

REPORT TO CITY COUNCIL

Approved by:

Lucette Sanchez

Department Director

Arnoldo Rodriguez

Arnoldo Rodriguez, City Manager

Council Meeting of: May 19, 2021

Agenda Number: C-1

SUBJECT:

Public hearing on the Community Development Block Grant (CDBG) COVID-19 Round 3 funding allocation

RECOMMENDATION:

Conduct the public hearing to approve allocations for the use of CDBG COVID-19 Round 3 funds in the amount of \$402,643

SUMMARY:

The City of Madera (City) received notification from the U.S. Department of Housing and Urban Development (HUD) on September 11, 2020, that it was eligible to receive an allocation for the CDBG COVID-19 Round 3 funds, in the amount of \$402,643. The Public Hearing is for City Council (Council) to consider funding recommendations proposed by the Block Grant Commission (BGC) for this funding, and to receive public input to determine tentative funding allocations. Per HUD regulations, a five-day public comment period is required after approving tentative allocations. After such period culminates, staff will bring back the tentative allocations during a future public hearing, for final approval by Council.

DISCUSSION:

The City is a CDBG entitlement jurisdiction which receives an annual funding allocation. HUD allows that these funds be spent on activities across three distinct categories:

- Administration; 20 percent maximum of allocated funding
- Public Services; 15 percent maximum of allocated funding
- Capital Projects/Public Improvements; no minimum or maximum thresholds sans available funding

Per HUD directives related to CDBG COVID-19 funding, there is no percentage cap for public service projects for this allocation.

The following is a summary of the CDBG-CV (COVID-19) eligible activities provided by HUD that may be funded to address the coronavirus effects in the community:

- Buildings and Improvements, Including Public Facilities.
- Assistance to Businesses, Including Special Economic Development Assistance.
- Provision of New or Quantifiably Increased Public Services.
- Planning, Capacity Building, and Technical Assistance.

During the City Council meeting on May 6, 2020, public comment was received on how to utilize the CDBG-CV funding allocations. At that time, the priorities were identified to distribute CDBG COVID-19 Round 1 funds. Members of the public, BGC and Council provided input on areas that the City allocation would make the most impact for citizens affected by the coronavirus and narrowed it down to the four areas of priority:

- Rent/Mortgage Assistance
- Food Assistance
- Utility Billing Assistance
- Small Business Assistance

The City Distributed \$486,338 of COVID 19 Round 1 funding to four organizations to address the priorities that were identified as most critical through the public hearing.

After receiving notification of Round 3 funding in the amount of \$402,643, the City released a Notice of Available Funding on November 4, 2020 inviting additional requests for funding and, requiring that applicants specifically address eligible activities, as identified by Council during the May 6, 2020 Council meeting. The applications were due November 23, 2020.

Summary of subrecipient grant applications

The City received 2 grant applications for an original total grant request of \$335,000. The 2 application requests were not enough to maximize the use of the total available funds.

The BGC met on May 3, 2021 to discuss the potential COVID-19 Round 3 allocations. After the BGC's review and discussion of the applications, the commissioners reached consensus to recommend that funding awards be made to the 2 applicants. Since there was a remaining amount of funds to be allocated, the BGC recommended that the two applicants' requests should increase by a 2/3 and a 1/3 split, to fully allocate the City's CDBG COVID-19 Round 3 funds. It was recommended that the Madera Coalition for Community Justice (MCCJ) be allocated an increase

of 2/3 of the remaining funds, and the Community Action Partnership of Madera County (CAPMC) be allocated an increase of 1/3 of the remaining funds.

Table 1 below indicates the funding limits that can be allocated to administration, public service, and capital projects. The third column represents the amount that was requested under the public service category by the 2 applicants.

Table 1: Requested Grant Funding by Applicants		
<i>Funding Categories</i>	<i>Maximum amount City may award</i>	<i>Requested grant amount</i>
Administration (20% maximum) <i>(0 grant proposal received)</i>	\$80,258	\$0
Public Service (no maximum) <i>(2 grant proposals received)</i>	No Cap	\$335,000
Capital Projects/Public Improvements (no maximum) <i>(0 grant proposals received)</i>	No Cap	\$0
Total	\$402,643	\$335,000

BGC Administration Allocation

The City still has remaining funds from the 2020-2021 CDBG Action Plan Administration funds and the COVID-19 Round 1 allocation; therefore, the City did not submit an application for Administration under this round. Also, given the needs in the community and the opportunity to increase funding allocations to service programs, staff felt that it was an opportunity to maximize the dollar amount that would be distributed for Covid-19 impacts in the community.

BGC Public Services Allocations

Table 2 represents the BGC proposed allocations for Public Services with the increased amounts to each applicant. The justification for splitting the remaining funds to the 2 applicants, made by the BGC is that both of the applicants are organizations that have a successful track record of using CDBG funds timely and effectively and the proposals under their COVID-19 Round 3 are addressing continued COVID-impacted needs in the community.

Table 2: BGC Tentative Public Service Allocations		
<i>Applicant</i>	<i>Amount Requested (Nov. 23, 2020)</i>	<i>Adjusted amount by the BGC (May 3, 2021)</i>
Madera Coalition for Community Justice - Madera Eviction and Utility Shutoff Prevention *Rental assistance and utility shutoff prevention	\$235,000	\$280,320.81
CAPMC – Housing Stabilization Program	\$100,000	\$122,322.19

*Rental assistance and utility shutoff prevention		
Total	\$335,000	\$402,643

Capital Projects/Public Improvements

There were no applications submitted for Capital Projects/Public Improvements.

A 5-day public review and comment period begins May 20, 2021. All interested parties are invited to provide comments for the City to consider before making final allocations. The public review and comment period will expire at 5 p.m. on May 24, 2021. It is currently planned for staff to return to Council to request approval of the final CDBG COVID-19 Round 3 final allocations during its June 16, 2021 meeting.

FINANCIAL IMPACT:

This allocation will not have an impact on the General Fund. The City will be administering the grant with current CDBG administration funds available.

CONSISTENCY WITH THE VISION MADERA 2025 PLAN:

The HUD CDBG program supports the Vision Madera 2025 Plan as follows:

- Strategy 136:
 - Transitional Housing: Promote transitional housing to ensure the homeless have safe shelter.
- Strategy 407:
 - Promote and expand existing services, supportive services, case management, and self-sufficiency for Madera residents to maintain independent lifestyles.
- Strategy 337:
 - Develop programs for Maderans of all ages with an emphasis on youth and senior activities.
- Strategy 121.1:
 - Add facilities and amenities for the public.

ALTERNATIVES:

As an alternative to the BGC’s recommendations, the Council may:

1. Reject the BGC’s allocations.
2. Adjust the BGC’s allocations.
3. Develop new allocations.

ATTACHMENTS:

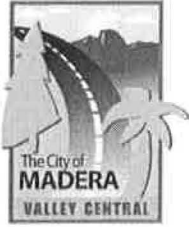
1. CDBG COVID-19 Round 3 Grant Funding Applications
 - Madera Coalition for Community Justice CDBG COVID-19 Round 3 Application
 - Community Action Partnership of Madera County CDBG COVID-19 Round 3 Application



CDBG-CV (COVID-19) GRANT APPLICATION

PUBLIC SERVICES





CDBG-CV GRANT APPLICATION

Public Services

COVER SHEET



Application due date: On or before **November 23, 2020 by 5:00 PM**
City of Madera CDBG Contact: David Dybas (559-661-3690)

(For office use only)

DATE & TIME SUBMITTED:

Applicant Name: Madera Coalition for Community Justice

Physical Address: 219 S. D St., Madera, CA 93638

Mailing Address:

Program Name: Madera Eviction and Utility Shutoff Prevention Project

If you have Non-profit Internal Revenue Code Section 501(c)(3) status, enter your organization's Federal Tax ID Number: 77-0391942

Grant Administrator (Principal contact)

First & Last Name and Title: Lourdes Herrera, Director

Telephone Number and Email Address: 661-1879;
lourdes@maderaccj.org

Program/Project Administrator (Manages Day-to-Day Tasks of Program)

First & Last Name and Title: Lourdes Herrera, Director (interim)

Telephone Number and Email Address: 661-1879;
lourdes@maderaccj.org

CDBG-CV Funding Requested: \$ 235,000

CDBG-CV APPLICATION SUBMITTAL CHECKLIST

(To Be Submitted with Application)

CDBG-CV Applicants (Include all of the following in your application)

<p>1 original completed application</p> <p><input type="checkbox"/> Font: 12 point</p> <p><input type="checkbox"/> Paper: 8 1/2 x 11</p> <p><input type="checkbox"/> Single-sided, <u>no double-sided pages</u>, single-spaced and numbered consecutively</p> <p><input type="checkbox"/> One-inch top, bottom, left and right margins</p> <p><input type="checkbox"/> Stapled, upper left-hand corner, <u>not bound (for mailed or dropped-off)</u></p> <p><input type="checkbox"/> Emailed applications should be submitted as a PDF document (not in Microsoft Word format)</p> <p><input type="checkbox"/> No dividers</p> <p><input checked="" type="checkbox"/> Limit application to nine pages (including cover sheet and checklist)</p> <p><input type="checkbox"/> No attachments (no support letters, or other supporting documents)</p>	<p><input type="checkbox"/> Grant Application Coversheet</p> <p><input type="checkbox"/> Program/Project Narrative (Background, Need, Work Plan Narrative, Evaluation, Significance & Applicability)</p> <p><input type="checkbox"/> Program/Project Timeline</p> <p><input type="checkbox"/> Budget Table</p> <p><input type="checkbox"/> Supporting Documentation (Staff Work Experience/Knowledge/Education Narrative for Key Staff Including Project Lead)</p> <p><input type="checkbox"/> Marketing/Outreach Plan</p> <p><input type="checkbox"/> Client Eligibility/Income Verification Plan (If Not Assumed Benefit)</p> <p><input type="checkbox"/> References</p>
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Submittal Options

- 1) Email to:
ddybas@madera.gov
- 2) Mail to: (Attn: Grants Department/CDBG Grant Application, 205 W. 4th Street, Madera, CA 93637)
- 3) Dropoff: Contact the Grants Department directly to schedule a day and time to drop off a hardcopy. ddybas@madera.gov

Submit Cover Sheet, Checklist and Application. (Should not exceed 9 pgs.)

