

**HUMAN RELATIONS COMMISSION AGREEMENT FOR  
HUMAN SERVICES GRANT PROGRAM**

THIS AGREEMENT, dated 5/12/2023 | 6:12 PM PDT for the convenience of the parties hereto, is between the City of San Luis Obispo, a chartered municipal corporation (referred to herein as CITY), and 5 Cities Homeless Coalition (referred to herein as GRANTEE).

**WITNESSETH:**

WHEREAS, GRANTEE has requested CITY to contribute to the [program] as submitted in its application to the CITY on January 27, 2023.

WHEREAS, the Services will be available to residents of the City, thereby serving both a public and municipal purpose.

NOW, THEREFORE, CITY and GRANTEE for and in consideration of the mutual benefits, promises, and agreements set forth herein, do agree as follows:

1. GRANTEE will make its Services, as described in its application (the "Application"), incorporated by reference and attached as Exhibit A, available to CITY residents from July 1, 2023 to June 30, 2024.
2. GRANTEE will provide CITY with a mid-year report, due January 10, 2024, and final program report, due July 10, 2024, summarizing administrative, financial, and client Service activities. Said reports shall be in the form of "Exhibit B," attached hereto.
3. GRANTEE and all its agents, representatives, or participants in any manner in the performance of its obligations and duties hereunder shall be employees, or volunteers for GRANTEE. They shall not, for any purpose, be considered employees or agents of the CITY.
4. GRANTEE agrees to hold CITY harmless and to defend CITY against, from, and in any claim, action, proceeding, or hearing wherein there is an allegation charging liability on the part of the CITY as a result of any act or omission, negligent or otherwise, by GRANTEE.
5. CITY agrees to pay GRANTEE a one-time only grant, in the sum of \$10,000, to be used for the Services as described in the Application. The grant will be paid in one installment when a signed contract is received.
6. The Department Head – Administration may terminate this agreement at his sole discretion, after a public hearing and upon ten (10) days written notice to GRANTEE. Said termination shall be effective thirty (30) days after CITY mails notice of termination of agreement to GRANTEE. Any funds not paid pursuant to paragraph 5 above shall revert to CITY upon said termination.

7. GRANTEE hereby certifies and agrees that it will comply with the Human Relations Committee "Bylaws," which creates an environment within the City in which all persons can enjoy equal rights and opportunities regardless of race, religion, sex, national origin, sexual orientation, age, physical, mental, or economic status.
8. For purposes of notice under this agreement, all notices shall be considered effective upon being sent by certified mail to the following addresses:

CITY:


City of San Luis Obispo  
919 Palm Street  
San Luis Obispo, CA 93401  
Attn: Greg Hermann, Assistant City Manager

GRANTEE:

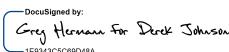
Devon McQuade  
PO Box 558  
Grover Beach, CA 93433  
Devon.mcquade@5chc.org

**IN WITNESS WHEREOF**, the parties hereto have executed this agreement by their proper officers duly authorized:

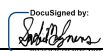
Grantee

By:   
Devon McQuade, Associate Director

CITY OF SAN LUIS OBISPO, A MUNICIPAL CORPORATION

By:   
Greg Hermann, Assistant City Manager

APPROVED AS TO FORM:

By:   
Christine Dietrick, City Attorney

## 2023-24 Human Services Grant (formally GIA) Application



**AGENCY: \***

5Cities Homeless Coalition

**PROJECT/PROGRAM NAME: \***

Rapid Re-Housing & Homeless Prevention Assistance - SLO

**Address \***

Street Address

100 S. 4th Street

Address Line 2

PO Box 558

City

Grover Beach

Postal / Zip Code

93433

State / Province / Region

CA

Country

United States

**Email: \***

devon.mcquade@5chc.org

(This person will receive notifications regarding grant decisions, contract execution, and reporting requirements)

**WEBSITE:**

www.5chc.org

**WHO PREPARED THIS APPLICATION: \***

Devon McQuade

**PHONE: \***

8054590531

**FEDERAL TAX ID NUMBER: \***

270,413,593

**DATE AGENCY ESTABLISHED: \***

2/17/2009

**AMOUNT OF GRANT REQUEST: \***

\$ 10,000.00

**Please provide your agency's core mission statement (Maximum 50 words) \***

5Cities Homeless Coalition strengthens our community by mobilizing resources, fostering hope, and advocating for those who are homeless and facing homelessness. Through collaboration and leadership, the Coalition is building an engaged community that fully understands the complexities of homelessness and actively shares the responsibility of implementing solutions to eliminate it.

**Briefly describe the program/project or reason you are requesting funds (max 150 words) \***

5Cities Homeless Coalition provides wrap-around services including case management and direct financial assistance - with a special emphasis on our housing support program.

5CHC's housing support program serves clients throughout San Luis Obispo County who are either homeless or facing homelessness.

With these activities we will work to ensure services are low-barrier and accessible; help participants identify and resolve barriers to housing; assist them to resolve their housing crisis before focusing on other non-housing related services; allow participants to choose the services and housing that meets their needs; connect participants to appropriate services and offer financial assistance initially at a minimum level and adding as needed through progressive engagement.

**Please describe your grant request in detail (max 250 words) \***

5Cities Homeless Coalition is the key rapid rehousing and homeless prevention provider in San Luis Obispo County, collaborating with agencies throughout the county to provide housing stabilization service, deposit and rental assistance to those moving into permanent housing or those at-risk of homelessness.

During this past year we have been especially concerned about populations that are "falling through the cracks" for traditional federal funding.

As expected, 5CHC is currently seeing the fallout of the COVID Rent Relief program after tenant protections expired in June 2022. Many households were unprepared for the program to end, did not request sufficient funds, did not complete their application, or submit an appeal if their application was denied due to insufficient documentation. Many of these households are currently at risk of losing their housing or have recently found themselves homeless as a result.

Consistent with our programs funded through federal sources, we seek to provide assistance to low-income immigrant families and others who do not qualify or for expenses that are not covered through other federal assistance programs.

Additionally, 5CHC has seen an increase in requests for Rapid Re-housing assistance. With new low-income housing or voucher opportunities coming available, 5CHC seeks to assist those on limited fixed incomes to move into permanent housing.

Services will include deposit assistance, limited rental assistance, and housing stabilization services including move-in assistance, utility assistance, etc. Clients will receive similar case management assistance as provided through ESG and CDBG, including budgeting and financial management training, identification of community resources, etc.

**Itemize how your agency would use the GIA award. \***

(refer back to "Funding Decisions" Section on page 1 on the directions)

Resources from this grant will be allocated to low-income residents of San Luis Obispo, who do not otherwise qualify for support from other funding grants. Specifically, residents will be provided financial assistance for housing application fees, deposit and rent to either obtain or retain their housing, coupled with case management support, and data management (HMIS).

**Please describe creative approaches your agency takes to achieve the Agency's mission. \***

5CHC has developed a reputation of working with our community partners as "the problem solver" and are known for thinking out of the box, being flexible and finding ways to say "yes," when traditional funding is limited. Support through grants such as these, enables us to work with low-income residents throughout the community including those who might not otherwise qualify for traditional funding support or for whom their financial need is not a "qualifying expense."

**Please describe the interaction or collaboration between your Agency and other local non-profits who serve similar clientele. \***

5CHC engages with a broad spectrum of community partners to assist those needing housing assistance. In particular 5CHC, ECHO and CAPSLO, as part of the coordinated entry system. However, with the influx of COVID funding the last two years, 5CHC has built an even more extensive referral network consisting over more than 10 partner agencies, including CAPSLO, ECHO, Transition Mental Health Association, the Housing Authority of San Luis Obispo, Lumina Alliance, San Luis Obispo Legal Assistance Foundation, and Family Resource Centers throughout the County. 5CHC has become the hub for Rapid Re-housing and Homeless Prevention services, serving clients from San Miguel to Cambria to Nipomo with the help of our partners. This referral network has allowed us to maximize our resources, coordinate efforts, and avoid duplication of services and benefits.

5CHC also remains a key partner in the California Covid Relief Rental Program, seeking to provide rent and assistance to those affected by COVID. This is just one of 18 grants currently being managed by 5CHC for rapid re-housing and homeless prevention services.

5CHC historically has maintained a better than 90% success rate in keeping people in their homes more than one-year after program exit.

**How will your program and the citizens of San Luis Obispo benefit as a result of this grant? \***

While Five Cities is in our name, 5Cities Homeless Coalition provides rapid re-housing and homeless prevention services countywide, including to the residents of San Luis Obispo. City of SLO residents make up about 17% of our clients in this program. In 2022 we provided move-in assistance including case management to 18 SLO households, with more than \$53,000 in direct financial assistance; all but 2 of these referrals came directly from 40Prado. Additionally, we helped 36 households with homeless prevention rental assistance payments for a total of \$106,415.

**The HRC has identified their main funding priority as: Homeless prevention including affordable and alternative housing, supportive services and transitional housing. Does your grant request meet this funding priority? \***

Yes  No

**Which other priority of the non-ranked HRC funding priorities does your request support? Please check the appropriate boxes:**

- Hunger and malnutrition prevention
- Supportive physical and mental health services for those in need
- Services for seniors and/or people with disabilities in need
- Supportive and developmental services for children and youth in need
- Services encouraging diversity, equity, and inclusivity in marginalized communities

**What is the project's total budget? \***

\$ 1,250,000.00

**What is your agency's entire total annual budget? \***

(for the local chapter if a widespread organization)

\$ 3,116,606.00

**What percentage of your agency's entire total annual budget comes from private (non- governmental) donations? \***

21%

**What are those private funding sources?**

Individuals, businesses, private foundations

**What percentage of your agency's entire total annual budget comes from public (governmental) donations?**

79%

**What are those public funding sources?**

State of California, County of San Luis Obispo, Cities

**Have you seen growth or decline in your funding sources over the past year?**

Growth

**If so, how much? From what type of sources?**

CARES Act Funds address impacts of COVID. \$2.5 million through State & County to expand services.

**Did you receive any funds to mitigate financial impacts associated with COVID-19? If so, how much? From what type of sources?**

\$2.5 million - CDBG-CV, ESG-CV, CA ESG-CV

**Will this grant satisfy a match grant requirement, or leverage funding from another grantor?**

Yes

**If so, how much? From what funding sources?**

Match for annual Federal & CA ESG (through the County) funding requiring dollar-for-dollar match

**Is this grant request for a new program, or continuation of an existing program?**

Continuation of existing program

In the table below briefly list 1-3 methods of evaluation and indicators of success.

