused on individual goals developed by the participant and the case manager.

**Desired Outcome:** 90 % of participants will meet at least one goal on their individual Services Plan by the end of the first year

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


Yes



No

The Merced County CoC is a collaboration of service providers with the main objective of ending homelessness in Merced County. We are in a constant communication to identify the needs of homeless individuals and match them to specific services needed. Assessments are completed and referrals are made to the appropriate agency. Some of the agencies include in the CoC are: Merced Community Action Agency/D Street Shelter, Mental Health, Housing Authority, CSMA, Golden Valley Clinics, VA/VASH, City and County of Merced, Rescue Mission, Dignity Health, and numerous churches and non-profits, to name a few. We are all committed to daily outreach to identify homeless individuals, assessments of needs, and referral to the appropriate agency. Our goal is to end homelessness in Merced City/County

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

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

The target population is chronically homeless disabled individuals/families. In most cases this target population has no income, which meets LIM on the Merced City Consolidated Plan

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

SSGHP participates in the Homeless Management Information Service (HMIS). This system tracks homelessness on a nationwide scale and is required in order to qualify for Permanent Supportive Housing(PSH) HUD Funding. This system supplies demographic reports from each agency utilizing the system.

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

The Housing Project areas this project will located in the areas defined by the Map of Cal Home Eligible Areas. The map was revised in 8/24/2015

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 checked="" type="checkbox"/> HH
2.6. What is the total number of unduplicated clients/households to be served?	5	
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?	5	
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?	\$ 13,000.00	
2.10. Over the past three years, what proportion of the targeted population served by the project were City of Merced residents? (Have documentation available, if requested.) If this is a new project, what proportion are you anticipating?	90%	



### Section 3: Agency Capacity

3.1. Who will be the person responsible for the overall oversight of the proposed project?	
Name of person:	Joe Carroll
Title of person:	Chairman
E-mail address:	jcarroll@sierrasavinggrace.org
Telephone number:	209-769-6932
Alternate phone:	209-626-5660

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

3.3 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: <u>DO NOT COMPLETE IF SAME AS 3.2 ABOVE</u>	
Name of person:	Joe Carroll
Title of person:	
E-mail address:	
Telephone number:	
Alternate phone:	
Name of person:	
Title of person:	
E-mail address:	
Telephone number:	
Alternate phone:	

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

**Add any additional relevant information here:**

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

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

HUD supplies tools for their grantees to use on an ongoing basis in order to supply annual performance reviews at the end of each grant year. SSGHP uses these tools and will make this tracking available to the City for review at any time within the upcoming year and at the end of Fiscal Year 2019.

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](#)

SSGHP already uses the HUD "Playing by the Rules Handbook" due to the requirements of our 2 HUD Grants. The SSGHP Policy and Procedure Manual was developed around the requirements of doing business with HUD.

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 none](#)

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

[See Attached](#)



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

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

SSGP is requesting funds for the acquisition of a duplex apartment or single family dwelling and funds to upgrade the property if necessary. The funds will be disbursed by the City of Merced Housing Unit. All rents collected from this project will be put into a special line item in our bookkeeping system and a quarterly report sent to the City of Merced Housing Unit

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

See attached fiscal policies from SSGHP Policy and Procedure Manual.

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

We will set up a line item with Spinardi and Jones CPA for our CDBG funds to be tracked separately from all other monies and provide requested reports to the City at any time requested. We will provide monthly reports if requested at the time of the CDBG award

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

SSGHP uses Spinardi and Jones to handle our financial, pay accounts payable and accounts receivable. We have an Administrative Assistant that performs tracking and record keeping, with monthly oversight by our BOD. We will also have a third party audit at the end of each project year, along with audits from HUD, including the HUD Annual Performance Review

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

As stated in 4.3 the SSG bookkeeper will track CDBG funds with a line item on the general ledger and supply monthly, quarterly, and annual reports to the City of Merced

## 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.)

SSGHP has over 10 years of experience in providing programs/housing for homeless individuals. We have had local, state and federal funding to assist in this mission. We continue to be leaders in helping this population of individuals in Merced City/County. Please see details in Appendix A

- 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

SSG started the current grant program in 2013 with HUD Funding. We have 3 years of funding for rental/utilities, case management, and some minimal admin and operations funding. HUD only covers certain areas of funding and the items that are not covered by HUD come from donations, in-kind leveraging and fund raising. One of the challenges is cash flow due to the fact that HUD does not advance funds but works on a reimbursement after SSG expends the money. SSG will have to find funding from other sources if City funds are not awarded including additional fund raisers

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

Fund raising has always been a challenge to members of SSGHP. This past year SSG has had 2 fund raising events to sustain our housing program. Although SSG did not cover all the expense for our housing projects, SSG was able to meet the demands through generous donation of businesses in the city of Merced and private donations from individuals.