CITY OF MADERA

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) CDBG-CV PUBLIC SERVICE APPLICATION

The City of Madera received a supplemental allocation to our Community Development Block Grant (CDBG) funds that **must** be used to prevent, prepare for, and respond to the coronavirus (COVID-19). This allocation was authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136, which was signed by President Trump on March 27, 2020, to respond to the growing effects of this public health crisis. The CARES Act will provide **\$536,338** in Community Development Block Grant Coronavirus (**CDBG-CV**) funds to the City from the U.S. Department of Housing and Urban Development (HUD).

The City is requesting applications from nonprofits and other eligible entities for participation in the CDBG-CV program to address one of the following specific needs identified for this funding.

- Rent/Mortgage Assistance
- Food Assistance
- Utility Billing Assistance
- Small Business Assistance

HUD has provided flexibility for the use of CDBG-CV funding by eliminating the CDBG 15% cap for which the amount of grant funds can be used for public services. Eligible CDBG-CV programs must provide services to City of Madera low- to moderate- income residents.

CDBG-CV grants will be subject to oversight, reporting, and requirements that each grantee have adequate procedures to prevent the duplication of benefits which means grant funds may not be used to pay costs if another source of financial assistance is available to pay that cost.

Activities must meet one of the three HUD National Objectives:

1. Benefit low to moderate income persons
2. Aid in the prevention of slums and blight, or
3. Meet an urgent need

Applications for Funding

Applications for funding through the City of Madera CDBG-CV program shall adhere to CDBG funding criteria. Applicants will adhere to the following criteria.

- ✓ All (100%) of the funds received from the City of Madera must serve Madera residents. Funding will be denied if it is found that this requirement is not met.
- ✓ Address at least one of the identified Top Needs Areas. (See Attachment A)

Applicant must respond to all the following sections. Refer to the Scoring Rubric for point allocation per section:

SUMMARY OF COMMUNITY NEED OR PROBLEM TO BE ADDRESSED: (*Describe the community need or problem to be addressed by the proposed program. State how and by whom the need was identified.*)

There is nothing more devastating to a family short of a life-threatening illness like COVID-19 than being homeless because it disrupts every aspect of the day-to-day lives of family members. Likewise, there is nothing more destabilizing for a community than to have a large number of residents suddenly becoming homeless with no housing especially during the COVID-19 pandemic. There is the obvious health and safety dangers posed. But stressors begin building up long before the actual eviction causing an increase in domestic violence, child abuse, drug and alcohol abuse which take a frightful toll on families.

In March, Governor Newsom issued an executive order allowing local jurisdictions to adopt ordinances preventing mass evictions of families for nonpayment of rent retroactive to March up through the end of May. The same can provide for a deferment of repayment of back rent beyond the expiration of the ordinance. The City of Madera responded by adopting an ordinance that sunsetted on May 31, 2020. (This April ordinance prevented mass evictions of families for nonpayment of rent retroactive to March up through the end of May. The same requires repayment of back rent within six month from the expiration of the ordinance which means all rent arrearage must be paid in full by the end of November.)

Tenants avoided eviction because the State Judicial Council declared a moratorium on eviction actions which ended on August 31st. The state then enacted AB 3088(COVID-19 Tenant Relief Act of 2020) which further delayed eviction actions, exempted selected nonpayment of rent evictions due to COVID-19 hardships, conferred more protections for “just cause” termination of tenancies from the previous AB 1482, and a host of other relief. On the federal side, the Center for Disease Control and Prevention issue “Temporary Halt in Residential Evictions to Prevent Spread of COVID-19.” The order declared a national moratorium on residential evictions for nonpayment and related hardships. The residual AB 1482, the newly adopted AB 3088 and the CDC order impose overlapping rights, responsibilities and requirements on tenants and landlords alike respecting requisite notice content and time extensions, rent arrearages that constitute grounds for eviction (others that are not), repayment installments and timelines, declaration submission deadlines, hardship exemptions, just cause requirement (at fault vs. no fault), differing court filing timelines, etc. Suffice it to say, the federal and state laws were complicated, nuanced and confusing to laypersons often causing tenants to forego their rights, failed to seek assistance (financial resources and legal assistance) and miss legal deadlines all to their

detriment.

That said, the CDC order will sunset on December 31, 2020. Under AB 3088, nonpayment of rent due to COVID-19 hardship ends on January 31, 2021. Moreover, the deadline for repayment of rent arrearage owed during the hardship months is January 31, 2021. Beginning February 1, 2021, all rent must be paid in full as they fall due – no more hardship forbearance or deferment of back rent. It could not happen at a worst time as the pandemic is trending in the wrong direction. What MCCJ has learned in the past 5-6 months is that many families were lulled into believing they didn't have to pay rent, couldn't save or make arrangements to pay the arrearage, wage earner had hours reduced or lost job, household expenses increase due to child care and school closing, etc. Relative to that is many didn't know about job protections, employee coverages and wage replacements. This is the perfect storm. More than likely, the confluence of all of these factors and circumstances will translate to an avalanche of evictions beginning in February 2021.

The challenges faced by families negatively impacted by the pandemic are multifaceted: 1) the loss of employment means no income and depletion of whatever savings they may have had; 2) rent and utilities are unpaid both past and current; 3) all one-time funds (stimulus money) are expended on immediate needs which remain inadequate; 4) household expenses have increased since store prices have increased and more food is needed to feed children at home due to no school; there are no savings; 5) other bills (e.g., car, credit card, etc.) go unpaid and late fees accumulate; and low- and moderate-income homeowners who were unable to make their mortgage payments, and 6) all of the above are much more acute due to the extended passage of time.

The moratoria of rent and utilities provided much-needed respites but once the deferments are over, they must be paid AND current rent and utilities that fall due must be paid as well. (The former is owed at the beginning of each month.) Even those who have qualified for unemployment benefits, the additional \$600 ended on 7/31. Those who are recalled for work are given less hours because of reduced business and so they fall further behind on bills. Expiration of the moratoria on rent and utilities and the court's emergency order halting eviction produces the perfect storm. There will be waves of evictions beginning February 1st and then again on March 1st. It's anticipated that tenants failed to timely request and/or provide their landlords with proof of their COVID-19 related loss of income. They will be sued as soon as the courts begin prosecuting these evictions.

The bottom line is that there will be massive dislocation of families and confusion in Madera – homelessness will be rampant. This could not happen at a worse time since the affordable housing market in the City of Madera has been static for years. (In fact, it has been experiencing a negative vacancy rate for the past 5 years.) Despite a continued growing population, the City's housing stock has actually shrunk due to the City ordinance requiring rental inspections. There has been an increasing demand with a diminishing supply of housing. Over 52% of households are renters in the City. The overwhelming majority are moderate and low-income. As is true across the country, Unfortunately, it is the low-wage workers that have suffered job loss due to

the pandemic. What we are going to witness in Madera is a game of musical chairs with families who are subject of evictions scrambling to find housing as the fall as winter months close in.

EXISTING SERVICES: List other agencies currently addressing the need or problem described above.

Madera Coalition previously received an allocation of CDBG-CV funds from the City of Madera to prevent evictions, utility shutoffs and mortgage foreclosures. (This allocation was authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136.) Subsequent to that, the organization was a separate CDBG-CV funds from the County to provide the same services for eligible residents in the county which included those residing in the City of Madera. Both allocations have time constraints that imposed deadlines for their expenditures. This current request will supplement the unused funds

Madera County Action Partnership also received CDBG-CV funds earlier this year. The latter also receive FEMA funding for rent assistance from time to time but the program has not been in operation for quite some time. Department of Social Services have two programs for welfare recipients who are facing imminent eviction to get payment of first month's rent and security deposit, if eligible. Central Valley Opportunity Center receives funding that are available only to farmworkers.

MCCJ operates PG&E's Reach program and California Public Utility Commission's TEAM program. The former is a utility payment assistance program and the latter a utility bill dispute resolution service. Further, MCCJ is the Fresno/Madera United Way's COVID-19 assistance ambassador/prosperity counsel in Madera County. In that dual capacity, it will be screening all Madera applicants seeking assistance due to needs arising from the pandemic. (The level of funding is in flux.) It's prior receipt of a grant of \$50,000 from the Sierra Health Foundation to address the financial needs of low-income families, single-parent-headed households and victims of domestic violence in the county has been depleted.

Explain how your program supplements or complements existing services without duplicating them.

Eviction Prevention & Utility Shutoff Program - EP&USP will be threefold:

1. Provide rental assistance to families facing eviction for nonpayment of rent (due to COVID-19) and/or obtain new housing.
2. Provide utility (electricity, water and sewer) assistance to families facing utility shutoff due to nonpayment.
3. Provide financial assessment, counseling and referral regarding wage replacement, benefits, services, resources, legal employment protections and rights.

It complements and supplements existing services. The third-prong of the project is not provided anywhere in Madera City and County. It is a very necessary component of the project. (Both CAPMC and CVOC are housing voucher programs. Neither provides the counseling and referral services.) MCCJ, CAPMC and CVOC has established protocol for reporting and cross-

referencing assistance payments made to avoid duplication. This system will remain in place for the current cycle of funding.