**Methods of Evaluation**

**Indicators of Success**

Tracking Attendance (Sample answer)	100 Attendees Per Session (Sample answer)
Length of time homeless after program enrollment	30 days or less to housing
Tracking Attendance (Sample answer)	100 Attendees Per Session (Sample answer)
Housing status at 1 year after move-in	80% still housed after 1 year
Tracking Attendance (Sample answer)	100 Attendees Per Session (Sample answer)
Housing status at 1 year after HP Assistance	80% still housed after 1 year
Tracking Attendance (Sample answer)	100 Attendees Per Session (Sample answer)
Bank Account Change	Savings plan established - balance 1+ mo. rent

Using the chart below briefly explain if your agency plans to collaborate with other agencies and partners on this project. Give specific examples and specify other collaborators:

**Name of Partner**

**Activity/Service They Provide for This Project**

ABC Dance Club (Sample answer)	Free Use of Dance Hall (Sample answer)
CAPSLO	Coordinated Entry - Housing Referral
ABC Dance Club (Sample answer)	Free Use of Dance Hall (Sample answer)
ECHO	Coordinated Entry - Housing Referral
ABC Dance Club (Sample answer)	Free Use of Dance Hall (Sample answer)
HASLO	Deposit/Rental Assistance, Voucher Coordination

What is the total number of residents served by your agency and program?

	<b># of residents served by your program July 2022- June 2023</b>	<b># of residents served by your agency July 2022- June 2023</b>	<b>Projected # of residents your program will serve July 2023- June 2024</b>	<b>Projected # of residents your agency will serve July 2023- June 2024</b>
<b>City of SLO</b>	54 Households	76 Households	75 Households	100 Households
<b>Outside City limits</b>	271 Households	578 Households	375 Households	798 Households

**Total Served** 325 Households 654 Households 450 Households 898 Households

If your agency is submitting more than one application for a grant, please rank the applications in the order of priority.

**Application name**

1

**Please attach any documents here 1**

5CHC Org Chart & Board of Directors 22-23.pdf 230.67KB

**Please attach any documents here 2**

5CHC IRS Tax Exempt Letter.pdf 142.77KB

**Please attach any documents here 3**

23-24 Project Budget - GIA Application 5CHC - City of SLO.pdf 42.86KB

**Please attach any documents here 4**

5CHC Financial Statements 21-22.pdf 95.72KB

Eligibility Checklist: (Please review the checklist at the beginning of this application and make sure you have followed all guidelines and included all required documents)

**Signature**



I certify that the information contained in this application is, to the best of my knowledge, true and accurate; that our agency subscribes to the Human Relations Commission's "Statement of Purpose and Bylaws" which creates an environment within the City in which all persons can enjoy equal rights and opportunities regardless of race, religion, sex, national origin, sexual orientation, age, physical, mental or economic status; and that this application is submitted with the Board of Director's full knowledge and endorsement.

**Print Name: \***

Devon McQuade

**Title \***

Associate Director

**Signature \***

**Date \***

1/27/2023

# Exhibit B

## Human Services Grant Program MID-YEAR REPORT

**Due: January 10, 2024**

**Organization:** \_\_\_\_\_

**Program:** \_\_\_\_\_

**Administrator's Report:** *(A brief synopsis of the activities of the reporting period, including a statement of the activities, service or programs provided as described in Exhibit B (your grant application) using the Grants-In-Aid provided, and any changes that have occurred during the reporting period.)*

**Statistical Report:** *(This section should include the number of clients served, their cities of origin, the nature of services provided, as well as any other statistics which are kept by the agency. The total number of clients served also should be broken down by the type of service received.)*

**Financial report:** *(A financial statement detailing how the City's grant money has been expended or plan to be expended.)*

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
E-mail

**Please limit to no more than 2 pages.** Once signed, please scan and e-mail to Nestor Veloz-Passalacqua, DEI Manager, ([nveloz@slocity.org](mailto:nveloz@slocity.org))



**Human Services Grant Program  
YEAR-END REPORT**

**Due: July 10, 2024**

**Organization:** \_\_\_\_\_

**Program:** \_\_\_\_\_

**Administrator's Report:** *(A brief synopsis of the activities of the reporting period, including a statement of the activities, service or programs provided as described in Exhibit B (your grant application) using the Grants-In-Aid provided, and any changes that have occurred during the reporting period.)*

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\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
E-mail

**Please limit to no more than 2 pages.** Once signed, please scan and e-mail to Nestor Veloz-Passalacqua, DEI Manager, (nveloz@slocity.org)

**HUMAN RELATIONS COMMISSION AGREEMENT FOR  
HUMAN SERVICES GRANT PROGRAM**

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**WITNESSETH:**

WHEREAS, GRANTEE has requested CITY to contribute to the Bilingual Match Support Specialist as submitted in its application to the CITY on January 27, 2023.

WHEREAS, the Services will be available to residents of the City, thereby serving both a public and municipal purpose.

NOW, THEREFORE, CITY and GRANTEE for and in consideration of the mutual benefits, promises, and agreements set forth herein, do agree as follows:

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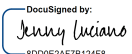
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CITY:  
City of San Luis Obispo  
919 Palm Street  
San Luis Obispo, CA 93401  
Attn: Greg Hermann, Assistant City Manager

GRANTEE:  
Big Brothers Big Sisters  
PO Box 12644  
San Luis Obispo, CA 93401  
Attn: Jenny Luciano  
jenny@slobigs.org

**IN WITNESS WHEREOF**, the parties hereto have executed this agreement by their proper officers duly authorized:

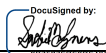
Grantee

By:   
\_\_\_\_\_  
Jenny Luciano, CEO

CITY OF SAN LUIS OBISPO, A MUNICIPAL CORPORATION

By:   
\_\_\_\_\_  
Greg Hermann, Assistant City Manager

APPROVED AS TO FORM:

By:   
\_\_\_\_\_  
Christine Dietrick, City Attorney

## 2023-24 Human Services Grant (formally GIA) Application



**AGENCY: \***

Big Brothers Big Sisters of San Luis Obispo County (BBBS SLO)

**PROJECT/PROGRAM NAME: \***

Community and Site Based Mentoring for Vulnerable Youth

**Address \***

Street Address

P.O. Box 12644

Address Line 2

City

San Luis Obispo

Postal / Zip Code

93406

State / Province / Region

CA

Country

USA

**Email: \***

Jenny@slobigs.org

(This person will receive notifications regarding grant decisions, contract execution, and reporting requirements)

**WEBSITE:**

www.SLObigs.org

**WHO PREPARED THIS APPLICATION: \***

Jenny Luciano

**PHONE: \***

8057813226

**FEDERAL TAX ID NUMBER: \***

770,348,487

**DATE AGENCY ESTABLISHED: \***

5/1/1995

**AMOUNT OF GRANT REQUEST: \***

\$ 15,000.00

**Please provide your agency's core mission statement (Maximum 50 words) \***

Create and support one-to-one mentoring relationships that ignite the power and promise of youth. Our vision is that all youth achieve their full potential.

**Briefly describe the program/project or reason you are requesting funds (max 150 words) \***

BBBS SLO's evidence-based, best practice mentoring program supports long-term, positive changes for the vulnerable children and youth we serve, supporting the City's priority for supportive, developmental, and care services for children and youth in need. The program reaches diverse populations as well. One-to-one, adult to child mentoring is provided through both Community-Based and Site-Based (school site) programs and an average of 35% of program participants are residents of the City of San Luis Obispo.

The demand for BBBS SLO's mentoring programs continually outpaces available volunteers; this award will offset costs to recruit, train, and support adult volunteers as well as staff time to create and support effective matches for children and youth in both programs. The number of children and youth BBBS SLO is able to support is directly tied to the amount of funding we receive, with an estimated cost of \$2,850 for each match.

**Please describe your grant request in detail (max 250 words) \***

Community Based Program: This program matches vulnerable youth ages 5-15 (Littles) w/adult volunteers (Bigs) who share common interests and live within the same geography. Littles are referred to the program as a result of difficulties in school, w/relationships, mental health challenges, or may be a child whose family wants them to have other adult role models.

Prior to starting the match, all Bigs complete a background check and receive extensive training facilitated by BBBS SLO staff. Staff meet w/Littles, their family, and the Bigs to assess interests and identify goals for the program. Bigs make a one-year commitment w/their Little and spend 6-8 hours monthly w/them. BBBS SLO staff support the matches throughout the match w/regular, individual case management check-ins for the child, volunteer, and parent/guardian to ensure the match is on track and the family has the resources needed to thrive.

Site Based Program: For this program, the Bigs are high school/college students who meet w/elementary age Littles for weekly supervised group/individual activities, facilitated by BBBS SLO staff. This program provides wonderful leadership opportunities for the Bigs, plus mentoring support for the Littles and as a result serves two children w/one match.

Elementary Schools: Pacheco Elementary, 261 Cuesta Dr., San Luis Obispo; Hawthorne Elementary, 2125 Story St., San Luis Obispo, 93401.

Both programs address academic achievement/educational advancement to help move families out of poverty toward a financially sustainability, social/emotional development, and reduction/elimination of risky behaviors such as skipping school, substance use (tobacco/drugs/alcohol), positive relationships, violence/gangs, and positive mental health.

**Itemize how your agency would use the GIA award. \***

(refer back to "Funding Decisions" Section on page 1 on the directions)

The City's Human Service's award will offset staff time to recruit, train, and manage adult volunteers or Bigs, receive and assess referrals to the program, meet with families and Littles, collaborate with schools to receive referrals and provide the Site-Based program, create mentoring matches, provide weekly activities at two City of SLO school sites, provide monthly guided activities for Community-Based matches, provide ongoing support for the matches, including referrals for families to other supportive services, and assist in evaluating the programs.

The \$15,000 from the City of San Luis Obispo will allow BBBS SLO to support a total of (85) at-risk children and youth, 50 high school Bigs receiving leadership skills, all are residents of the City, including 50 Site-Based matches (20 existing and 30 new), and 30 existing and five new Community-Based matches, during the award period.

1. Program Manager -- Program Supervision (2 staff/1 hour/week/28 weeks) @56.00 hours @\$26.13/hr = \$1,463.28
2. Program Manager -- Volunteer Trainings (2 trainings) + prep @15.00 hours @\$26.13/hr = \$391.95
3. Enrollment Specialist -- Enrollment/Matching/Background Screening @75.00 hours @\$19.33/hr = \$1,449.75
4. Site Based Coordinator -- School Site matching and weekly program coordination @150.00 hours @\$19.86 = \$2,979.00
5. Bilingual Match Support Specialist -- Bilingual Match Support (Case Management) @250.00 hours @\$19.86 = \$4,965.00
6. Match Support Specialist --Match Support (Case Management) @200.00 hours @\$19.33.hr. = \$3,866.00

TOTALS 746.00 hours \$15,114.98 = Total Project Cost

**Please describe creative approaches your agency takes to achieve the Agency's mission. \***

BBBS SLO implements several creative, and effective, approaches to support our mission to ignite the power and promise of vulnerable youth. Every child has unique interests, and to that end, BBBS SLO staff works to provide interesting and engaging group activities for our Bigs and Littles to enjoy with other matches in the Community-Based program. We emphasize educational and career exploration activities such as The Pad Climbing Gym, the SLO Bike Kitchen – Earn a Bike Program, tickets to the ballet and other PAC events, Central Coast Aquarium, sporting events at Cal Poly, coastal clean-up day, swimming programs and more. BBBS SLO staff sends weekly activity opportunities introducing new and creative ways for matches to spend time together to keep their relationships strong. While children continue to struggle with the many negative impacts of the pandemic, these mentor relationships, proven to be effective, are critical for the children's well-being. The BBBS SLO programs will help slow the gaps in social and emotional development and education attainment that all children are experiencing during these challenging times.