## **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:**

The purpose of this project is to acquire a duplex or single family dwelling that will house up to 5 individuals that are currently living on the street of Merced. With a housing first objective SSGHP will be able to help transform the individuals from homelessness to productive citizens.

SSGHP is a reorganization of a previous faith-based organization that operated under the umbrella of Sierra Presbyterian Church. Members of our board of directors and many of our volunteers were founders and active supporters of homeless advocacy over the last 10 years. We served as a cold weather shelter for Merced and served some disabled homeless individuals around the clock during inclement weather. In a previous HUD HPRP funded project we successfully housed 49 individuals; graduating 45(92%) to independent living.

SSGHP is a permanent housing program addressing a population of chronically homeless, disabled individuals who have very little chance of surviving on the street. It is governed by a Board of Directors including representatives from local churches, leaders from community organizations, and concerned citizens. In addition we have collaborative efforts with other nonprofit and government agencies that make up our Merced County CoC.

The SSGHP surrounds participants with intensive case management developed to support the transition to permanent housing and working toward independent living. SSGHP is built primarily around SHP HUD Grant funding which supplies rent and utility and case management money. SSG is the lessor on the scattered site units with the homeless individual as the tenant authorized to live in the unit. We have identified a pool of property owners that are willing to work with our homeless individuals. This has been a difficult task because of the stigma that is tied to this population.

Once the property is purchased, we will move our qualified (meaning they meet the chronic homeless, disabled criteria) homeless individual in, we begin intensive case management with them. This process is completed by developing individual Service Plans for each participant that includes measurable goals that they must work towards in order to stay housed in our program. Case management is completed in their units in order to monitor the condition of property, ensuring no drug activity, monitoring medical conditions, prescription drug usage, nutrition, hygiene and many other required elements of their individualized program.

Services included in their plans include: medical benefits; meals; job search, legal aid, ongoing health care; transportation; laundry needs; household furnishings; social services; food; clothing, etc.

With help of our collaboration within the community, churches and volunteers and funding of this application for CDBG funds, we are confident that we can provide a successful program to help end homelessness in Merced City/County. We are focused on the City of Merced's Consolidated Plan and we are an important agency that can help our City be successful in improving the poverty conditions of many of our community residents.

Thank you in advance for your consideration of funding for SSSGHP for the upcoming fiscal year CDBG funds. We look forward seeing the results of collaboration of all partners in the community

## *2) Explain why it should be awarded funding:*

SSGHP has requested this funding in to provide affordable housing to our targeted clientele, homeless individuals. The current rental market in Merced has vacancy rate of 1% is has been a challenge for SSGHP dedicated case managers to find suitable housing for our clientele. The zero interest loan thru the CCDBG Home Loan will allow SSG to purchase a duplex or single family dwelling and offer the client a rent that is affordable. Some of our clients who live on the streets have a minimum income and cannot afford the rent now being charged by the local apartment owners. SSGHP can purchase real property and offer to our clients a reasonable rate for rent. Example: A client has an income of \$700.00 dollars a month, SSG can offer the purchase unit at 30% of monthly income which will amount to \$210.00 a month for rent. This an affordable rent to our most venerable clients.

SSGHP has used this CDBG Home Loan program for the last 2 years and have found it to be very successful. Our housed clients are now safe, growing in self esteem and trying to become productive citizens.

Our goal at SSGHP is to allow our housed clients to remain in the purchase unit until they become self sufficient in maintaining their on finances and move out of our program.