Staffing

Project will maintain the same personnel that are working on the current grant for the past 5 months and who are also coordinating the ancillary resource/assistance services.

Timeline

Project will pretty much continue the ongoing services till the contract date ends. Even if the funds are exhausted, project will continue with the counseling and referral services.

Describe the method used to measure the effectiveness (outcomes) of services. Identify measurable goals and objectives. Attach a copy of the program's evaluation documentation.

- ***Records of clients seen***
- ***Records and clients served***

Outreach/Marketing

Staff will conduct outreach to publicize the program to residents of the City of Madera to hospitals, health clinics, school district, migrant and farmworker service providers, food distribution, flea market, agencies, nonprofits and faith institutions to refer clients in need and to leverage their expertise, services and resources to publicize and assist families in keeping their housing and getting back on their feet. In that connection, it will also use media (Univision and Radio Bilingue) to outreach to Spanish language families.

MCCJ just successfully concluded the 2020 Census campaign heading up the local complete count committee and will be able to take advantage of the networking, collaborations, cooperation and coordination with community partners. Further, MCCJ enjoys a unique partnership with CRLA the county legal services that represents tenant families in eviction actions

Each application for assistance will be reviewed to determine income and resource eligibility to receive CARES Act assistance and that their need is due to COVID-19 impact. Additionally, the assistance requested will be scrutinized to determine the amount needed, likelihood of success, availability of other resources, ability to come up with matching money, and future prospects of maintaining housing. (E.g., request for financial assistance to forestall an eviction due to a rent arrearage will be denied if the applicant has no means to pay both current and future rent. In that connection, the request would be granted if the applicant is going back to work so can pay rent as they come due once the arrearage is extinguished. Alternatively, a grant would be made to allow the applicant to find new housing notwithstanding in light of the imminent eviction. Any payment disbursed would be made to the vendor (landlord) to ensure that the money goes toward securing housing and not something else. (Similarly, homeowners who are delinquent in their mortgage payments will be scrutinized to optimize their mitigation options in light of a much more extensive time line. From the initial date of nonpayment, the defaulting homeowner has at

least 180 days before the foreclosure sale. Prior to the sale, homeowner can request a loan modification which at a minimum will delay matters another 60 plus days and if granted achieve an outcome preferable to securing financial assistance from this program. Many of the big lenders are granting forbearances which would preempt the need for assistance.) Likewise, the same process and procedures will be followed in utility shutoffs.

Separately, all applicants seeking financial assistance will be counseled on the availability of other resources, financial assistance, benefits, rights & job protections, and services to assist the distressed families in more than just preventing evictions and utility shutoffs. (E.g., income replacement (UIB & CARES Act expansion, Pandemic Unemployment Assistance, SDI, Paid Family Leave); paid or unpaid leave (California Paid Sick Days, FFCRA Emergency Paid Sick Leave & Expansion, CA Supplemental Paid Sick Leave for Food Sector Workers, Family Medical Leave Act & California Family Rights Act, California Family School Partnership); private and government relief funds; Pandemic EBT benefits; housing rent deferment and mortgage forbearance programs and options; health advisory; local food distribution and free meal sites, etc.) Applicants will be provided with information sheet and referrals made to agencies for follow-up and reporting. Immigrants will be provided with special information geared to their immigration status. (In addition to its local food distribution programs, MCCJ also administers two PG&E utility assistance programs in addition to being Fresno/Madera United Way's county representative in its Partners in Prosperity (COVID-19 assistance program)).

The project will maximize the number of families served to stretch the dollars awarded. It is anticipated that 250 to 400 families will be served. Of that number 75 to up to 200 families will receive rental and/or utility assistance. The maximum grant per household is \$5000 and on a one-time basis. Each application will be reviewed and scored base a set criteria which includes: whether payment will forestall and eviction or keep the family housed, likelihood of being able to stay housed in the foreseeable future (e.g., reemployment, unemployment benefits eligible, recovery from COVID, etc., imminent loss of housing or utility shutoff, family can come up with matching money, financially eligible, etc. Alternatively, if the rent arrearage exceeds the maximum allocation, attempts will be made to pay for new housing. Goal is to keep families housed and secondarily to disburse the funds judiciously in order to optimize the use of available funds to keep as many families housed as possible.

All records will be made available for city staff review.

Which National Objective does your program meet?

Service to low- and moderate-income families.

Which measurable objectives does your program meet?

Rent/mortgage and utility shutoff assistance.

What financial resources, other than City are available for this program? Have applications for other funds been submitted? Explain. If funds other than CDBG-CV are proposed, please provide supporting documentation/letters of commitment.

None currently planned.

Describe in detail all proposed plans for fund raising for this program. What is the projected net income from fund raising? If net fund raising is not increasing, please explain (be specific).

N/A

What was done to receive public input/participation? Please provide details. What did the public input/participation identify? Include documentation of support for the proposal such as meeting minutes, letters and petitions.

MCCJ had previously surveyed it's parent groups and individual recipients at its food distribution sites. The identified needs were confirmed in the last 5 months of running the project currently.

If service is offered outside the Madera city limits, include the list of funding sources and supporting documentation/letters of commitment that support these program services.

N/A

When there is an overflow of clients, how is it determined whom to serve?

Funds will assist those who have the least amount of income and resources first. See above for established criteria prioritizing cases. Those that cannot be served will be referred to other resources.

Discuss your program's/project's successes.

MCCJ was founded in 1993 with no budget. All work was done by volunteers. Some 25 plus years later, it now boasts a budget of well over 1 million dollars. It receives funding from the state and local governments, school district and foundations. It runs a very successful frees-standing state-certified preschool that serves over 120 preschoolers for the past 18 years. Its food distribution was the first project and now serves over 200 families weekly. MCCJ also operates a parent leadership program in district schools and a similar youth leadership development project for nineteen years. This past year, the County of Madera subcontracted with the organization to head the county's Census 2020 campaign. Over the years, it earned the reputation as the community-based organization that is embedded in the low-income, minority and farmworker communities. As such, it is often viewed as the trusted messenger and "go to" organization when it comes to reaching into these insular communities.

Among its accomplishments include the Cesar Chavez Plaza, fixed-route bus system, county farmworker vanpool, institutionalized the annual Interfaith/Intercultural Celebration and local Earth Day event, free tax preparation (with United Way), etc. It chaired the recently concluded 2020 Census campaign.

Discuss your program's/project's past performance (2013 to 2019).

MCCJ has been a recipient of CDBG funds from the City for almost 20 years. It has been and remains in good standing. It is currently administering a CDBG-CV project funded by the City.

Discuss how your program/project shall document that it provides either a new service or a quantifiable increase in the level of service.

Reporting – MCCJ will provide the City at regular intervals with records of clients seen, service and financial assistance provided, and supporting evaluation and financial documentation including bank account statements.

CLIENT POPULATION		
1. Indicate the total number of potential clients in the community who require your services.	1,050	
2. Indicate the total number of <u>unduplicated</u> clients you intend to serve during the term of this proposed program/service (12 months).	300	
3. Has there been a change in the composition of the target population to be served and/or shift in the geographic target area?	Yes	No
		x
4. Are income criteria used to establish eligibility for services? (If yes, attach a copy of the documentation to establish income eligibility by household size and household gross annual income. Acceptable forms of documentation include two years of tax documents, six months of paycheck stubs, six months of checking and savings statements, retirement accounts, 401(b)(3) or 401K plans, etc.	x	
5. Is a fee schedule used? (If yes, attach a copy of the fee schedule.)		x

If yes to No. 3 above, then please explain and limit your response to the space below.

Provide the following demographic information for the total number of unduplicated clients as indicated in No. 2 above:

AGE	0 - 5	6 - 12	13 - 17	18 - 34	35 - 54	55 - 59	60 - 64	65 +
	100	130	120	75	75	25	15	5
GENDER	Female	175						
	Male	125						
FEMALE HEAD	75							

Ethnic Categories*	No.
Hispanic or Latino	220
Not-Hispanic or Latino	35
Racial Categories*	
American Indian or Alaska Native	5
Asian	3
Black or African American	15
Native Hawaiian or Other Pacific Islander	
White	35
Other	2

Public reporting burden for this collection is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This information is authorized by the U.S. Housing Act of 1937 as amended, the Housing and Urban Rural Recovery Act of 1983 and Housing and Community Development Technical Amendments of 1984. This information is needed to be in compliance with OMB-mandated changes to Ethnicity and Race categories for recording the 50059 Data Requirements to HUD. This information is considered non-sensitive

and does not require any special protection.

- **Hispanic or Latino.** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term “Spanish origin” can be used in addition to “Hispanic” or “Latino.”
- **Not Hispanic or Latino.** A person not of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- **American Indian or Alaska Native.** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- **Asian.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
- **Black or African American.** A person having origins in any of the black racial groups of Africa. Terms such as “Haitian” or “Negro” can be used in addition to “Black” or “African American.”
- **Native Hawaiian or Other Pacific Islander.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- **White.** A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

INCOME SOURCE	AMOUNT	
CITY	235,000	
UNITED WAY		
STATE (SPECIFY)		
FEDERAL (SPECIFY)		
SERVICE FEES		
FUND RAISING		
DONATIONS		
RESERVE/CONTINGENCY		
OTHER (LIST)		
TOTAL INCOME	235,000	
SALARY EXPENSES	ACCOUNT NO.	AMOUNT
SALARIES	0100	27,000
BENEFITS	0150	2500
SERVICES & SUPPLIES		500
INSURANCE	0200	500

COMMUNICATIONS	0250	600
CONSULTANT SERVICES	0300	
OFFICE EXPENSE	0350	
OFFICE RENTAL	0400	1000
EQUIPMENT RENTAL	0450	
UTILITIES	0500	400
TRAVEL (ADMIN.)	0550	200
FOOD SUPPLIES	0600	
Rental/utility assistance		200,000
TRANSPORTATION	0700	
Administrative expenses	0750	2,300
TOTAL		235,000

CITIZEN PARTICIPATION:

Proposals should include evidence of citizen support for activity.