In addition to creating matches that support children and youth, BBBS SLO also provides referrals if indicated, to the family including food, behavioral health services, shelter, clothing, medical, and other supportive services, to help parents have the resources and tools they need to fully support their family.

Finally, BBBS SLO provides curriculum as part of training and activities that addresses bullying prevention, accepting and supporting diversity, including children and youth that identify as LGBTQ+, and/or are a student of color, and/or are a recent immigrant, have English as a second language, and other diverse populations. In all activities, acceptance of others, kindness, and tolerance is emphasized. BBBS SLO staff are themselves diverse and representative of the San Luis Obispo community.

**Please describe the interaction or collaboration between your Agency and other local non-profits who serve similar clientele. \***

BBBS SLO collaborates extensively in our community serve families in our program as well as reduce duplication of effort. To ensure we are reaching children and youth most at risk, BBBS SLO collaborates with many other agencies in San Luis Obispo – including ECHO, YouthWorks (PRHA), Boys and Girls Clubs, SAFE teams, SLO County Behavioral Health and Social Services, law enforcement, shelters, schools, faith communities, and nonprofits.

BBBS SLO staff collaborate closely with staff at all sites for our school-based program to identify children who are struggling that may benefit from our program to recruit participants, recruit high school mentors, and schedule activities.

Finally, BBBS SLO staff cross refer clients to local non-profits including Family Resource Centers and The LINK, the Food Bank and pantries, CASA, Community Counseling Center, CAPSLO, RISE, Stand Strong, Noor Foundation, Family Care Network, Children's Resource Network, Jack's Helping Hands, Restorative Partners, HASLO and the Paso Robles Housing Authority, YMCA and Boys and Girls Clubs. These partnerships have been invaluable as our families struggle with continued economic difficulty. Our staff always go above and beyond to support the Littles and connect their families to other services that can help them in a variety of ways.

**How will your program and the citizens of San Luis Obispo benefit as a result of this grant? \***

Providing programs that allow children and youth to excel in school, set goals, and avoid negative behaviors has tremendous positive benefit. Not only does it save costs from a reduced need for school interventions, social services, juvenile justice, and similar, successful youth go on to graduate and become contributors to the City. BBBS SLO is proud to say 100% of the high school seniors in our program graduated high school in June 2022, and 90% went on to continue their educations in college or trade school. Nearly half (49%) of children in our program come from single parent homes, and nearly 70% report that they are participating in the school lunch programs, indicating they are low-income. Children are recommended for the program by school staff, social services, therapists and counselors, parents, foster parents, and other adults who see the child's need for a mentor, indicated by failing grades, difficulty with social interaction with peers and/or family members, or other behaviors. These children are most at-risk to continue in a cycle of poverty fostered by low confidence and aspirations, unhealthy relationships, risky behaviors and a poor education.

Big Brothers Big Sisters is a prevention program. Children facing adverse home and/or school situations have many challenges that they face that lead to mental health, juvenile justice, and other negative impacts. Providing a mentor for one year costs our agency \$2,850 annually, compared to \$252,000 for juvenile incarceration in SLO County. (\*Tucker/Palomino 2019, April 26 -- Vanishing Violence: Juvenile Hall Costs Skyrocket. SFChronicle.com). This cost does not include mental health services (such as therapy, drug and alcohol rehab, school counselors, school psychologists, county behavioral health, and social workers), Juvenile Justice (police, school resource officers, juvenile hall, probation, lawyers, and judges) and parent time off work when needed, all roughly estimated by BBBS SLO to be \$1,040,000.

A MarketWired July 16, 2013 article in the Wall Street Journal, "Investing in Kids' Futures Pays Off in Hard Dollars" stated that every dollar invested in Big Brothers Big Sisters mentoring generates \$18 in social return on investment.

Big Brothers Big Sisters effectively breaks the cycle of poverty to create generational change, which has long-term, positive effects for the City of San Luis Obispo and its citizens.

**The HRC has identified their main funding priority as: Homeless prevention including affordable and alternative housing, supportive services and transitional housing. Does your grant request meet this funding priority? \***

Yes  No

**Which other priority of the non-ranked HRC funding priorities does your request support? Please check the appropriate boxes:**

- Hunger and malnutrition prevention
- Supportive physical and mental health services for those in need
- Services for seniors and/or people with disabilities in need
- Supportive and developmental services for children and youth in need
- Services encouraging diversity, equity, and inclusivity in marginalized communities

**What is the project's total budget? \***

\$ 415,912.00

**What is your agency's entire total annual budget? \***

(for the local chapter if a widespread organization)

\$ 868,466.00

**What percentage of your agency's entire total annual budget comes from private (non- governmental) donations? \***

67%

**What are those private funding sources?**

Individual gifts, special events, foundations, corporations, giving circles

**What percentage of your agency's entire total annual budget comes from public (governmental) donations?**

14%

**What are those public funding sources?**

Cities of SLO and Arroyo Grande, County of SLO, schools.

**Have you seen growth or decline in your funding sources over the past year?**

Decline

**If so, how much? From what type of sources?**

27% decline in individual gifts and 17% in giving circles.

**Did you receive any funds to mitigate financial impacts associated with COVID-19? If so, how much? From what type of sources?**

Yes, ARPA County of SLO - \$25,000

**Will this grant satisfy a match grant requirement, or leverage funding from another grantor?**

It will leverage funding.

**If so, how much? From what funding sources?**

We receive a sub-grant from our National Office that is passed through from the Office of Juvenile Justice Delinquency Prevention. This year's award is \$110,000.

**Is this grant request for a new program, or continuation of an existing program?**

Existing. Our programs do not change -- they simply serve more youth, which is funding dependent.

In the table below briefly list 1-3 methods of evaluation and indicators of success.

**Methods of Evaluation**

**Indicators of Success**

Tracking Attendance (Sample answer)

100 Attendees Per Session (Sample answer)

Participants served who are City residents

135 youth (85 elementary and 50 high school) weekly for 28 weeks

Tracking Attendance (Sample answer)

100 Attendees Per Session (Sample answer)

Youth Outcome Survey demonstrated outcome improvements in risky behaviors

85% of participants will maintain or improve risky behaviors

Tracking Attendance (Sample answer)

100 Attendees Per Session (Sample answer)

Youth Outcome Survey demonstrated outcome improvements in their academics

85% of participants will maintain or improve their academic outcomes

Tracking Attendance (Sample answer)

100 Attendees Per Session (Sample answer)

Youth Outcome Survey demonstrated outcome improvements in their social/emotional coping skills

80% of participants will maintain or improve their social/emotional skills

Using the chart below briefly explain if your agency plans to collaborate with other agencies and partners on this project. Give specific examples and specify other collaborators:

**Name of Partner**

**Activity/Service They Provide for This Project**

ABC Dance Club (Sample answer)

Free Use of Dance Hall (Sample answer)

Local Schools/School Districts: Pacheco and Hawthorne Elementary Schools

Schools refer kids and provide program locations

ABC Dance Club (Sample answer)

Free Use of Dance Hall (Sample answer)

Cal Poly: Psych/CD and Sociology Depts + Fraternities and Sororities

Provide interns, Bigs for a Day, and program support

ABC Dance Club (Sample answer)

Free Use of Dance Hall (Sample answer)

Family Resource Centers

Collaborative case management, meeting space, referrals



ABC Dance Club (Sample answer) Big Brothers Big Sisters of America	Free Use of Dance Hall (Sample answer) Evaluation, program guidance, funding
ABC Dance Club (Sample answer) County of San Luis Obispo: Social Services, Foster Youth	Free Use of Dance Hall (Sample answer) Referrals of clients to our programs
ABC Dance Club (Sample answer) Multiple Community Partners	Free Use of Dance Hall (Sample answer) Provide support services (food, shelter, clothing, medical care, mental health, utilities, and more.
ABC Dance Club (Sample answer) Multiple Corporate Partners	Free Use of Dance Hall (Sample answer) Provide annual holiday support to children and families

What is the total number of residents served by your agency and program?

	# of residents served by your program July 2022- June 2023	# of residents served by your agency July 2022- June 2023	Projected # of residents your program will serve July 2023- June 2024	Projected # of residents your agency will serve July 2023- June 2024
City of SLO	77	77	135	135
Outside City	148	148	165	165
<b>limits</b>				
<b>Total Served</b>	225	225	300	300

If your agency is submitting more than one application for a grant, please rank the applications in the order of priority.

Application name

1

Please attach any documents here 1

2023 BBBS SLO Org. Chart.1-27-2023.pdf 166.43KB

Please attach any documents here 2

BBBS 501(c)(3) 1994 IRS Tax exemption letter.pdf 1022.45KB

Please attach any documents here 3

BBBS SLO Program Budget 2023-24.pdf 19.62KB

Please attach any documents here 4

BBBS SLO FYE 2022 Financial Statement.1-27-2023.pdf 1.07MB

Eligibility Checklist: (Please review the checklist at the beginning of this application and make sure you have followed all guidelines and included all required documents)

Signature



I certify that the information contained in this application is, to the best of my knowledge, true and accurate; that our agency subscribes to the Human Relations Commission's "Statement of Purpose and Bylaws" which creates an environment within the City in which all persons can enjoy equal rights and opportunities regardless of race, religion, sex, national origin, sexual orientation, age, physical, mental or economic status; and that this application is submitted with the Board of Director's full knowledge and endorsement.

**Print Name:** \*

Jennifer AS Luciano

**Title** \*

CEO

**Signature** \*

A rectangular box containing a handwritten signature in cursive script that reads "Jennifer AS Luciano".