**Appendix B: CIP Projects (maximum length for Questions B.1 to B.6: one page)<sup>1</sup>**

B.1. Have the constructions 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
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B.3. Summarize the organization's relevant experience on similar federally funded projects:
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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
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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?
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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
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<sup>1</sup> 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>B.7. Is the facility agency-owned, City-owned, or privately owned?</b>			
<input type="checkbox"/>	<b>Agency-owned</b>		
	Property owner(s):		
	Is there currently a lien on the property?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/>	<b>City-owned</b>		
	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"/>	<b>Privately owned</b>		
	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"/>	<b>Other</b>		
	Provide a brief explanation:		

<b>B.8 For building/structures constructed prior to December 31, 1978:</b>				
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>B.9. Has the property been designated or been determined to be potentially eligible for designation as a local, state, or national historic site?</b>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
If yes, describe below:				

<b>B.10. Is the building/structure located on a Historic Site?</b>	<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>B.11. List and describe any known hazards (e.g., asbestos, storage tanks –underground/above ground):</b>
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<b>B.12. Will the project result in an expansion of an existing facility?</b>	<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

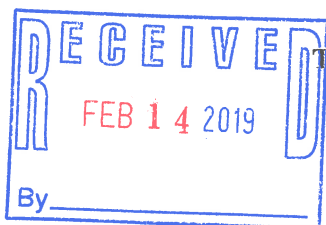
Step (3): Attach any supporting documentation that verifies the secured funding sources and amounts for the project.

<b>TOTAL PROJECT COST*</b>	(\$ 265,000.00)
----------------------------	-----------------

**List Other Sources Below: (Step 2)**

List Other Sources Below: (Step 2)	AMOUNT SECURED
HOME	
ESG	
OPWA	
CDBG-R	
CDBG	
NSP	
HPRP	
Other Federal Stimulus Funds	
Other Federal Funds	
State Funds	
County Funds	
Local Funds	
Private Funds	5,000.00
Agency Funds	
Other (Please Explain)	
TOTAL AMOUNT SECURED \$	\$ 5,000.00

<b>TOTAL UNFUNDED PROJECT BALANCE</b>	<b>\$</b>	<b>(\$ 260,000.00)</b>
---------------------------------------	-----------	------------------------



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

AGENCY	Sierra Saving Grace Homeless Project
PROJECT	Sierra Saving Grace Homeless Project

**MISCELLANEOUS PROJECT COSTS:**

ADMINISTRATIVE COSTS	\$ 0.00
SUPPLIES	
POSTAGE	
CONSULTANT SERVICES	
MAINTENANCE/REPAIR	
PUBLICATION/PRINTING	
TRANSPORTATION	
RENT	
EQUIPMENT RENTAL	1,200.00
INSURANCE	950.00
UTILITIES	
TELEPHONE	
OTHER EXPENSES (SPECIFY):	1,400.00

property taxes

**CIP REQUESTS ONLY:**

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

**TOTAL CDBG PROJECT BUDGET** **\$ 3,550.00**



12:53 AM  
02/08/18  
Cash Basis

**Sierra Saving Grace Homeless Project**  
**Profit & Loss**  
January through December 2017

	Jan - Dec 17
Ordinary Income/Expense	
Income	
Ask My Acct.	17,254.73
Direct Public Support	
Fundraising Income	
Panda Express	118.84
Prime Shine	270.00
Trivia Night	858.00
Fundraising Income - Other	12,577.88
Total Fundraising Income	13,824.72
Individ, Business Contributions	9,792.90
Total Direct Public Support	23,617.62
Government Contracts	
HUD Grant	113,596.00
Total Government Contracts	113,596.00
Government Grants	
Local Government Grants	212,784.50
Total Government Grants	212,784.50
Total Income	367,252.85
Gross Profit	367,252.85
Expense	
Business Expenses	
Taxes	60.00
Total Business Expenses	60.00
CDBG	307.20
Client Expenses	
Application/Background	3,153.47
Client Rent Expense	155,739.28
Gas & Electric	10,725.13
Pet expenses	14.40
Repairs and Maintenance	1,822.12
Supplies	8,752.59
Transportation	293.52
Utilities	
Water, Sewer, Garbage	1,264.96
Total Utilities	1,264.96
Total Client Expenses	181,765.47
Contract Services	
Accounting Fees	3,039.45
Legal Fees	1,678.00
Outside Contract Services	
Case Consultant	1,849.58
Total Outside Contract Services	1,849.58
Total Contract Services	6,567.03
Facilities and Equipment	
Equip Rental and Maintenance	259.88
Real Estate, Personal Prop Tax	753.99
Rent, Parking, Utilities	
Gas & Electric	5,907.81
Rent	11,794.00
Total Rent, Parking, Utilities	17,701.81