1. What was done to receive public input/participation regarding COVID-19? Please provide details.

MCCJ had previously surveyed it's parent groups and individual recipients at its food distribution sites. The identified needs were confirmed in the last 5 months of running the project currently

2. Evidence of collaboration with other agencies within the community regarding COVID-19.

MCCJ is collaborating with CAPMC and CVOC in providing financial assistance. Separately, it will be coordinating with all sectors in the City to conduct its outreach efforts to publicize the project.

Please see Priority Needs for the CDBG-CV funding (Attachment A) and eligible CDBG Census Tracts (Attachment B) map. Public Service recipients shall be a minimum of 51% or more designated as low- to moderate-income. Public Service recipients may be qualified as Presumed Benefit (homeless persons, persons with disabilities and seniors.)

REFERENCES

Please provide the name, title, company/agency, phone and email address for three references.

Staff will contact references and obtain "Yes" and "No" responses for the following:

- o Was your experience working with this agency successful?
- o Have you seen at least one very successful project developed by this organization/agency?
- o Do you think they are doing a good job in Madera?

Name	Title	Company/Agency	Phone	Email Address
David Hernandez	Director community services	MUSD	416-5841	davidhernandez@maderausd.org
Matt Treber	Chief of Development Services	County of Madera	675-7821	Mathew.treber@maderacounty.com

Ceci Massetti	Superintenden t	MCOE	673- 6051, ext. 274	cmassetti@mcso.org
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SPONSORING AGENCY MANAGEMENT

CORPORATION DIRECTORS:

How often does the Board meet? Annually

What was the average number of Board members attending meetings last year?
6

Based on the bylaws, what is the minimum and maximum number of seats on the Board?

4 Minimum 15 Maximum

Please provide the following information:

Date of Incorporation: Jan. 30, 1993

IRS Employer Number: 77-0391942 _____

Attach current Board of Directors' roster, including the names, addresses, occupations and number of years served on the Board.

FINANCIAL:

If additional funds are received, please describe the source, the amount and provide supporting documentation.

How often are financial records audited, and by whom? Once, Craig, Inc.

Are the treasurer and/or other financial officers bonded? No

If so, for how much? _____

List any judgments or pending lawsuits against the agency or program:

None

List any outstanding obligations:

None

RESOLUTION/CERTIFICATION:

We, the Board of Directors of Madera Coalition for Community Justice
do hereby resolve that on _____, 2020, the Board reviewed this application and, furthermore,
the Board in proper motion and vote approved this application for submission to the City of
Madera.

Furthermore, we certify that the agency making this application is (1) non- profit, (2) tax exempt,
and (3) incorporated in the State of California, and has complied with all applicable laws and
regulations. To the best of our knowledge, all information presented herein is correct and
complete.

Dated: November 23, 2020

AGENCY NAME: Madera Coalition for Community Justice

ADDRESS: 219 S. D St., Madera , CA 93638

TELEPHONE: 661-1879;

Email Address lourdesh@maderacch.org

By: Rugul Rodants
President of the Board of Directors

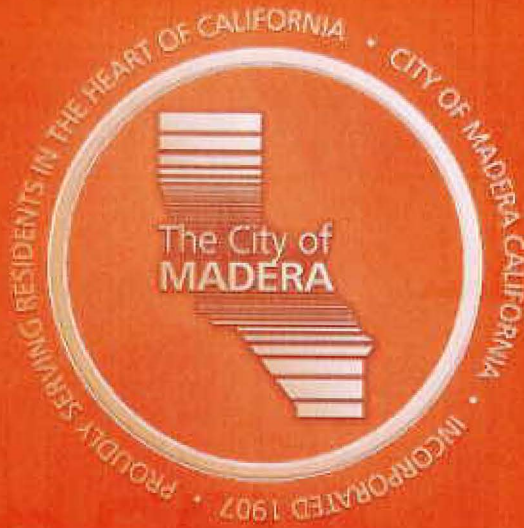
This application and the information contained herein are true, correct and complete to the best
of my knowledge.

By: Louros Herrera
Executive Director

**RETURN THE APPLICATION BY EMAIL OR CALL THE GRANTS DEPARTMENT
TO SCHEDULE DROPPING OFF A HARD COPY.**

EMAIL THE APPLICATION TO: ddybas@madera.gov

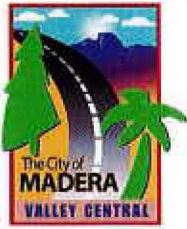
DUE DATE: November 23, 2020, 5:00 p.m.



CDBG-CV (COVID-19) GRANT APPLICATION

PUBLIC SERVICES





CDBG-CV GRANT APPLICATION

Public Services

COVER SHEET



Application due date: On or before **November 23, 2020 by 5:00 PM**
City of Madera CDBG Contact: David Dybas (559-661-3690)

(For office use only)

DATE & TIME SUBMITTED:

Applicant Name: Community Action Partnership of Madera County, Inc.

Physical Address: 1225 Gill Avenue Madera, CA 93637

Mailing Address: 1225 Gill Avenue Madera, CA 93637

Program Name: Housing Stabilization Program

If you have Non-profit Internal Revenue Code Section 501(c)(3) status, enter your organization's Federal Tax ID Number: 94-1612823

Grant Administrator (Principal contact)

First & Last Name and Title: Mattie Mendez

Telephone Number and Email Address: (559) 675-5749
mmendez@maderacap.org

Program/Project Administrator (Manages Day-to-Day Tasks of Program)

First & Last Name and Title: Elizabeth Wisener, Community Services Program Manager

Telephone Number and Email Address: (559) [675-5742](tel:5596755742)
ewisener@maderacap.org

CDBG-CV Funding Requested: \$100,000

CDBG-CV APPLICATION SUBMITTAL CHECKLIST

(To Be Submitted with Application)

CDBG-CV Applicants (Include all of the following in your application)

<p>1 original completed application</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Font: 12 point <input checked="" type="checkbox"/> Paper: 8 1/2 x 11 <input checked="" type="checkbox"/> Single-sided, <u>no double-sided pages</u>, single-spaced and numbered consecutively <input checked="" type="checkbox"/> One-inch top, bottom, left and right margins <input checked="" type="checkbox"/> Stapled, upper left-hand corner, <u>not bound (for mailed or dropped-off)</u> <input checked="" type="checkbox"/> Emailed applications should be submitted as a PDF document (not in Microsoft Word format) <input checked="" type="checkbox"/> No dividers 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Grant Application coversheet <input checked="" type="checkbox"/> Program/Project Narrative (Background, Need, Work Plan Narrative, Evaluation, Significance & Applicability) <input checked="" type="checkbox"/> Program – Project Timeline <input checked="" type="checkbox"/> Budget Table <input checked="" type="checkbox"/> Supporting Documentation (Staff Work Experience/Knowledge/Education Narrative for Key Staff Including Project Lead) <input checked="" type="checkbox"/> Marketing/Outreach Plan <input checked="" type="checkbox"/> Client Eligibility/Income Verification Plan (If Not Assumed Benefit)Client Eligibility/Income Verification Plan (If Not Assumed Benefit) <input checked="" type="checkbox"/> References
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Submittal Options

- 1) Email to:
ddybas@madera.gov
- 2) Mail to: (Attn: Grants Department/CDBG Grant Application, 205 W. 4th Street, Madera, CA 93637)
- 3) Drop off: Contact the Grants Department directly to schedule a day and time to drop off a hardcopy. ddybas@madera.gov

CITY OF MADERA
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
CDBG-CV PUBLIC SERVICE APPLICATION

The City of Madera received a supplemental allocation to our Community Development Block Grant (CDBG) funds that **must** be used to prevent, prepare for, and respond to the coronavirus (COVID-19). This allocation was authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136, which was signed by President Trump on March 27, 2020, to respond to the growing effects of this public health crisis. The CARES Act will provide **\$402,643** in Community Development Block Grant Coronavirus (**CDBG-CV**) funds to the City from the U.S. Department of Housing and Urban Development (HUD).

The City is requesting applications from nonprofits and other eligible entities for participation in the CDBG-CV program to address one of the following specific needs identified for this funding.

- Rent/Mortgage Assistance
- Food Assistance
- Utility Billing Assistance
- Small Business Assistance

HUD has provided flexibility for the use of CDBG-CV funding by eliminating the CDBG 15% cap for which the amount of grant funds can be used for public services. Eligible CDBG-CV programs must provide services to City of Madera low- to moderate- income residents.

CDBG-CV grants will be subject to oversight, reporting, and requirements that each grantee have adequate procedures to prevent the duplication of benefits which means grant funds may not be used to pay costs if another source of financial assistance is available to pay that cost.

Activities must meet one of the three HUD National Objectives:

1. Benefit low to moderate income persons
2. Aid in the prevention of slums and blight, or
3. Meet an urgent need

Applications for Funding

Applications for funding through the City of Madera CDBG-CV program shall adhere to CDBG funding criteria. Applicants will adhere to the following criteria.

- ✓ All (100%) of the funds received from the City of Madera must serve Madera residents. Funding will be denied if it is found that this requirement is not met.
- ✓ Address at least one of the identified Top Needs Areas. (See Attachment A)

Applicant must respond to all the following sections. Refer to the Scoring Rubric for point allocation per section:

SUMMARY OF COMMUNITY NEED OR PROBLEM TO BE ADDRESSED: (Describe the community need or problem to be addressed by the proposed program. State how and by whom the need was identified.)