**Date** \*

1/27/2023

# Exhibit B

## Human Services Grant Program MID-YEAR REPORT

**Due: January 10, 2024**

**Organization:** \_\_\_\_\_

**Program:** \_\_\_\_\_

**Administrator's Report:** *(A brief synopsis of the activities of the reporting period, including a statement of the activities, service or programs provided as described in Exhibit B (your grant application) using the Grants-In-Aid provided, and any changes that have occurred during the reporting period.)*

**Statistical Report:** *(This section should include the number of clients served, their cities of origin, the nature of services provided, as well as any other statistics which are kept by the agency. The total number of clients served also should be broken down by the type of service received.)*

**Financial report:** *(A financial statement detailing how the City's grant money has been expended or plan to be expended.)*

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
E-mail

**Please limit to no more than 2 pages.** Once signed, please scan and e-mail to Nestor Veloz-Passalacqua, DEI Manager, (nveloz@slocity.org)

**Human Services Grant Program  
YEAR-END REPORT**

**Due: July 10, 2024**

**Organization:** \_\_\_\_\_

**Program:** \_\_\_\_\_

**Administrator's Report:** *(A brief synopsis of the activities of the reporting period, including a statement of the activities, service or programs provided as described in Exhibit B (your grant application) using the Grants-In-Aid provided, and any changes that have occurred during the reporting period.)*

**Statistical Report:** *(This section should include the number of clients served, their cities of origin, the nature of services provided, as well as any other statistics which are kept by the agency. The total number of clients served also should be broken down by the type of service received.)*

**Financial report:** *(A financial statement detailing how the City's grant money has been expended or plan to be expended.)*

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E-mail

**Please limit to no more than 2 pages.** Once signed, please scan and e-mail to Nestor Veloz-Passalacqua, DEI Manager, (nveloz@slocity.org)

**HUMAN RELATIONS COMMISSION AGREEMENT FOR  
HUMAN SERVICES GRANT PROGRAM**

THIS AGREEMENT, dated 5/12/2023 | 6:16 PM PDT for the convenience of the parties hereto, is between the City of San Luis Obispo, a chartered municipal corporation (referred to herein as CITY), and City Farm (referred to herein as GRANTEE).

**WITNESSETH:**

WHEREAS, GRANTEE has requested CITY to contribute to The 2024 Youth Empowerment Program as submitted in its application to the CITY on January 27, 2023.

WHEREAS, the Services will be available to residents of the City, thereby serving both a public and municipal purpose.

NOW, THEREFORE, CITY and GRANTEE for and in consideration of the mutual benefits, promises, and agreements set forth herein, do agree as follows:

1. GRANTEE will make its Services, as described in its application (the "Application"), incorporated by reference and attached as Exhibit A, available to CITY residents from July 1, 2023 to June 30, 2024.
2. GRANTEE will provide CITY with a mid-year report, due January 10, 2024, and final program report, due July 10, 2024, summarizing administrative, financial, and client Service activities. Said reports shall be in the form of "Exhibit B," attached hereto.
3. GRANTEE and all its agents, representatives, or participants in any manner in the performance of its obligations and duties hereunder shall be employees, or volunteers for GRANTEE. They shall not, for any purpose, be considered employees or agents of the CITY.
4. GRANTEE agrees to hold CITY harmless and to defend CITY against, from, and in any claim, action, proceeding, or hearing wherein there is an allegation charging liability on the part of the CITY as a result of any act or omission, negligent or otherwise, by GRANTEE.
5. CITY agrees to pay GRANTEE a one-time only grant, in the sum of \$15,000, to be used for the Services as described in the Application. The grant will be paid in one installment when a signed contract is received.
6. The Department Head – Administration may terminate this agreement at his sole discretion, after a public hearing and upon ten (10) days written notice to GRANTEE. Said termination shall be effective thirty (30) days after CITY mails notice of termination of agreement to GRANTEE. Any funds not paid pursuant to paragraph 5 above shall revert to CITY upon said termination.

7. GRANTEE hereby certifies and agrees that it will comply with the Human Relations Committee "Bylaws," which creates an environment within the City in which all persons can enjoy equal rights and opportunities regardless of race, religion, sex, national origin, sexual orientation, age, physical, mental, or economic status.
  
8. For purposes of notice under this agreement, all notices shall be considered effective upon being sent by certified mail to the following addresses:


CITY:

City of San Luis Obispo  
919 Palm Street  
San Luis Obispo, CA 93401  
Attn: Greg Hermann, Assistant City Manager

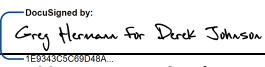
GRANTEE:  
City Farm  
1221 Calle Joaquin  
San Luis Obispo, CA 93405  
Attn: Kayla Rutland  
kayla@cityfarm.org

**IN WITNESS WHEREOF**, the parties hereto have executed this agreement by their proper officers duly authorized:

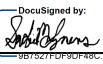
Grantee

By:   
\_\_\_\_\_  
Kayla Rutland, Executive Director

CITY OF SAN LUIS OBISPO, A MUNICIPAL CORPORATION

By:   
\_\_\_\_\_  
Greg Hermann, Assistant City Manager

APPROVED AS TO FORM:

By:   
\_\_\_\_\_  
Christine Dietrick, City Attorney

## 2023-24 Human Services Grant (formally GIA) Application



**AGENCY:\***

Central Coast Ag Network dab City Farm SLO

**PROJECT/PROGRAM NAME:\***

2024 Youth Empowerment Program

**Address\***

Street Address

1221 Calle Joaquin

Address Line 2

City

San Luis Obispo

State / Province / Region

CA

Postal / Zip Code

93405

Country

United States

**Email:\***

Kayla@cityfarmslo.org

(This person will receive notifications regarding grant decisions, contract execution, and reporting requirements)

**WEBSITE:**

cityfarmslo.org

**WHO PREPARED THIS APPLICATION:\***

Kayla Rutland

**PHONE:\***

8057698344

**FEDERAL TAX ID NUMBER:\***

20,344,329

**DATE AGENCY ESTABLISHED:\***

7/31/2007

**AMOUNT OF GRANT REQUEST:\***

\$ 15,000.00

**Please provide your agency's core mission statement (Maximum 50 words)\***

City Farm SLO's mission is to empower the next generation to live healthier, more prosperous lives through sustainable agriculture and farm-based education.

**Briefly describe the program/project or reason you are requesting funds (max 150 words)\***

City Farm SLO's Youth Empowerment Program (YEP) helps local, underserved teens build career and college readiness skills through technical agricultural instruction, bilingual workshops, and summer internships. Workshops are led by instructors trained in youth empowerment strategies and cover these topics: health and wellness, financial literacy, goal setting, resume building, leadership, public speaking, and DE&I in agriculture. Upon graduation, students can apply for a paid summer internship at City Farm SLO. YEP was piloted in April 2021 and has graduated 5 cohorts and 62 students to date. (By the end of the 2022-2023 Grant Cycle, YEP will have graduated 8 cohorts and 98 students.) As a result of YEP, 89% of students reported feeling better equipped to make healthy choices and 100% of students report feeling more prepared for employment opportunities.

In the Summer of 2024, YEP will provide 1,500 individual instruction hours to 38 teens. 5,000 pounds of produce will be delivered to the SLO Food Bank as a result of programming, impacting thousands of residents.

**Please describe your grant request in detail (max 250 words)\***

City Farm SLO is requesting \$15,000 to satisfy matching fund requirements and complete the funding needed for YEP in 2023-2024. Other program supporters include the County of San Luis Obispo, the SLO Community Foundation, the Sprouts Foundation, the Jewish Community Foundation, and individual donors.

Food insecurity affects 37% of San Luis Obispo County's low-income households. City Farm SLO property is surrounded by a disadvantaged community (DAC) (2014 - 2018 census data). Low-income communities (AB1550, 2022 data) communities mapped according to CalEnviroScreen 4.1 share the same tract numbers as the priority areas this project will provide benefits to. Disparities in food access are exacerbated by income and race. In 2016, 3.8% of the overall population surveyed and 11.2% of Spanish-speaking individuals in SLO County went without food (Action for Healthy Communities Telephone Survey, 2016). At the same time, SLO County is experiencing a shortage of young people entering the agricultural workforce as laborers, managers, and entrepreneurs as documented by a 2014 Food System Assessment.

YEP's purpose is to address local disparities in access to opportunities by providing exceptional enrichment and leadership development experiences for teens in marginalized communities. City Farm SLO partners with other local agencies (Peoples' Self-Help Housing, San Luis Coastal Unified School District, SLOCOE Youth Workforce Development, County of SLO Behavioral Health Department) to recruit teens that identify as racial/ethnic minority or low-income household status.

**Itemize how your agency would use the GIA award. \***

(refer back to "Funding Decisions" Section on page 1 on the directions)

Student Stipends - \$7,200

Summer Intern Scholarships - \$3,600

Student Food & Beverage - \$2,880

Tools & Materials - \$1,320

**Please describe creative approaches your agency takes to achieve the Agency's mission. \***

City Farm SLO offers impactful youth education programs to empower the next generation to live healthier, more prosperous lives.

City Farm SLO's "Farm Class" has been offered in partnership with Pacific Beach High School since 2014 and includes twice-weekly farm-based lessons and hands-on instruction to equip continuation high school students with skills for successful careers. In 2022-23, we will provide 936 individual instruction hours to 48 students.

Our Farm Field Trip Program commenced in 2018 with approximately 350 students visiting the farm. We more than doubled that number to 710 the following year. In light of COVID-19 restrictions in 2020, we pivoted to a virtual field trip platform, reaching 20 schools throughout SLO County and more than 925 students. In 2022-2023, we expect to reach 5,000 students with in-person and virtual field trips. Field trip curricula are precisely aligned with CA Common Core and Next Generation Science Standards.

Weekly Therapeutic Horticulture programming is offered in partnership with SLCUSD for students with disabilities.

City Farm SLO's youth education programs offer an intimate, engaging, and comprehensive opportunity to learn and work on a sustainable urban farm – an experience that is unlike any other available in SLO County. All programs are centered on regenerative agriculture practices to grow the next generation of environmentalists, scientists, sustainable farmers, and change-makers.

**Please describe the interaction or collaboration between your Agency and other local non-profits who serve similar clientele. \***



City Farm SLO's programs are centered on partnerships, leveraging existing efforts to bring the most benefit to the community. All nutrition education initiatives and curriculum development are carried out in partnership with the County of San Luis Obispo Public Health Department's Community Wellness Team. Farm Field Trips are a complement and extension to our partners at One Cool Earth, who work to bring school gardens into every school in SLO County. Our curricula have been developed in collaboration with One Cool Earth Educators. Our Therapeutic Horticulture classes are offered in direct partnership with San Luis Coastal Unified School District's PREPARE Program. City Farm SLO staff collaborate with PREPARE instructors to lead sessions. Our Farm Class is offered in direct partnership with Pacific Beach High School (PBHS). PBHS funds the salaries of two teachers who accompany and work with students on all farm programs. Produce harvested during educational sessions is distributed to partners: Food Bank Coalition of SLO, Salvation Army Food Pantry, and SLCUSD Food Service.

City Farm SLO is a carbon-farming partner in the City of SLO's Climate Action Plan, and as such has reconfigured cropland of the school garden and changed cultivation methods to educate students about regenerative farming practices.