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02/08/18  
Cash Basis

**Sierra Saving Grace Homeless Project**  
**Profit & Loss**  
January through December 2017

	Jan - Dec 17
Total Facilities and Equipment	18,715.68
Operations	
Bank Fees	257.27
Meals	176.71
Postage, Mailing Service	139.00
Supplies	1,004.09
Telephone, Telecommunications	646.59
Total Operations	2,223.66
Other Types of Expenses	
Insurance - Liability, D and O	3,436.60
Interest Expense - General	964.55
Staff Development	293.88
Total Other Types of Expenses	4,695.03
Payroll Expenses	
Case Management	137,146.26
Direct Deposit Fee	3.50
Payroll Taxes	39,735.93
Total Payroll Expenses	176,885.69
Travel and Meetings	
Conference, Convention, Meeting	10.00
Fuel and Maintenance	1,070.50
Total Travel and Meetings	1,080.50
Total Expense	392,300.26
Net Ordinary Income	-25,047.41
Other Income/Expense	
Other Income	
Interest Income	0.16
Total Other Income	0.16
Other Expense	
Ask My Accountant	-21,291.29
Total Other Expense	-21,291.29
Net Other Income	21,291.45
Net Income	-3,755.96

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01/22/19

Accrual Basis

**Sierra Saving Grace Homeless Project**  
**Profit & Loss**  
 January through August 2018

	Jan - Aug 18
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
43400 · Direct Public Support	
43410 · Corporate Contributions	11.64
43430 · Grant and Contracts	351,154.00
43450 · Individ, Business Contributions	7,681.59
<b>Total 43400 · Direct Public Support</b>	358,847.23
44800 · Indirect Public Support	
44820 · United Way, CFC Contributions	13.53
<b>Total 44800 · Indirect Public Support</b>	13.53
46400 · Other Types of Income	
46440 · Rent Income from Clients	19,230.02
<b>Total 46400 · Other Types of Income</b>	19,230.02
47200 · Program Income	
47240 · Program Service Fees	99.00
<b>Total 47200 · Program Income</b>	99.00
47300 · Fundraising Income	
47301 · Yard Sale	313.00
47300 · Fundraising Income - Other	220.00
<b>Total 47300 · Fundraising Income</b>	533.00
47305 · Foundation for Fun Run	5,000.00
<b>Total Income</b>	383,722.78
<b>Gross Profit</b>	383,722.78
<b>Expense</b>	
60900 · Business Expenses	
60920 · Business Registration Fees	99.99
<b>Total 60900 · Business Expenses</b>	99.99
61000 · Client Expenses	
61010 · Application/Background	3,357.25
61011 · Notary	168.00
61020 · Gas & Electric	12,497.84
61030 · Pet Expense	39.58
61040 · Repair & Maintenance	1,506.89
61050 · Client Rent	169,901.54
61060 · Supplies	856.61
61070 · Transportation	340.00
61090 · Background Checks	1,018.50
<b>Total 61000 · Client Expenses</b>	189,686.21
62100 · Contract Services	
62110 · Accounting Fees	1,740.80
62140 · Legal Fees	678.70
<b>Total 62100 · Contract Services</b>	2,419.50

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01/22/19

Accrual Basis

## Sierra Saving Grace Homeless Project

## Profit &amp; Loss

January through August 2018

	Jan - Aug 18
<b>62800 · Facilities and Equipment</b>	
62805 · Small Furniture and Equipment	6,746.36
62840 · Equip Rental and Maintenance	1,452.56
62870 · Property Insurance	1,180.00
62875 · Rent	15,109.00
62880 · Property Tax	940.03
62890 · Utilities—Water, Garbage	1,675.01
<b>Total 62800 · Facilities and Equipment</b>	<b>27,102.96</b>
<b>62900 · Fundraising Expense</b>	<b>1,020.68</b>
<b>65000 · Operations</b>	
65010 · Books, Subscriptions, Reference	463.00
65004 · Dump Fees	19.00
65062 · Interest - Line of Credit	111.30
65061 · Loan Fee - Credit Line	450.00
65005 · Marketing	300.00
65020 · Postage, Mailing Service	80.16
65030 · Printing and Copying	121.94
65040 · Supplies	4,737.28
65050 · Telephone, Telecommunications	1,946.21
<b>Total 65000 · Operations</b>	<b>8,228.89</b>
<b>65100 · Other Types of Expenses</b>	
65120 · Insurance - Liability, D and O	3,772.00
<b>Total 65100 · Other Types of Expenses</b>	<b>3,772.00</b>
<b>66000 · Compensation &amp; Related Expenses</b>	
<b>66050 · Personnel</b>	
66054 · Executive Director	3,600.00
66010 · Case Management	2,420.00
66021 · H2H Navigator	8,200.00
66022 · Outreach Worker	4,020.00
66050 · Personnel - Other	104,717.36
<b>Total 66050 · Personnel</b>	<b>122,957.36</b>
<b>66075 · Other Personnel Costs</b>	
66020 · Direct Deposit Fee	141.75
66030 · Payroll Taxes	10,768.49
66040 · Workers Comp Insurance	0.00
<b>Total 66075 · Other Personnel Costs</b>	<b>10,910.24</b>
<b>Total 66000 · Compensation &amp; Related Expenses</b>	<b>133,867.60</b>
<b>Total Expense</b>	<b>366,197.83</b>
<b>Net Ordinary Income</b>	<b>17,524.95</b>
<b>Other Income/Expense</b>	
<b>Other Expense</b>	
8001 · Funds Trans to Other Non-Profit	528.27
<b>Total Other Expense</b>	<b>528.27</b>
<b>Net Other Income</b>	<b>-528.27</b>
<b>Net Income</b>	<b>16,996.68</b>