EXISTING SERVICES: List other agencies currently addressing the need or problem described above.

The COVID19 State of Emergency has left Madera families in financial crisis. Many have been laid off from their jobs as there were 8317 unemployment claims filed between March 7, 2020 and April 25, 2020. Families are struggling to pay living expenses such as rent and utility bills such as electricity, water and waste disposal service. The Community Action Partnership of Madera County has funding to assist households to pay electricity and propane bills. In addition, funds are needed to help pay for rent assistance for the low-income. Other agencies such as Madera County Social Services Department (DSS) have funds to assist with rental expenses but the criteria excludes households that are not receiving cash assistance from DSS. The Central Valley Opportunity Center (CVOC) has funds to assist migrant families with utility and rent, but that excludes non-migrant families. The Coalition for Community Justice (CCJ) also provides rental assistance. CAPMC currently collaborates with both the CCJ and CVOC to ensure that applicants for rental assistance have not received assistance with either one of these agencies.

Explain how your program supplements or complements existing services without duplicating them. **The proposed program complements the services that are currently being offered in Madera. One example is DSS has a program that will assist eligible households with rental deposits and the last month's rent. Sometimes families need a little more assistance to help them get back on their feet. For the above example, CAPMC would be able to fund the first month's rent. If the CDBG CARES Round 2 is funding, this would allow CAPMC to continue providing rental assistance and or water bill assistance after the existing contracts have been depleted.**

Describe the method used to measure the effectiveness (outcomes) of services. Identify measurable goals and objectives. Attach a copy of the program's evaluation documentation.

Given the current moratorium on evictions, applicants that are currently applying for rental assistance often owe several months of back rent. CAPMC proposes to serve around 19 households with approximately \$4,000 per household for either rapid rehousing or homeless prevention measures. If less is needed to help bring the household current on their rent, then the benefit will be adjusted to meet the need. In addition, CAPMC proposes to serve around 68 households with approximately \$150 to help pay past due water bills to a current status.

Which National Objective does your program meet?

This project meets two of the National Objectives: Benefit low to moderate-income persons and meets an urgent need.

Which measurable objectives does your program meet?

The proposed program will provide rental assistance and or water bill assistance for low-income individuals/families, seniors and people living with disabilities that have been effected by COVID19.

What financial resources, other than City are available for this program? Have applications for other funds been submitted? Explain. If funds other than CDBG-CV are proposed, please provide supporting documentation/letters of commitment.

CAPMC has the following contracts that assist with Homeless Prevention and Rapid Rehousing support:

Community Services Block Grant – CARES contract: Provides \$280,274 of personnel and operation cost for CAPMC’s one stop center for housing assistance. The center is called the Homeless Engagement for Living Program (HELP) Center. The funding provides for 2 Housing Case Workers and 20% of a Housing Coordinator plus a minimal amount to help cover office rent and other operational cost through May 2022.

Community Development Block Grant – CARES contract: Provides \$90,000 of rental assistance or rapid rehousing for households that that have been impacted by COVID19 and are residing in the approved census tracks within the City of Madera.

Emergency Solutions Grant (ESG) – Provides \$106,000 for emergency shelter, rental assistance, street outreach, and rapid rehousing. This funding needs to be spent by December 31, 2020. All of the funds have been spent with the exception of around \$25,000 of rapid rehousing dollars. These dollars are slow to be spent because of the shortage of available housing. CAPMC anticipants receiving additional ESG dollars in 2021, but it is unknown when the contract will be awarded.

Homeless Outreach CCP – Assembly Bill 109 – CAPMC received \$231,000 to help cover the operational cost for the HELP Center. This fund also supports 80% of the Housing Coordinator and 100% of 2 Homeless Outreach Workers. This contract along with the CSBG CARES contract allows CAPMC to apply for contracts such as CDBG CARES that provide direct benefits to applicants while budgeting a minimal amount for personnel cost and operating cost.

County of Madera CARES Act – Coronavirus Relief Fund – This contact provides rental assistance, water bill assistance, and/or rapid rehousing assistance to households that have been impacted by COVID19 and who reside in the unincorporated rural areas of Madera County. This contract has been reduced from \$500,000 to \$100,000 and needs to be fully spent by December 31, 2020.

Kaiser Foundation – CAPMC recently received a contract from the Kaiser for \$90,000. Included in the contract is \$60,000 to provide rapid rehousing or rental assistance. The contract period January 1, 2021 to December 31, 2021.

FEMA CARES – This funding pays up to \$1,000 for rent or mortgage assistance for Madera County Residents who have been impacted by COVID-19. This is the only contract that

provides mortgage assistance. The award is for \$30,000 and needs to be spent by May 31, 2021.

In addition, CAPMC has received a 5-year contract through Madera County Behavioral Health called the Homeless Housing Assistance Program. This contract included \$263,183.75 for Rental Assistance and Rapid Rehousing. Of this amount, \$142,000 remains.

Lastly, CAPMC had a contract for \$50,000 to provide rental assistance to migrant families. Those funds were awarded in July 2020 and were fully spent by October 2020.

The program eligibility is a little different for each of these contracts. When an applicant requests housing assistance, the application is reviewed to determine which contract the application will meet the eligibility criteria. If there are multiple funds that can be accessed to provide the assistance, CAPMC utilize the contract that ends first before accessing other contracts.

Describe in detail all proposed plans for fund raising for this program. What is the projected net income from fund raising? If net fund raising is not increasing, please explain (be specific).

CAPMC intends to continue seeking other funding sources, but there is not anything specific at the moment.

What was done to receive public input/participation? Please provide details. What did the public input/participation identify? Include documentation of support for the proposal such as meeting minutes, letters and petitions.

CAPMC's Board of Director meetings are public meetings that are posted in advance. The concept was presented at the May 2020 Board of Director's meeting for CDBG CARES Round 1 and the November 2020 Board meeting for CDBG CARES Round 2. There were no members from the community present to gather input from. Due to the short turnaround time on submitted the applications and Governor Newsom's social distancing requirements, there were no other meetings set.

If service is offered outside the Madera city limits, include the list of funding sources and supporting documentation/letters of commitment that support these program services.

A list of the other funds are included above. Please note when CDBG funds are depleted, residents who live in the Madera city limits will continue to be served with other funds until all funds have been depleted.

When there is an overflow of clients, how is it determined whom to serve?

Eligible clients will be served in the order that the applications were received until the funds are depleted.

Discuss your program's/project's successes.

CAPMC has a long track record of successfully running many different Federal, State and local programs.

CAPMC has operated FEMA funded rental assistance programs in the past and has never had a problem fully spending the funding. There are systems in place to quickly get the program running.

Discuss your program's/project's past performance (2013 to 2019).

CAPMC has been awarded CDBG grants through the City of Madera since before 2013. There is a proven track record of successfully administering the contracts that have been awarded.

Discuss how your program/project shall document that it provides either a new service or a quantifiable increase in the level of service.

CAPMC will track the number of households that were served with rapid rehousing and the number of households that were served with homeless prevention.

CLIENT POPULATION		
1. Indicate the total number of potential clients in the community who require your services. (Households)	19 Rent 68 Water/Trash	
2. Indicate the total number of <u>unduplicated</u> clients you intend to serve during the term of this proposed program/service (12 months). (Households)	68	
3. Has there been a change in the composition of the target population to be served and/or shift in the geographic target area?	Yes	No
		X
4. Are income criteria used to establish eligibility for services? (If yes, attach a copy of the documentation to establish income eligibility by household size and household gross annual income. Acceptable forms of documentation include two years of tax documents, six months of paycheck stubs, six months of checking and savings statements, retirement accounts, 401(b)(3) or 401K plans, etc.)	X	
5. Is a fee schedule used? (If yes, attach a copy of the fee schedule.)		X

If yes to No. 3 above, then please explain and limit your response to the space below.

Provide the following demographic information for the total number of unduplicated clients as indicated in No. 2 above:

AGE	0 - 5	6 - 12	13 - 17	18 - 34	35 - 54	55 - 59	60 - 64	65 +
				20	20	20	8	
GENDER	Female	38						

	Male	30
FEMALE HEAD	25	

Ethnic Categories*	No.
Hispanic or Latino (Households) If the average household size is 4, then this can be multiplied by 4).	52
Not Hispanic or Latino (Households) If the average household size is 4, then this can be multiplied by 4).	16
Racial Categories*	
American Indian or Alaska Native	1
Asian (See note above.)	1
Black or African American (See note above.)	8
Native Hawaiian or Other Pacific Islander	
White (See note above.)	58
Other	

Public reporting burden for this collection is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This information is authorized by the U.S. Housing Act of 1937 as amended, the Housing and Urban Rural Recovery Act of 1983 and Housing and Community Development Technical Amendments of 1984. This information is needed to be in compliance with OMB-mandated changes to Ethnicity and Race categories for recording the 50059 Data Requirements to HUD. This information is considered non-sensitive and does not require any special protection.

- **Hispanic or Latino.** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic" or "Latino."
- **Not Hispanic or Latino.** A person not of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- **American Indian or Alaska Native.** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- **Asian.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
- **Black or African American.** A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black" or "African American."
- **Native Hawaiian or Other Pacific Islander.** A person having origins in any of the original

Community Services Development Block Grant CARES Round 2 Timeline 2021

100% Contract Funds Spent **July 2021**

80% Contract Funds Spent **June 2021**

60% Contract Funds Spent **MAY 2021**

40% Contract Funds Spent **Apr 2021**

20% Contract Funds Spent **Mar 2021**

Feb 2021

Jan 2021

peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

- White. Peoples of Europe, the Middle East or North Africa.