Currently City Farm SLO staff are exploring new opportunities for partnership with San Luis Obispo County Office of Education's Youth Workforce Development Program, the County of San Luis Obispo's Youth Substance Use Treatment Program, and Restorative Partners. All 3 agencies will provide referrals to YEP for youth that qualify and will offer other aligned and supportive services.

**How will your program and the citizens of San Luis Obispo benefit as a result of this grant? \***

As a result of YEP: 89% of students report that they are better equipped to make healthy choices; 91% of students report eating more fruits and vegetables, 100% of students report being more physically active; 100% of students report that they are more prepared for employment; 100% of students report that they are better at setting goals; and 100% of students report that they feel more optimistic about their futures.

Our local agricultural community needs strong leaders to address its many challenges. Every young person, no matter their background or circumstance, should have the opportunity to be that leader. Fully funded, 2023-2024 YEP will empower 38 teens with training and skills to improve their health, increase their resilience, and become leaders in sustainable and regenerative farming. In doing so, more than 5,000 lbs of fresh produce will be distributed to community members in need – impacting hundreds of households in the City of SLO.

**The HRC has identified their main funding priority as: Homeless prevention including affordable and alternative housing, supportive services and transitional housing. Does your grant request meet this funding priority? \***

Yes  No

**Which other priority of the non-ranked HRC funding priorities does your request support? Please check the appropriate boxes:**

- Hunger and malnutrition prevention
- Supportive physical and mental health services for those in need
- Services for seniors and/or people with disabilities in need
- Supportive and developmental services for children and youth in need
- Services encouraging diversity, equity, and inclusivity in marginalized communities

**What is the project's total budget? \***

\$ 41,250.00

**What is your agency's entire total annual budget? \***

(for the local chapter if a widespread organization)

\$ 335,000.00

**What percentage of your agency's entire total annual budget comes from private (non- governmental) donations? \***

52

**What are those private funding sources?**

Jewish Community Foundation, SLO Community Foundation, Sprouts Foundation, Cal Poly Foundation, Rotary de Tolosa, Individual donors.

**What percentage of your agency's entire total annual budget comes from public (governmental) donations?**

44

**What are those public funding sources?**

USDA Farmers' Market Promotion Program, Natural Resources Conservation District, SLO County, SLO City.

**Have you seen growth or decline in your funding sources over the past year?**

growth.

**If so, how much? From what type of sources?**

\$85,000 growth from public funding (federal grants), individual donations, and program revenue.

**Did you receive any funds to mitigate financial impacts associated with COVID-19? If so, how much? From what type of sources?**

Yes. \$180,000 in ARPA funds administered through the County of San Luis Obispo in 2022-2024.

**Will this grant satisfy a match grant requirement, or leverage funding from another grantor?**

Yes, this grant will satisfy a match requirement and leverage funding from another grantor.

**If so, how much? From what funding sources?**

This grant will match a \$15,000 private donation and will help leverage funding from the County of SLO Preventative Health Grant.

**Is this grant request for a new program, or continuation of an existing program?**

Continuation of an existing program.

**In the table below briefly list 1-3 methods of evaluation and indicators of success.**

**Methods of Evaluation**

**Indicators of Success**

Tracking Attendance (Sample answer) Tracking attendance and graduation.	100 Attendees Per Session (Sample answer) 36 students graduate
Tracking Attendance (Sample answer) pre & post surveys and evaluations	100 Attendees Per Session (Sample answer) 85% of graduates are better equipped to make healthy choices
Tracking Attendance (Sample answer) pre & post surveys and evaluations	100 Attendees Per Session (Sample answer) 85% of graduates are more prepared for employment
Tracking Attendance (Sample answer) pounds of produce delivered to SLO Food Bank	100 Attendees Per Session (Sample answer) 5,000 pounds delivered during the grant period

**Using the chart below briefly explain if your agency plans to collaborate with other agencies and partners on this project. Give specific examples and specify other collaborators:**

**Name of Partner**

**Activity/Service They Provide for This Project**

ABC Dance Club (Sample answer) County of SLO Public Health Department	Free Use of Dance Hall (Sample answer) Community Wellness Program leads nutrition lesson
ABC Dance Club (Sample answer) SLO Food Bank	Free Use of Dance Hall (Sample answer) Tour of Food Bank and volunteer day for YEP students

ABC Dance Club (Sample answer)  
 Various Agriculture Departments at Cal Poly

Free Use of Dance Hall (Sample answer)  
 YEP students tour departments during career exploration day

ABC Dance Club (Sample answer)  
 SLOCOE Workforce Development/County of SLO Behavioral Health/Restorative Partners/PSHH

Free Use of Dance Hall (Sample answer)  
 Provide client referrals to YEP

What is the total number of residents served by your agency and program?

	# of residents served by your program July 2022- June 2023	# of residents served by your agency July 2022- June 2023	Projected # of residents your program will serve July 2023- June 2024	Projected # of residents your agency will serve July 2023- June 2024
<b>City of SLO</b>	24 (direct)/2000+ (indirect)	4,000	24 (direct)/1000+ (indirect)	4,500
<b>Outside City limits</b>	12 (direct)/2000+ (indirect)	1,500	12 (direct)/1000+ (indirect)	2,000
<b>Total Served</b>	36 (direct)/ 4000+ (indirect)	5,500	36 (direct)/ 2000+ (indirect)	6,500

If your agency is submitting more than one application for a grant, please rank the applications in the order of priority.

Application name

1

Please attach any documents here 1

23-24 CFS YEP Budget.pdf 67.01KB

Please attach any documents here 2

2023 City Farm SLO Organizational Chart.pdf 57.34KB

Please attach any documents here 3

Balance Sheet & Income Statement 08-31-2022.pdf 75.3KB

Please attach any documents here 4

2007-07-31 irs exemption letter.pdf 668.85KB

Eligibility Checklist: (Please review the checklist at the beginning of this application and make sure you have followed all guidelines and included all required documents)

Signature



I certify that the information contained in this application is, to the best of my knowledge, true and accurate; that our agency subscribes to the Human Relations Commission's "Statement of Purpose and Bylaws" which creates an environment within the City in which all persons can enjoy equal rights and opportunities regardless of race, religion, sex, national origin, sexual orientation, age, physical,

mental or economic status; and that this application is submitted with the Board of Director's full knowledge and endorsement.

**Print Name: \***

Kayla Rutland

**Title \***

Executive Director

**Signature \***

A rectangular box containing a handwritten signature in cursive script that reads "Kayla Rutland".

**Date \***

1/11/2023

# Exhibit B

## Human Services Grant Program MID-YEAR REPORT

**Due: January 10, 2024**

**Organization:** \_\_\_\_\_

**Program:** \_\_\_\_\_

**Administrator's Report:** *(A brief synopsis of the activities of the reporting period, including a statement of the activities, service or programs provided as described in Exhibit B (your grant application) using the Grants-In-Aid provided, and any changes that have occurred during the reporting period.)*

**Statistical Report:** *(This section should include the number of clients served, their cities of origin, the nature of services provided, as well as any other statistics which are kept by the agency. The total number of clients served also should be broken down by the type of service received.)*

**Financial report:** *(A financial statement detailing how the City's grant money has been expended or plan to be expended.)*

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone

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Signature

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Date

\_\_\_\_\_  
E-mail

**Please limit to no more than 2 pages.** Once signed, please scan and e-mail to Nestor Veloz-Passalacqua, DEI Manager, ([nveloz@slocity.org](mailto:nveloz@slocity.org))

**Human Services Grant Program  
YEAR-END REPORT**

**Due: July 10, 2024**

**Organization:** \_\_\_\_\_

**Program:** \_\_\_\_\_

**Administrator's Report:** *(A brief synopsis of the activities of the reporting period, including a statement of the activities, service or programs provided as described in Exhibit B (your grant application) using the Grants-In-Aid provided, and any changes that have occurred during the reporting period.)*

**Statistical Report:** *(This section should include the number of clients served, their cities of origin, the nature of services provided, as well as any other statistics which are kept by the agency. The total number of clients served also should be broken down by the type of service received.)*

**Financial report:** *(A financial statement detailing how the City's grant money has been expended or plan to be expended.)*

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

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Phone

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
E-mail

**Please limit to no more than 2 pages.** Once signed, please scan and e-mail to Nestor Veloz-Passalacqua, DEI Manager, (nveloz@slocity.org)

**HUMAN RELATIONS COMMISSION AGREEMENT FOR  
HUMAN SERVICES GRANT PROGRAM**

THIS AGREEMENT, dated 5/12/2023 | 6:19 PM PDT for the convenience of the parties hereto, is between the City of San Luis Obispo, a chartered municipal corporation (referred to herein as CITY), and Community Action Partnership (referred to herein as GRANTEE).

**WITNESSETH:**

WHEREAS, GRANTEE has requested CITY to contribute to the Homeless Prevention Services program as submitted in its application to the CITY on January 27, 2023.

WHEREAS, the Services will be available to residents of the City, thereby serving both a public and municipal purpose.

NOW, THEREFORE, CITY and GRANTEE for and in consideration of the mutual benefits, promises, and agreements set forth herein, do agree as follows:

1. GRANTEE will make its Services, as described in its application (the "Application"), incorporated by reference and attached as Exhibit A, available to CITY residents from July 1, 2023 to June 30, 2024.
2. GRANTEE will provide CITY with a mid-year report, due January 10, 2024, and final program report, due July 10, 2024, summarizing administrative, financial, and client Service activities. Said reports shall be in the form of "Exhibit B," attached hereto.
3. GRANTEE and all its agents, representatives, or participants in any manner in the performance of its obligations and duties hereunder shall be employees, or volunteers for GRANTEE. They shall not, for any purpose, be considered employees or agents of the CITY.
4. GRANTEE agrees to hold CITY harmless and to defend CITY against, from, and in any claim, action, proceeding, or hearing wherein there is an allegation charging liability on the part of the CITY as a result of any act or omission, negligent or otherwise, by GRANTEE.
5. CITY agrees to pay GRANTEE a one-time only grant, in the sum of \$10,000, to be used for the Services as described in the Application. The grant will be paid in one installment when a signed contract is received.
6. The Department Head – Administration may terminate this agreement at his sole discretion, after a public hearing and upon ten (10) days written notice to GRANTEE. Said termination shall be effective thirty (30) days after CITY mails notice of termination of agreement to GRANTEE. Any funds not paid pursuant to paragraph 5 above shall revert to CITY upon said termination.