prepared by Spinardi and Jones CPA

## 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	Identify property to be acquired located in the Cal Home Eligible Areas	Network with local realtors for property that will allow SSGHP to attain their goals	tbd
			"to be determined"
2	Complete visual inspection of property to identify possible repairs if needed, using the aid of certified Home Inspectors and Pest Inspection Agents	Negotiate with property owner to complete needed repairs before the close of escrow	tbd
3	Property to be approved by the city of Merced Housing Unit	The location of Property and all necessary repairs to be submitted to the city of Merced Housing Unit	tbd
4	Complete repairs, if necessary, so the property is ready for occupancy	Work with local license contractor to complete all repairs if necessary	tbd
5	Work with the Coordinated Entry participants to identify the neediest person or family to occupy the property.	Working with the local Continuum of Care and/or local Veteran Administration for eligible individual or family	tbd
6	Furnish unit through community donations	Move in client using SSGHP volunteers and the Rescue Mission personnel	tbd

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

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

E.1. Agency name: Sierra Saving Grace Homless Project "SSGHP"

E.2. Project name: Sierra Grace Homeless Project

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 checked="" 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: \$ 167,000.00

E.6. Amount spent to date: \$ 167,000.00

E.7. Amount reprogrammed to date:

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

(1) the housing of homeless individuals into Sierra Saving Grace permanent supportive housing program "PSH"

(2)

(3)

E.9. Indicate below the outcomes achieved:

(1) With the purchase of a duplex apartment , SSGHP was able to house 2 formerly homeless individuals in our duplex. One individual had been homeless for over 35 years

(2)

(3)

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

NONE

**(Maximum length per project: one page)**

E.1. Agency name	Sierra Saving Grace Homeless Project		
E.2. Project name	Sierra Saving Grace Homeless 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 type="checkbox"/> CDBG	<input type="checkbox"/> HOPWA	<input type="checkbox"/> ESG	<input checked="" 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:	\$ 200,000.00	E.6. Amount spent to date:	\$ 200,000.00
E.7. Amount reprogrammed to date:			
E.8. Indicate below the outcomes anticipated (refer to the original application for the project, if possible):			
(1)	The anticipated outcome was to purchase a duplex apartment or single family dwelling to house a homeless individual or family		
(2)			
(3)			
E.9. Indicate below the outcomes achieved:			
(1)	With the purchase of a single family dwelling SSGHP was able to house a family of 5. The family consisted of a mother, daughter (who was pregnant at the time) with 2 children under the age of 4, and a brother. The family had been living in a car for a year.		
(2)			
(3)			
E.10. If any anticipated outcomes were NOT achieved, specify which ones and explain why below:			

none



**(Maximum length per project: one page)**

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

E.2. Project name	Sierra Saving Grace Homeless Project
-------------------	--------------------------------------

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
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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 checked="" 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:	\$ 465,000.00	E.6. Amount spent to date:	\$ 0.00
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E.7. Amount reprogrammed to date:	
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E.8. Indicate below the outcomes anticipated (refer to the original application for the project, if possible):	
(1)	To purchase a duplex or single family dwelling to house a homeless individual or family
(2)	
(3)	

E.9. Indicate below the outcomes achieved:	
(1)	SSGHP has in escrow a 3 unit parcel located on 23rd and F street, the escrow will close on March 5, 2019. Rehab repairs are now being done to the units. With this purchase SSGHP will be able to house 3 homeless individuals.
(2)	
(3)	

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

none

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

Revised November 2018  
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