INCOME SOURCE	AMOUNT	
CITY	\$100,000	
UNITED WAY		
STATE (SPECIFY)		
FEDERAL (SPECIFY)		
SERVICE FEES		
FUND RAISING		
DONATIONS		
RESERVE/CONTINGENCY		
OTHER (LIST)		
TOTAL INCOME	\$100,000	
SALARY EXPENSES	ACCOUNT NO.	AMOUNT
SALARIES	0100	\$2,863
BENEFITS	0150	\$ 762
SERVICES & SUPPLIES		
INSURANCE	0200	
COMMUNICATIONS	0250	\$100
DIRECT BENEFITS		\$87,300
OFFICE EXPENSE	0350	\$94
OFFICE RENTAL	0400	\$250
EQUIPMENT RENTAL	0450	\$250
UTILITIES	0500	\$40
TRAVEL (ADMIN.)	0550	
FOOD SUPPLIES	0600	
CONTRACTS	0650	
TRANSPORTATION	0700	
INDIRECT COST		\$8,341
TOTAL		\$100,000

CITIZEN PARTICIPATION:

Proposals should include evidence of citizen support for activity.

1. What was done to receive public input/participation regarding COVID-19? Please provide details.

CAPMC has received public input from the community when they contact our office to request assistance with rental or mortgage payments.

2. Evidence of collaboration with other agencies within the community regarding COVID-19.

In addition, CAPMC facilitates the Madera County Homeless Connections that is comprised of local community partners who come together to case manage homeless clients for the purpose of providing housing stabilization services. CPV

Please see Priority Needs for the CDBG-CV funding (Attachment A) and eligible CDBG Census Tracts (Attachment B) map. Public Service recipients shall be a minimum of 51% or more designated as low- to moderate-income. Public Service recipients may be qualified as Presumed Benefit (homeless persons, persons with disabilities and seniors.)

REFERENCES

Please provide the name, title, company/agency, phone and email address for three references.

Staff will contact references and obtain “Yes” and “No” responses for the following:

- Was your experience working with this agency successful?
- Have you seen at least one very successful project developed by this organization/agency?
- Do you think they are doing a good job in Madera?

Name	Title	Company/Agency	Phone	Email Address
Dennis Koch	Director	Madera County Behavioral Health Services	(559) 673-3598 Ext. 1279	Dennis.koch@maderacounty.com
Ryan McWherter	Director	Madera County Food Bank	(559) 975-3515	rmcwherter.maderafoodbank@gmail.com
Jody Ketcheside	Deputy Director	Turning Point of Central California	(559) 233-2663	jketcheside@tpocc.org Ext. 7310

SPONSORING AGENCY MANAGEMENT

CORPORATION DIRECTORS:

How often does the Board meet? Monthly

What was the average number of Board members attending meetings last year? 10

Based on the bylaws, what is the minimum and maximum number of seats on the Board?

15 Minimum 15 Maximum

Please provide the following information:

Date of Incorporation: 1965

IRS Employer Number: 94-1612823

Attach current Board of Directors' roster, including the names, addresses, occupations and number of years served on the Board.

FINANCIAL:

If additional funds are received, please describe the source, the amount and provide supporting documentation.

How often are financial records audited, and by whom? Yearly – Brown Armstrong CPAs

Are the treasurer and/or other financial officers bonded? Yes

If so, for how much? \$200,000

List any judgments or pending lawsuits against the agency or program: None

List any outstanding obligations: None

RESOLUTION/CERTIFICATION:

We, the Board of Directors of Community Action Partnership of Madera County, Inc. do hereby resolve that on November 12, 2020, the Board reviewed this application and, furthermore, the Board in proper motion and vote approved this application for submission to the City of Madera.

Furthermore, we certify that the agency making this application is (1) non-profit, (2) tax exempt, and (3) incorporated in the State of California, and has complied with all applicable laws and regulations. To the best of our knowledge, all information presented herein is correct and complete.

Dated: November 12, 2020

AGENCY NAME: Community Action Partnership of Madera County, Inc.

ADDRESS: 1225 Gill Avenue Madera, CA 39367

TELEPHONE: (559) 673-9173

Email Address: mmendez@maderacap.org

By: _____
Chairman of the Board of Directors

This application and the information contained herein are true, correct and complete to the best of my knowledge.

By:  _____
Executive Director

RETURN THE APPLICATION BY EMAIL OR CALL THE GRANTS DEPARTMENT TO SCHEDULE DROPPING OFF A HARD COPY.

EMAIL THE APPLICATION TO: ddybas@madera.gov

DUE DATE: November 23, 2020, 5:00 p.m.

**CITY CDBG CONTACT: ddybas@madera.gov
559-661-3690**

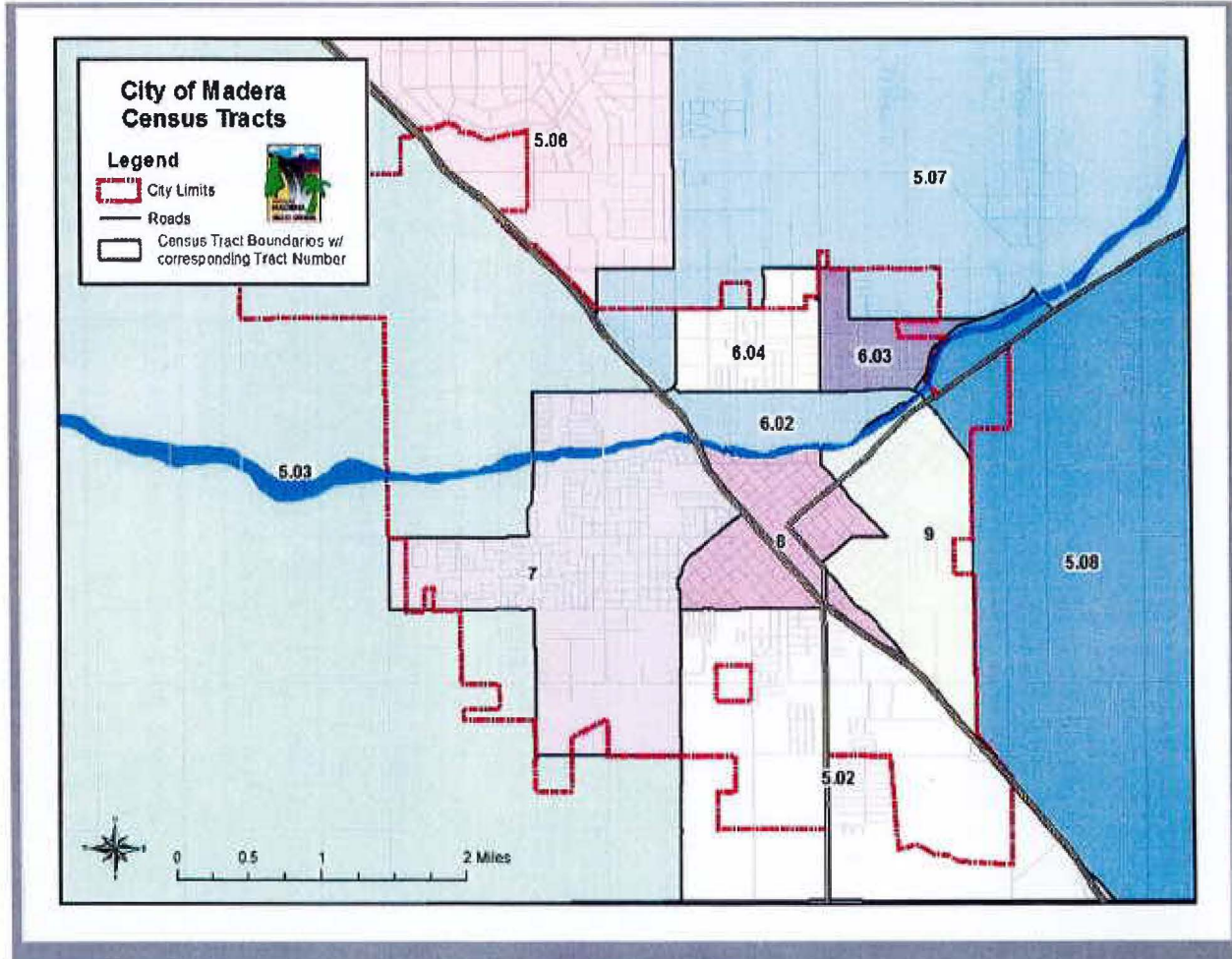
CDBG-CV (COVID-19) Applicant Scoring Rubric		
Criteria	Points	Committee Member Ranking
Ability to Address COVID-19 Community Need	20	
COVID-19 Work Plan and Capacity	20	
Ability to Address a National Objective with COVID-19 Measureable Outcomes	20	
Timeline	20	
References	20	
Total		

Priority Needs for the CDBG-CV (COVID-19) Funding	
Top Need Areas	Target Areas
Rent/Mortgage Assistance	Monthly rental/mortgage assistance for housing for low-income individuals/families, seniors and people living with disabilities effected by COVID-19.
Food Assistance	Services that provide food for low-income individuals/families, seniors and people living with disabilities effected by COVID-19.
Utility Billing Assistance	Monthly utility billing assistance (water/sewer) for low-income individuals/families, seniors and people living with disabilities effected by COVID-19.
Small Business Assistance	Programs to assist small businesses to retain low-income workers effected by COVID-19.