7. GRANTEE hereby certifies and agrees that it will comply with the Human Relations Committee "Bylaws," which creates an environment within the City in which all persons can enjoy equal rights and opportunities regardless of race, religion, sex, national origin, sexual orientation, age, physical, mental, or economic status.
8. For purposes of notice under this agreement, all notices shall be considered effective upon being sent by certified mail to the following addresses:

CITY:

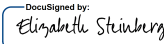
City of San Luis Obispo  
919 Palm Street  
San Luis Obispo, CA 93401  
Attn: Greg Hermann, Assistant City Manager

GRANTEE:  
Community Action Partnership  
1030 Southwood Dr.  
San Luis Obispo, CA 93401  
esteinberg@capslo.org

**IN WITNESS WHEREOF**, the parties hereto have executed this agreement by their proper officers duly authorized:

Grantee

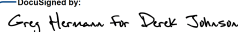
By:

DocuSigned by:  
  
EF347D3AF7E44FD...

---

CITY OF SAN LUIS OBISPO, A MUNICIPAL CORPORATION

By:

DocuSigned by:  
  
1E9343C5C8904BA...

---

Greg Hermann, Assistant City Manager

APPROVED AS TO FORM:

By:

DocuSigned by:  
  
9B782E7F0F90F46C...

---

Christine Dietrick, City Attorney



**Exhibit A**

**2023-24 Human Services Grant (formally GIA) Application**



**AGENCY:\***

Community Action Partnership of San Luis Obispo County, Inc. (CAPSLO)

**PROJECT/PROGRAM NAME:\***

CAPSLO Homeless Prevention Services

**Address\***

Street Address

1030 Southwood Dr.

Address Line 2

City

San Luis Obispo

State / Province / Region

CA

Postal / Zip Code

93401

Country

United States

**Email:\***

esteinberg@capslo.org

(This person will receive notifications regarding grant decisions, contract execution, and reporting requirements)

**WEBSITE:**

<https://capslo.org/>

**WHO PREPARED THIS APPLICATION:\***

Shawna Crane

**PHONE:\***

8055444355

**FEDERAL TAX ID NUMBER:\***

952,410,253

**DATE AGENCY ESTABLISHED:\***

12/9/1965

**AMOUNT OF GRANT REQUEST:\***

\$ 10,000.00

**Please provide your agency's core mission statement (Maximum 50 words) \***

Community Action Partnership of San Luis Obispo County addresses the causes of poverty, empowering low-income people to achieve self-sufficiency through community-based collaborations and programs.

**Briefly describe the program/project or reason you are requesting funds (max 150 words) \***

The Community Action Partnership of San Luis Obispo County, Inc. (CAPSLO) Homeless Prevention/Stable Housing Program provides emergency financial assistance to residents in households in the City of San Luis Obispo (SLO) that are at risk of being evicted and need help with a rental payment, or who need support securing housing with first month's rent and/or a security deposit. Individuals provided with financial assistance are those who can demonstrate their ability to maintain rent beyond the subsidy and are willing to participate in case management for six months (to further ensure continued success). Case managers work with candidates to develop and maintain a realistic post-housed budget and connect them to community resources to obtain additional assistance including food, clothing, job training and more. In addition, individuals are encouraged to utilize the 40 Prado Homeless Services Center for meals, primary medical care, and other supportive day services.

**Please describe your grant request in detail (max 250 words) \***

Homeless Prevention/Stable Housing, part of the existing Case Management program at 40 Prado Homeless Services Center, provides immediate financial assistance to prevent individuals from falling into homelessness or assist them out of homelessness and into stable housing. Since rents continue to increase and landlords are requiring up to three month's rent to move in, additional funding is needed. Although Cares Act housing assistance received by the County can be applied to those who have been affected by COVID-19, this grant will provide assistance for those individuals whose homelessness or risk of homelessness is not due to COVID-19.

Clients are screened to establish which individuals have the greatest need. Individuals who experience unexpected setbacks caused by illness, loss of a job, or other sudden circumstances beyond their control are considered qualified if they are also income-eligible (under 200% of the Federal Poverty Income Guidelines). For eviction prevention assistance (one month's rent), clients must provide proof of emergency need: rent payment is in arrears or due within five days, or they must provide an eviction notice from the landlord. To secure housing through first month's rent or security deposit, the household is living in an emergency shelter, a car, or a motel. They must participate in the Case Management program and show that they can afford the monthly rent once housed. Checks are mailed directly to the landlord or given to the case manager to personally deliver to the landlord.

**Itemize how your agency would use the GIA award. \***

(refer back to "Funding Decisions" Section on page 1 on the directions)

The majority of the funding (\$9,259) will be used for financial assistance payments to cover rent or security deposits for low-income City of San Luis Obispo households who are homeless or at risk of homelessness. As mentioned above, payments will be made directly to the landlord. The remaining funds (\$741) will be used for agency indirect costs at a federally approved 8% rate.

**Please describe creative approaches your agency takes to achieve the Agency's mission. \***

CAPSLO has successfully provided homeless services in San Luis Obispo County for 34 years. The 40 Prado Homeless Services Center in San Luis Obispo achieves the agency's mission of empowering individuals to attain self-sufficiency through strategic programming to meet community needs, integrated services, and collaboration.

The 40 Prado Homeless Services Center offers 24/7 emergency shelter services, meals, showers, , health screenings at the CHC on-site clinic, services to dual diagnosed individuals, recuperative care for those recently released from the hospital, a warming center, animal kennels, a community garden, internet access, a mail and message center to facilitate job and housing searches, and safe parking to homeless individuals and families. CAPSLO's Head Start program offers the "Home Based" family education and support program for parents of toddlers at the shelter. These comprehensive on-site services are provided by agency staff, volunteers (pandemic guidelines permitting), and community partners.

**Please describe the interaction or collaboration between your Agency and other local non-profits who serve similar clientele. \***

An example of collaboration that exists with CAPSLO's Homeless Services Case Management is the Coordinated Entry Program with 5Cities Homeless Coalition (5CHC) and El Camino Homeless Organization (ECHO). CAPSLO focuses on serving individuals and families in the City of San Luis Obispo, while 5CHC serves the South County and ECHO serves the North County. The three agencies enter client data into CAPSLO's shared database using a common screening form to avoid service duplication. All of SLO County is covered through this partnership, and homeless individuals as well as those on the verge of homelessness have access to services regardless of their location, and are appropriately referred. Other local agencies collaborating with CAPSLO at 40 Prado are Dignity Health, Tenet Health, Community Counseling Center, CenCal Health, Restorative Partners, Legal Assistance Foundation, Middlehouse, and Casa Solana.

**How will your program and the citizens of San Luis Obispo benefit as a result of this grant? \***

Benefit to Homeless Prevention program:

Human Services Grant funding will help prevent individuals living in the City of SLO that are in danger of becoming homeless, or homeless individuals with a last known address in the City of SLO that are living in their car, motel, or at an emergency shelter. These funds will be used to provide rental assistance to individuals and families at immediate risk of losing their housing, or those who are working to obtain housing but don't have the funds for a security deposit and/or first month's rent through case management. Grants-in-Aid (GIA) funding is essential to house or keep housed individuals and families who would otherwise end up on the street.

Benefits to Citizens of San Luis Obispo:

Although participants come to 40 Prado from all areas of the county, Human Services Grant funds will only be used for City of San Luis Obispo residents who are at imminent risk of homelessness. The City of San Luis Obispo benefits from the Homeless Prevention program by decreasing the number of people who are at-risk of homelessness and are looking for stable housing. This reduces the strain on community resources and the limited number of rentals.

**The HRC has identified their main funding priority as: Homeless prevention including affordable and alternative housing, supportive services and transitional housing. Does your grant request meet this funding priority? \***

Yes  No

**Which other priority of the non-ranked HRC funding priorities does your request support? Please check the appropriate boxes:**

- Hunger and malnutrition prevention
- Supportive physical and mental health services for those in need
- Services for seniors and/or people with disabilities in need
- Supportive and developmental services for children and youth in need
- Services encouraging diversity, equity, and inclusivity in marginalized communities

**What is the project's total budget? \***

\$ 10,000.00

**What is your agency's entire total annual budget? \***

(for the local chapter if a widespread organization)

\$ 101,944,391.00

**What percentage of your agency's entire total annual budget comes from private (non- governmental) donations? \***

1%

**What are those private funding sources?**

The operation and maintenance costs for 40 Prado Homeless Services Center are funded through a combination of local government grants, corporate grants, private foundation grants, and from community donations through the fundraising efforts of both CAPSLO and Friends of 40 Prado.

**What percentage of your agency's entire total annual budget comes from public (governmental) donations?**

99%

**What are those public funding sources?**

Federal agencies such as Department of Health and Human Services, USDA for Head Start and Child Care Resource Connection, Department of Energy, the State of California, SLO County, and local city government.

**Have you seen growth or decline in your funding sources over the past year?**

CAPSLO has experienced overall growth in funding for programs.

**If so, how much? From what type of sources?**

40 Prado Homeless Services funding from the County and City of San Luis Obispo increased by \$175,000 for additional safe parking and permanent housing supports. Case Management had a net increase of funds of \$35,000 for emergency housing. Supportive Services for Veteran Families funding increased by \$1.2 million. CARES Act Funding decreased \$2.3 million from the prior year.

**Did you receive any funds to mitigate financial impacts associated with COVID-19? If so, how much? From what type of sources?**

Yes, CAPSLO received \$200,000 in ARPA Public Health funds for the Adult Day Center through the County.

**Will this grant satisfy a match grant requirement, or leverage funding from another grantor?**

Yes.

**If so, how much? From what funding sources?**

100% of funds will be used as a match for the HUD Coordinated Entry Program through the County. We are also using this funding to match a grant from the SLO Community Foundation Opportunity to Thrive Fund. A specific amount cannot be listed at this time.

**Is this grant request for a new program, or continuation of an existing program?**

Requested funds for Homeless Prevention supports the continuation of an existing program.

In the table below briefly list 1-3 methods of evaluation and indicators of success.

Methods of Evaluation	Indicators of Success
Tracking Attendance (Sample answer)	100 Attendees Per Session (Sample answer)
1. Document # able to retain/obtain stable housing	1. Seven individuals or families obtain/retain housing
Tracking Attendance (Sample answer)	100 Attendees Per Session (Sample answer)
2. Follow up 3 months after assistance provide	2. 90% remain stably housed at three months later

Using the chart below briefly explain if your agency plans to collaborate with other agencies and partners on this project. Give specific examples and specify other collaborators:

Name of Partner	Activity/Service They Provide for This Project
ABC Dance Club (Sample answer)	Free Use of Dance Hall (Sample answer)
1. 5Cities Homeless Coalition	1. Coordinate, co-manage eviction prevention services
ABC Dance Club (Sample answer)	Free Use of Dance Hall (Sample answer)
2. ECHO	2. Coordinate, co-manage eviction prevention services
ABC Dance Club (Sample answer)	Free Use of Dance Hall (Sample answer)
3. Transitions Mental Health Association	3. Meet weekly to discuss services; cross-refer
ABC Dance Club (Sample answer)	Free Use of Dance Hall (Sample answer)
4. County of SLO Dept Social Services	4. Meet weekly to discuss services; cross-refer
ABC Dance Club (Sample answer)	Free Use of Dance Hall (Sample answer)
5. SLO Legal Assistance Foundation	5. Cross refer for client services

What is the total number of residents served by your agency and program?

	# of residents served by your program July 2022- June 2023	# of residents served by your agency July 2022- June 2023	Projected # of residents your program will serve July 2023- June 2024	Projected # of residents your agency will serve July 2023- June 2024
City of SLO	9	2,501	15	4,000

<b>Outside City</b>	0	22,380	0	24,000
<b>limits</b>				
<b>Total Served</b>	9	24,881	15	28,000

If your agency is submitting more than one application for a grant, please rank the applications in the order of priority.

	<b>Application name</b>
1	CAPSLO Homeless Prevention Services
2	CAPSLO Services Affirming Family Empowerment (SAFE)

**Please attach any documents here 1**

2022 CAPSLO Org Chart and Board Roster.pdf 340.65KB

**Please attach any documents here 2**

CAPSLO IRS Determination Letter 501c3.pdf 379.75KB

**Please attach any documents here 3**

2023-24 CAPSLO Human Services Grant budget.pdf 139.57KB

**Please attach any documents here 4**

2021 AUDIT CAPSLO FINAL - compressed for size.pdf 470.46KB

Eligibility Checklist: (Please review the checklist at the beginning of this application and make sure you have followed all guidelines and included all required documents)

**Signature**



I certify that the information contained in this application is, to the best of my knowledge, true and accurate; that our agency subscribes to the Human Relations Commission's "Statement of Purpose and Bylaws" which creates an environment within the City in which all persons can enjoy equal rights and opportunities regardless of race, religion, sex, national origin, sexual orientation, age, physical, mental or economic status; and that this application is submitted with the Board of Director's full knowledge and endorsement.

**Print Name: \***

Elizabeth "Biz" Steinberg

**Title \***

Chief Executive Officer

**Signature \***

**Date \***

# Exhibit B

## Human Services Grant Program MID-YEAR REPORT

**Due: January 10, 2024**

**Organization:** \_\_\_\_\_

**Program:** \_\_\_\_\_

**Administrator's Report:** *(A brief synopsis of the activities of the reporting period, including a statement of the activities, service or programs provided as described in Exhibit B (your grant application) using the Grants-In-Aid provided, and any changes that have occurred during the reporting period.)*

**Statistical Report:** *(This section should include the number of clients served, their cities of origin, the nature of services provided, as well as any other statistics which are kept by the agency. The total number of clients served also should be broken down by the type of service received.)*

**Financial report:** *(A financial statement detailing how the City's grant money has been expended or plan to be expended.)*

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
E-mail

**Please limit to no more than 2 pages.** Once signed, please scan and e-mail to Nestor Veloz-Passalacqua, DEI Manager, ([nveloz@slocity.org](mailto:nveloz@slocity.org))

**Human Services Grant Program  
YEAR-END REPORT**

**Due: July 10, 2024**

**Organization:** \_\_\_\_\_

**Program:** \_\_\_\_\_

**Administrator's Report:** *(A brief synopsis of the activities of the reporting period, including a statement of the activities, service or programs provided as described in Exhibit B (your grant application) using the Grants-In-Aid provided, and any changes that have occurred during the reporting period.)*

**Statistical Report:** *(This section should include the number of clients served, their cities of origin, the nature of services provided, as well as any other statistics which are kept by the agency. The total number of clients served also should be broken down by the type of service received.)*

**Financial report:** *(A financial statement detailing how the City's grant money has been expended or plan to be expended.)*

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
E-mail

**Please limit to no more than 2 pages.** Once signed, please scan and e-mail to Nestor Veloz-Passalacqua, DEI Manager, (nveloz@slocity.org)

**HUMAN RELATIONS COMMISSION AGREEMENT FOR  
HUMAN SERVICES GRANT PROGRAM**

THIS AGREEMENT, dated 5/12/2023 | 6:19 PM PDT for the convenience of the parties hereto, is between the City of San Luis Obispo, a chartered municipal corporation (referred to herein as CITY), and Community Action Partnership (referred to herein as GRANTEE).

**WITNESSETH:**

WHEREAS, GRANTEE has requested CITY to contribute to the Services Affirming Family Empowerment program as submitted in its application to the CITY on January 27, 2023.

WHEREAS, the Services will be available to residents of the City, thereby serving both a public and municipal purpose.

NOW, THEREFORE, CITY and GRANTEE for and in consideration of the mutual benefits, promises, and agreements set forth herein, do agree as follows:

1. GRANTEE will make its Services, as described in its application (the "Application"), incorporated by reference and attached as Exhibit A, available to CITY residents from July 1, 2023 to June 30, 2024.
2. GRANTEE will provide CITY with a mid-year report, due January 10, 2024, and final program report, due July 10, 2024, summarizing administrative, financial, and client Service activities. Said reports shall be in the form of "Exhibit B," attached hereto.
3. GRANTEE and all its agents, representatives, or participants in any manner in the performance of its obligations and duties hereunder shall be employees, or volunteers for GRANTEE. They shall not, for any purpose, be considered employees or agents of the CITY.
4. GRANTEE agrees to hold CITY harmless and to defend CITY against, from, and in any claim, action, proceeding, or hearing wherein there is an allegation charging liability on the part of the CITY as a result of any act or omission, negligent or otherwise, by GRANTEE.
5. CITY agrees to pay GRANTEE a one-time only grant, in the sum of \$5,000, to be used for the Services as described in the Application. The grant will be paid in one installment when a signed contract is received.
6. The Department Head – Administration may terminate this agreement at his sole discretion, after a public hearing and upon ten (10) days written notice to GRANTEE. Said termination shall be effective thirty (30) days after CITY mails notice of termination of agreement to GRANTEE. Any funds not paid pursuant to paragraph 5 above shall revert to CITY upon said termination.



7. GRANTEE hereby certifies and agrees that it will comply with the Human Relations Committee "Bylaws," which creates an environment within the City in which all persons can enjoy equal rights and opportunities regardless of race, religion, sex, national origin, sexual orientation, age, physical, mental, or economic status.
  
8. For purposes of notice under this agreement, all notices shall be considered effective upon being sent by certified mail to the following addresses:

CITY:

City of San Luis Obispo  
919 Palm Street  
San Luis Obispo, CA 93401  
Attn: Greg Hermann, Assistant City Manager

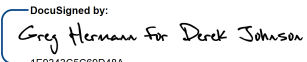
GRANTEE:  
Community Action Partnership  
1030 Southwood Dr.  
San Luis Obispo, CA 93401  
esteinberg@capslo.org

**IN WITNESS WHEREOF**, the parties hereto have executed this agreement by their proper officers duly authorized:

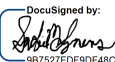
Grantee

By:   
EF347D3AF7E44FD

CITY OF SAN LUIS OBISPO, A MUNICIPAL CORPORATION

By:   
1E9349C5C69D48A  
Greg Hermann, Assistant City Manager

APPROVED AS TO FORM:

By:   
9B7627E7E9DE48C  
Christine Dietrick, City Attorney

# Exhibit A

**AGENCY:**

Community Action Partnership of San Luis Obispo County, Inc. (CAPSLO)

**PROJECT/PROGRAM NAME:**

CAPSLO Services Affirming Family Empowerment (SAFE)

**Address**

1030 Southwood Dr.

**City**

San Luis Obispo

**State / Province / Region**

CA

**Postal / Zip Code**

93401

**Country**

United States

**Email:**

**(This person will receive notifications regarding grant decisions, contract execution, and reporting requirements)**

esteinberg@capslo.org

**WEBSITE:**

<https://capslo.org/>

**WHO PREPARED THIS APPLICATION:**

Shawna Crane

**PHONE:**

(805) 544-4355

**FEDERAL TAX ID NUMBER:**

95-2410253

**DATE AGENCY ESTABLISHED:**

12/9/1965

**AMOUNT OF GRANT REQUEST:**

\$10,000

**Please provide your agency's core mission statement (Maximum 50 words)**

Community Action Partnership of San Luis Obispo County, Inc., addresses the causes of poverty, empowering low-income people to achieve self-sufficiency through community-based collaborations and programs.

**Briefly describe the program/project or reason you are requesting funds (max 150 words)**

San Luis Coastal Unified School District (SLCUSD) enrolls homeless children and unaccompanied youth and provides them with support services in accordance with the McKinney-Vento Homeless Assistance Act. SLCUSD connects them with CAPSLO's Services Affirming Family Empowerment (SAFE) program, which employs a full-time, bilingual Family Advocate on campus at the SLCUSD San Luis Obispo (SLO) Family Resource Center. The Family Advocate coordinates referrals and provides support such as school enrollment, case management, medical services coordination, housing searches, legal resources, mental health services coordination, summer activity enrollment, and more. The SAFE Family Advocate conducts needs assessments, assists in the development and monitoring of case plans, provides additional early intervention, and connects the families, as needed, with housing services at 40 Prado Homeless Services Center.

The Family Advocate position is co-funded by SLCUSD for the school year only. Funding is needed to provide services for homeless families and unaccompanied youth in SLO year-round.

**Please describe your grant request in detail (max 250 words)**

Grant funds will be used to support a portion of a full-time SAFE Family Advocate, who will provide services to SLCUSD homeless students' families and unaccompanied youth in the City of SLO when school is not in session. When necessary, the SAFE Family Advocate is able to act as a mobile Family Resource Center by going to individual school sites or directly to the families and unaccompanied youth rather than being solely located at one physical location. The concept of "mobile family support" has been facilitated by providing the Family Advocate with a cell phone, laptop, and portable Wi-Fi hotspot during the pandemic. The SAFE Family Advocate coordinates support services with CAPSLO's 40 Prado Homeless Services Center and with other community agencies, such as the Food Bank Coalition, Community Counseling Center, and the Assistance League for clothing. The Family Advocate is bilingual and bicultural in order to maximize access to services for monolingual clients, who often experience barriers due to language limitations. When providing case management, the SAFE Family Advocate assesses needs and monitors progress using a self-sufficiency matrix, to ensure progress toward family stability.

The need for continuing case management and community support for homeless students' families and unaccompanied youth occur year-round, not just when school is in session. By funding a portion of a full-time SAFE family advocate, CAPSLO will ensure that homeless students' families and unaccompanied youth do not "fall through the cracks" and experience a service gap when school is not in session.

**Itemize how your agency would use the GIA award.  
(refer back to "Funding Decisions" Section on page 1 on the directions)**

The Human Services Grant will fund homeless supportive services for children and unaccompanied youth through the guidance of a Family Advocate of the SAFE System of Care. Award funds will provide 325

hours of a Family Advocate, from 7/1/2023 through 6/30/2024, during summer and other school breaks, at a cost of \$9,259 for salary, fringe and taxes, with \$741 in administrative overhead according to CAPSLO's low federally negotiated rate of 8%.