ATTACHMENT B

ELIGIBLE CDBG CENSUS TRACTS ARE: 5.02 (to the north), 6.02, 6.03, 6.04 8 AND 9
THESE ARE THE ELIGIBLE TRACTS WHERE CDBG
PROGRAMS AND PROJECTS MUST OCCUR

Attachment A





ELIZABETH M. WISENER

Ewisener@maderacap.org ♦ 22082 Shari Lane Madera, CA 93638 ♦ (559) 661-7323

OBJECTIVES

Seeking Management position that allows me to serve the people of Madera County

EDUCATION

Fresno State University
Graduated May 1991 B.S. in Business Administration – Accounting Option

EXPERIENCE

Community Action Partnership of Madera County ♦ 1225 Gill Avenue Madera, CA 93637
Community Services Program Manager June 2011 – Present

Duties:

- * Plan, organize and coordinate the activities of CAPMC's crisis intervention services/programs
- * Oversee the Community Services program operations
- * Development and implementation of all program goals and administration procedures and systems
- * Financial management, budgeting; and compliance with grant outcomes and objectives
- * Staying informed on low and moderate low income issues
- * Conduct homeless prevention activities
- * Collaborate with other agencies and community partners to eliminate the effects of poverty

Community Action Partnership of Madera County ♦ 1225 Gill Avenue Madera, CA 93637
Accountant Program Manager October 2006 – June 2011

Duties:

- * Monitor and maintain fiscal responsibilities for \$8.5 million dollars of Federal and State grants
- * Budget development
- * Grant writing
- * Fiscal reporting
- * Review payroll data, bank reconciliations, and prepare bank transfers
- * Supervise the program assistant
- * Prepare for annual audits and participate with the fiscal team in federal reviews

Dos Palos- Oro Loma Jt. Unified School District ♦ 2041 Almond Dos Palos, CA 93620
Chief Financial Officer October 2002 – October 2005

Duties:

- * Plan, organize, control and direct the activities and operations of the Fiscal Services Department
- * Maintain and monitor the district's \$22 million dollar annual general fund budget and \$10.5 million in modernization projects
- * Supervise fiscal department personnel
- * Represent the district in annual audits
- * Serve on district team for union bargaining meetings
- * Serve on the district's Worker's Compensation JPA Executive Board
- * Present the district's financial information at Board of Director meetings

Community Action Partnership of Madera County ♦ 1225 Gill Avenue Madera, CA 93637
Accountant Program Manager October 1997 – October 2002

Duties:

- * Responsible for monitoring and maintaining approximately \$5 million in Federal and State grants
- * Assist with the preparation of annual budgets and grant applications
- * Compile monthly expenditure reports
- * Co-supervise A/P department
- * Verify semi-monthly payrolls, and prepare bank reconciliations
- * Participate in accounting audits and Head Start Federal Reviews

SKILLS

- Proficient with computers
- Knowledge of Microsoft Office products: Word, Excel, Outlook, Publisher
 - Proficient with Accufund and Fundware Accounting Software
 - Skilled in grant writing and preparing written reports

MEMBERSHIPS

- Fresno-Madera Continuum of Care Board Member
- Fresno-Madera Continuum of Care Executive Committee Member
- Facilitator for local Social Agencies Linking Together (S.A.L.T) Group
 - Chairperson for Madera County Homeless Coalition
- Member of Program Coordinating Committee with Madera Housing Authority

**Marketing Plan
For
Community Development Block Grant
Homeless Prevention Application**

The Community Action Partnership of Madera County (CAPMC) will conduct outreach in the census tracts that are eligible to receive this funding. In addition, Community members as well as Community Partners of the availability via email listings, social media platforms, and distributing flyers through the local food bank food giveaways. Addresses of callers from community members requesting assistance in paying rent will be checked to see if the person lives in the eligible census tracts. Rent payments for eligible applicants will be processed from the CDBG funding. Community members who reside in other census tracts will be assisted from other funds if they are eligible.

Client Eligibility Income Verification Plan

CAPMC has operated other homeless prevention plans with other funding sources. Each funding source has an income threshold table. Some are based on the Federal Poverty Income tables, and others use data such as a percentage limit under the California Median Income. CAPMC will use the income table that HUD recommends.

- CAPMC will require the following documents to verify eligibility:
- Income Verification – Applicants must provide copies of income for everyone in the household who is 18 years of age or older. These may be in the form of paychecks for the past 6 weeks, 2019 tax return, unemployment, retirement benefits, Passport to Services from the Department of Social Services, Social Security benefits, or any other source of income the household receives.
- Names and date of birth for everyone in the household.
- The applicant must provide a copy of a social security card and a valid identification card.
- A copy of the lease agreement
- A statement from the landlord that the applicant is behind on their rent or a 3-day notice to quit
- Copy of water/trash bill if water/trash assistance is requested

Once the documents are received, a staff person will add all sources of income for the past 4 weeks and the total number of people living in the household. HUD's recommended income limit chart will then be compared to the income and number of people in the household to see if the household is eligible to receive assistance. If the household is eligible, a check request to pay for rent will be processed. For your review, a complete copy of instructions along with copies of the documents that are being used for CDBG CARES Round 1 have been included with this application. If water bill and trash assistance is funded in Round 2, the documents will be edited to include documents needed to provide this assistance. The eligibility criteria will be the same; water and trash invoices need to be provided if assistance is requested.



Eligibility Guidelines/Checklist

Community Development Block Grant (CDBG) CARES

Applicant Name: _____

When an applicant contacts the Community Action Partnership of Madera County Inc. (CAPMC) to request rental assistance, staff will complete a Client Prescreen/Intake Form. This form collects information from the applicant to assist the staff in understanding the type of assistance they are seeking. Depending on the needs of the applicant the following criteria will apply:

Rental Assistance

Rental assistance will be provided to families who live within Madera City Census Tract who have been impacted by COVID19 and are struggling to pay rent. Below is a list of eligibility criteria:

- CAPMC will assist households who are not in imminent danger of being evicted.
- Households who have received an eviction notice will be referred to California Rural Legal Assistance.
- Must have been financially impacted by COVID19 through a loss of wages.
- Documents that will be needed are a valid lease agreement, three-day notice/late payment, ID or Driver's license, Social Security Card, paystubs or income for all adults in the household for the last 6 weeks, and if receiving government assistance or Cal/Fresh benefits a Passport to Services from the Department of Social Services, and a Consent to Release Information Form.
- A rent reasonableness test (Pg. 3) will be performed to compare the Fair Market Rent with the monthly gross rent (rent and utility cost) of the applicant. If the monthly gross rent payment exceeds the Fair Market Rent (Table 1), the client will be asked if they would like to consider assistance through another CAPMC program that provides rapid rehousing assistance to help the applicant move into more affordable housing.
- The household will have to meet the Income Guidelines as shown in Table 2.
- A completed and signed W-9 Form is required from the landlord (if not incorporated).
- Priority will be given to residents who reside in the certain census tract within the Madera City. The Case Workers will determine which census tract they are a part of. (pg. 2)
- No financial Assistance payment allowed for rents that predate March 1, 2020.
- Applicants will be served on a first come, first served basis.

For **CDBG CARES**, Rental Assistance the individual or family meets the criteria listed below.

- The individual or family has income below 30% of Madera County's Median Income.
- The individual or family has insufficient resources immediately available to attain housing stability.
- The individuals or family has been impacted by COVID-19 by a loss of income.
- Priority shall be given to households who reside in certain census tract areas of Madera City.
- Applicant is not in imminent danger of eviction but are rather behind and may be in need of some assistance as they make ends meet due to COVID-19.

Application Check List

- Complete Guidelines for Eligibility / Income Limits / Rent Reasonable Test
- CDBG CARES Rental Assistance Application
- Proof of income all adults in the household for the last 6 weeks /Passport to Services
- UI Benefit documentation – Applicant may receive UI at the time of the application or between the period of March 1, 2020 and December 31, 2020.
- Lease Agreement
- Three-Day Notice to Quit or Late Payment Notice
- Consent to Release and Obtain Information
- Map of Census Tract
- W-9 from landlord (if not incorporated)
- Applicant Social Security Card
- CDBG CARES Assistance Verification

Determination of Census Tract

Since there is priority to the households who reside in certain census tract areas of Madera City, the Case Worker will have to enter the applicant's address in the link below to ensure they within census tract 5.02, 6.02, 6.03, 6.04, 8.00 and 9.00. The Case Worker will then provide a copy of the map for each client who receives assistance from CDBG CARES.

Link: <https://geomap.ffiec.gov/ffiecgeOCmAP/gEOCODEmAP1.ASPX>

The address is entered in the box above and on the left side there will be a list of items in which you can identify the Tract Code.

Example:

Matched Address	
Address	██████████ MADERA, CA 93638
MSAFMD Code	01400
State Code	06
County Code	009
Tract Code	000000
MSAFMD Name	MADERA, CA
State Name	CALIFORNIA
County Name	MADERA COUNTY

Census Demographic Data



Rent Reasonableness Test

To ensure the reasonableness of the rent, the Case Worker will perform a rent reasonableness test. The rent plus the utility bill should be compared to the Fair Market Rent prices for Madera County. This is done by adding the monthly rent amount plus the estimated utility allowance based on the type of home and number of bedrooms. The total is then compared to the Fair Market Rental Value for Madera County. For applicants that exceed the Fair Market Rental Value need special approval from Program Manager.

Choose from unit type:

- Single Family
- Multi-Family Energy Efficient
- Multi- Family
- Multi-Family High Energy Efficient

Rent Reasonableness Test	
Rent Amount	\$
Utilities Cost	\$
Total Rent plus utilities	\$
# of Bedrooms	

- The following table shows the Final FY 2020 FMRs by bedroom sizes.

Final FY 2020 Rents for All Bedroom Sizes for Madera, CA MSA (TABLE 1)					
Final FY 2020 FMR	\$833 Studio/Efficiency	\$839 1-bd	\$1,105 2-bd	\$1,584 3-bd	\$1,717 4-bd

30% Low Income Limits (AMI) (TABLE 2)								
	1-Person	2-Person	3-Person	4-Person	5-Person	6-Person	7-Person	8-Person
Madera, CA MSA	\$14,700	\$16,800	\$18,900	\$20,950	\$22,650	\$24,350	\$26,000	\$27,700

Total Income: \$ _____ Source: _____

CDBG – Eligibility Review & Approval

Rental Assistance:

- The client is eligible to receive assistance.
 Amount of assistance _____
- The client is not Eligible to receive assistance Reason: _____

Completed by:

Housing Case Worker Signature: _____ Date: _____

Reviewed by:

Housing Coordinator Signature: _____ Date: _____

Approved by:

Program Manager Signature: _____ Date: _____

2020 Public Housing Utility Allowances

**Allowances for
Tenant-Furnished Utilities
and Other Services**

**U.S. Department of Housing
and Urban Development**
Office of Public and Indian Housing

OMB Approval No. 2577-0169
(exp. 04/30/2018)

Locality		Unit Type					Date
Madera Housing Authority		Single Family					1/1/2020
Utility or Service		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	a. Natural Gas	-	9	13	16	20	23
	b. Bottle Gas	-	61	70	79	88	97
	c. Electric	-	25	32	39	49	56
	d. Oil	-	-	-	-	-	-
Cooking	a. Natural Gas	-	1	2	2	2	3
	b. Bottle Gas	-	21	27	29	32	35
	c. Electric	-	4	5	6	6	7
		-	-	-	-	-	-
Other Electric		-	10	13	15	20	22
Air Conditioning		-	13	17	21	26	30
Water Heating	a. Natural Gas	-	4	5	7	8	10
	b. Bottle Gas	-	50	63	92	123	155
	c. Electric	-	16	20	25	31	36
	d. Oil	-	-	-	-	-	-
Water		-	22-85	25-85	30-85	37-85	45-85
Sewer		-	39	39	39	39	39
Trash Collection		-	27	27	27	27	27
Range/Microwave		-	10	10	10	10	10
Refrigerator		-	12	12	12	12	12
Other -	Monthly Gas Fee	-	-	-	-	-	-
	Monthly Electric Fee	-	10	10	10	10	10
Actual Family Allowances To be used by the family to compute allowance.						Utility or Service	per month cost
Complete below for the actual unit rented						Space Heating	
Name of Family						Cooking	
						Other Electric	
Unit Address						Air Conditioning	
						Water Heating	
Number of Bedrooms						Water	
						Sewer	
						Trash Collection	
						Range/Microwave	
						Refrigerator	
						Other	
						Total	

based on form HUD-52667 (04/15)

Previous editions are obsolete

ref. Handbook 7420.8

**Allowances for
Tenant-Furnished Utilities
and Other Services**

**U.S. Department of Housing
and Urban Development**
Office of Public and Indian Housing

OMB Approval No. 2577-0169
(exp. 04/30/2018)

Locality		Unit Type					Date
Madera Housng Authority		Multi Family					1/1/2020
Utility or Service		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	a. Natural Gas	6	8	11	14	17	-
	b. Bottle Gas	42	47	52	60	68	-
	c. Electric	16	22	29	35	44	-
	d. Oil	-	-	-	-	-	-
Cooking	a. Natural Gas	1	1	1	2	2	-
	b. Bottle Gas	21	24	29	31	34	-
	c. Electric	3	4	4	6	6	-
		-	-	-	-	-	-
Other Electric		6	8	11	13	16	-
Air Conditioning		4	6	8	9	12	-
Water Heating	a. Natural Gas	3	4	5	6	7	-
	b. Bottle Gas	37	50	65	92	120	-
	c. Electric	8	11	14	17	22	-
	d. Oil	-	-	-	-	-	-
Water		19-85	22-85	25-85	31-85	40-85	-
Sewer		25	25	25	25	25	-
Trash Collection		27	27	27	27	27	-
Range/Microwave		10	10	10	10	10	-
Refrigerator		12	12	12	12	12	-
Other -	Monthly Gas Fee	0	0	0	0	0	-
	Monthly Electric Fee	10	10	10	10	10	-
Actual Family Allowances To be used by the family to compute allowance. Complete below for the actual unit rented					Utility or Service		per month cost
Name of Family					Space Heating		
					Cooking		
Unit Address					Other Electric		
					Air Conditioning		
					Water Heating		
					Water		
Number of Bedrooms					Sewer		
					Trash Collection		
					Range/Microwave		
					Refrigerator		
					Other		
					Total		

based on form HUD-52667 (04/15)

Previous editions are obsolete

ref. Handbook 7420.8

**Allowances for
Tenant-Furnished Utilities
and Other Services**

**U.S. Department of Housing
and Urban Development**
Office of Public and Indian Housing

OMB Approval No. 2577-0169
(exp. 04/30/2018)

Locality		Unit Type					Date
Madera Housng Authority		Multi-Family High Energy Efficient					1/1/2020
Utility or Service		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	a. Natural Gas	2	2	2	3	3	-
	b. Bottle Gas	13	16	19	21	24	-
	c. Electric	3	4	6	9	11	-
	d. Oil	-	-	-	-	-	-
Cooking	a. Natural Gas	1	1	1	2	2	-
	b. Bottle Gas	16	18	21	24	26	-
	c. Electric	1	2	2	3	3	-
		-	-	-	-	-	-
Other Electric		3	4	5	6	8	-
Air Conditioning		1	1	1	2	2	-
Water Heating	a. Natural Gas	1	1	2	2	2	-
	b. Bottle Gas	26	37	47	65	89	-
	c. Electric	3	4	5	6	7	-
	d. Oil	-	-	-	-	-	-
Water		19-85	22-85	25-85	31-85	40-85	-
Sewer		25	25	25	25	25	-
Trash Collection		27	27	27	27	27	-
Range/Microwave		10	10	10	10	10	-
Refrigerator		12	12	12	12	12	-
Other -	Monthly Gas Fee	-	-	-	-	-	-
	Monthly Electric Fee	10	10	10	10	10	-
Actual Family Allowances To be used by the family to compute allowance.					Utility or Service		per month cost
Complete below for the actual unit rented					Space Heating		
Name of Family					Cooking		
					Other Electric		
Unit Address					Air Conditioning		
					Water Heating		
Number of Bedrooms					Water		
					Sewer		
					Trash Collection		
					Range/Microwave		
					Refrigerator		
					Other		
					Total		

based on form HUD-52667 (04/15)

Previous editions are obsolete

ref. Handbook 7420.8



Consent to Release and Obtain Information Community Development Block Grant CARES

This is a consent for releasing/obtaining information about: _____

(Date of Birth)

I authorize the Community Action Partnership of Madera County, Inc. to release or obtain the following specific information related to rental assistance:

This information may be used only for the purpose of:

- Emergency Shelter/ Housing Program Stays
- Department of Social Services File/ Records
- California Rural Legal Assistance (CRLA)
- Coalition for Community Justice
- Department of Social Services File/ Records
- Central Valley Opportunity Center (CVOOC)

Other: _____

I understand I have the right to see this information at any time. I understand that I can revoke this consent in writing to both the person giving and the person receiving the information. I understand the requested or provided information is needed to determine eligibility for rental assistance, rapid rehousing, water bill assistance and/or social services. This consent is valid only until: _____ (1 year)

(Date Consent Expires)

This consent is not automatically renewable. It expires automatically at the end of the period. By my signature below, I affirm that I have read this release or it has been read to me, and I understand its content.

Applicant's Signature

Date

Witnessed By: Staff

Staff Signature

Prohibition on re-disclosure: This information has been disclosed to you from records whose confidentiality is protected by federal law. Federal regulations prohibit further disclosure without specific written consent from the person to who it pertains.

Revocation

As of: _____, I hereby revoke this release
Month/ Day/ Year

Signature of Client/ Representative



CDBG CARES Assistance Verification

I, _____, have spoken with

- _____ at Central Valley Opportunity Center
- _____ at Madera Coalition for Justice (w/ CRLA)
- Other: _____

to confirm that _____ has

- Not received rental assistance from their agency
- Received rental assistance from their agency; therefore, will not receive assistance from CAPMC to prevent duplication of services.

Staff Signature: _____ Date: _____

Community Action Partnership of Madera County, Inc.

Community Development Block Grant CARES

Rental Assistance Application



Date: _____ Intake Initials: _____
 Applicant Name: _____
 Social Security #: _____
 Address: _____ Census Track: _____
 Phone Number: _____

Part 1: Questionnaire

1. Are you currently renting? Yes, amount:\$ _____ No
 Landlord Name, Relationship (if any), Address, Phone # _____

2. How many months of rent do you owe? _____ **Note:** Eviction letters are referred to CRLA.
3. Are you currently employed? Yes No, why? _____
 If yes, place and length of employment: _____
4. Does anyone in the household receive unemployment? Yes, who? _____ No
5. How have you been affected by COVID? _____
6. Do you have any past due energy bills? Yes No **Staff Only:** Referred to LIHEAP Yes No
 PG&E/ Propane Bill - Amount Past Due \$ _____

Part 2: Household Information

Last Name	First Name	DOB	Sex	Relationship to Applicant	Income \$	Ethnicity / Race	Health Insurance
				SELF			

PENALTY OF PERJURY: I hereby declare under penalty of perjury that this application and all information submitted as part of this application is true and accurate to the best of my knowledge. I understand that additional information may be required by Community Action Partnership of Madera County, Inc.

Applicant Signature: _____ Date _____