**Please describe creative approaches your agency takes to achieve the Agency's mission.**

CAPSLO's Family and Community Support Services Division (FCSS) achieves the agency's mission of empowering individuals to attain self-sufficiency through strategic programming to meet community needs and provide integrated services through collaboration. The FCSS Division provides a variety of programs that focuses on family stabilization by supporting families in minimizing stressors, preventing child abuse, promoting family success, and connecting families and community members with a variety of resources and services. Current programs include parent education and direct assistance, financial education, family advocacy programs, and a pregnant and parenting teen program. These programs strengthen families and are offered at no fee to the clients.

**Please describe the interaction or collaboration between your Agency and other local non-profits who serve similar clientele.**

CAPSLO coordinates with a variety of other family serving community-based programs in order to provide comprehensive services to the SLCUSD homeless students' families and unaccompanied youth in need. This program in particular works closely with The Link Family Resource Center who also houses family advocates through the SLCUSD. The CAPSLO Family Resource Center Supervisor who oversees this program, is the lead supervisor who holds case review for all family advocates who support SLCUSD, including The Link's staff, and acts as the liaison between SLCUSD and CAPSLO and The Link.

As mentioned previously, SLCUSD provides CAPSLO funding through the California Department of Education's grant program, Education for Homeless Children and Youth and district Medi-Cal reimbursements to employ one full-time and one part-time Family Advocates during the school year. There are an additional 3 Family Advocates that support the Lucia Mar Unified School District (LMUSD) in the South County that are funded through the Department of Social Services, Behavioral Health, and SLO County funds. These five advocates have been able to provide support to over 1,100 individuals in need during FY 21/22. Family Advocates participate in the Homeless and Foster Youth Advisory Committee, which connects all district homeless and foster youth liaisons. Focus areas of this committee address the needs for transportation to the school of origin and expedite enrollment or transfer of records between local districts.

**How will your program and the citizens of San Luis Obispo benefit as a result of this grant?**

**Benefits to the SAFE Program:**

Human Services Grant funding will provide vital services to homeless families with school age children and unaccompanied minors living in the City of San Luis Obispo while school is not in session, as identified by the school district. Additionally, funding from the city is utilized to leverage grants and donations from other private foundations and individual donations.

**Benefits to Citizens of San Luis Obispo:**

The City of San Luis Obispo benefits when children and youth stay and succeed in school, and less families are homeless. Education is often disrupted for homeless children and youth, and difficulty accessing and connecting homeless families to community support services puts them at increased risk of

instability. The SAFE program ensures that case management for these families and unaccompanied youth is consistent and ongoing throughout the year, eliminating the gap in services.

CAPSLO continues to respond to the ongoing needs of homeless students, their families and unaccompanied youth of SLO to connect them to services year-round.

**The HRC has identified their main funding priority as: Homeless prevention including affordable and alternative housing, supportive services and transitional housing. Does your grant request meet this funding priority?**

Yes

Commented [SC1]: Selected.

**Which other priority of the non-ranked HRC funding priorities does your request support? Please check the appropriate boxes:**

Hunger and malnutrition prevention

Supportive physical and mental health services for those in need

Services for seniors and/or people with disabilities in need

Supportive and developmental services for children and youth in need

Services encouraging diversity, equity, and inclusivity in marginalized communities

**What is the project's total budget?**

\$10,000

**What is your agency's entire total annual budget?**

\$101,944,391

**What percentage of your agency's entire total annual budget comes from private (non-governmental) donations?**

1%

**What are those private funding sources?**

Federal agencies such as Department of Health and Human Services, USDA for Head Start and Child Care Resource Connection, Department of Energy, the State of California, SLO County, and local city government.

**What percentage of your agency's entire total annual budget comes from public (governmental) donations?**

99%

**What are those public funding sources?**

Federal agencies such as Department of Health and Human Services, USDA for Head Start and Child Care Resource Connection, Department of Energy, the State of California, SLO County, and local city government.

**Have you seen growth or decline in your funding sources over the past year? If so, how much? From what type of sources?**

Yes, CAPSLO has experienced overall growth in funding for programs.

40 Prado Homeless Services funding from the County and City of San Luis Obispo increased by \$175,000 for additional safe parking and permanent housing supports. Case Management had a net increase of funds of \$35,000 for emergency housing. Supportive Services for Veteran Families funding increased by \$1.2 million. CARES Funding decreased \$2.3 million from the prior year.

**Did you receive any funds to mitigate financial impacts associated with COVID-19? If so, how much? From what type of sources?**

Yes, CAPSLO received \$200,000 in ARPA Public Health funds for the Adult Day Center through the County.

**Will this grant satisfy a match grant requirement, or leverage funding from another grantor?**

Yes

**If so, how much? From what funding sources?**

SLCUSD - \$100,000

**Is this grant request for a new program, or continuation of an existing program?**

Funding for SAFE supports the continuation of an existing program.

**In the table below briefly list 1-3 methods of evaluation and indicators of success.**

**Methods of Evaluation**

**Tracking Attendance (Sample answer)**

1. Case notes in CAPSLO and SLCUSD databases
2. Self-sufficiency matrix

**Indicators of Success**

**100 Attendees Per Session (Sample answer)**

The family advocate funded through GIA funds will accomplish the following:

1. Will connect 40 SLCUSD families/youth to services
2. 85% of SLCUSD case managed families served will show improvement on their self-sufficiency matrix (baseline and 90-day comparison).

**Using the chart below briefly explain if your agency plans to collaborate with other agencies and partners on this project. Give specific examples and specify other collaborators:**

**Name of Partner**

ABC Dance Club (Sample answer)

**Activity/Service They Provide for This Project**

**Free Use of Dance Hall (Sample answer)**

San Luis Coastal Unified School District - Office, funding, referrals of homeless families/youth

San Luis Coastal Education Foundation - Financial assistance funding for families in need during the school year

Foster Youth Advisory Committee - Youth school transport, interdistrict transfers

DSS Interagency Work Group - coordination of services among multiple agencies

The Link Family Resource Center – We provide case review and family advocate support

**What is the total number of residents served by your agency and program?**

**# of residents served by your program July 2021-June 2022**

**City of SLO - 265**

**Outside City limits – 879**

**Total Served – 1,144**

**# of residents served by your agency July 2021-June 2022**

**City of SLO – 2,501**

**Outside City limits – 22,380**

**Total Served – 24,881**

**Projected # of residents your program will serve July 2022-June 2023**

**City of SLO - 300**

**Outside City limits – 900**

**Total Served – 12,000**

**Projected # of residents your agency will serve July 2022-June 2023**

**City of SLO – 4,000**

**Outside City limits – 24,000**

**Total Served – 28,000**

**If your agency is submitting more than one application for a grant, please rank the applications in the order of priority.**

1. Homeless Services
2. SAFE

# Exhibit B

## Human Services Grant Program MID-YEAR REPORT

**Due: January 10, 2024**

**Organization:** \_\_\_\_\_

**Program:** \_\_\_\_\_

**Administrator's Report:** *(A brief synopsis of the activities of the reporting period, including a statement of the activities, service or programs provided as described in Exhibit B (your grant application) using the Grants-In-Aid provided, and any changes that have occurred during the reporting period.)*

**Statistical Report:** *(This section should include the number of clients served, their cities of origin, the nature of services provided, as well as any other statistics which are kept by the agency. The total number of clients served also should be broken down by the type of service received.)*

**Financial report:** *(A financial statement detailing how the City's grant money has been expended or plan to be expended.)*

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
E-mail

**Please limit to no more than 2 pages.** Once signed, please scan and e-mail to Nestor Veloz-Passalacqua, DEI Manager, ([nveloz@slocity.org](mailto:nveloz@slocity.org))



**Human Services Grant Program  
YEAR-END REPORT**

**Due: July 10, 2024**

**Organization:** \_\_\_\_\_

**Program:** \_\_\_\_\_

**Administrator's Report:** *(A brief synopsis of the activities of the reporting period, including a statement of the activities, service or programs provided as described in Exhibit B (your grant application) using the Grants-In-Aid provided, and any changes that have occurred during the reporting period.)*

**Statistical Report:** *(This section should include the number of clients served, their cities of origin, the nature of services provided, as well as any other statistics which are kept by the agency. The total number of clients served also should be broken down by the type of service received.)*

**Financial report:** *(A financial statement detailing how the City's grant money has been expended or plan to be expended.)*

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
E-mail

**Please limit to no more than 2 pages.** Once signed, please scan and e-mail to Nestor Veloz-Passalacqua, DEI Manager, (nveloz@slocity.org)

**HUMAN RELATIONS COMMISSION AGREEMENT FOR  
HUMAN SERVICES GRANT PROGRAM**

THIS AGREEMENT, dated 5/12/2023 | 6:17 PM PDT for the convenience of the parties hereto, is between the City of San Luis Obispo, a chartered municipal corporation (referred to herein as CITY), and Court Appointed Special Advocates (referred to herein as GRANTEE).

**WITNESSETH:**

WHEREAS, GRANTEE has requested CITY to contribute to the General CASA Support Program as submitted in its application to the CITY on January 27, 2023.

WHEREAS, the Services will be available to residents of the City, thereby serving both a public and municipal purpose.

NOW, THEREFORE, CITY and GRANTEE for and in consideration of the mutual benefits, promises, and agreements set forth herein, do agree as follows:

1. GRANTEE will make its Services, as described in its application (the "Application"), incorporated by reference and attached as Exhibit A, available to CITY residents from July 1, 2023 to June 30, 2024.
2. GRANTEE will provide CITY with a mid-year report, due January 10, 2024, and final program report, due July 10, 2024, summarizing administrative, financial, and client Service activities. Said reports shall be in the form of "Exhibit B," attached hereto.
3. GRANTEE and all its agents, representatives, or participants in any manner in the performance of its obligations and duties hereunder shall be employees, or volunteers for GRANTEE. They shall not, for any purpose, be considered employees or agents of the CITY.
4. GRANTEE agrees to hold CITY harmless and to defend CITY against, from, and in any claim, action, proceeding, or hearing wherein there is an allegation charging liability on the part of the CITY as a result of any act or omission, negligent or otherwise, by GRANTEE.
5. CITY agrees to pay GRANTEE a one-time only grant, in the sum of \$3,750, to be used for the Services as described in the Application. The grant will be paid in one installment when a signed contract is received.
6. The Department Head – Administration may terminate this agreement at his sole discretion, after a public hearing and upon ten (10) days written notice to GRANTEE. Said termination shall be effective thirty (30) days after CITY mails notice of termination of agreement to GRANTEE. Any funds not paid pursuant to paragraph 5 above shall revert to CITY upon said termination.

7. GRANTEE hereby certifies and agrees that it will comply with the Human Relations Committee "Bylaws," which creates an environment within the City in which all persons can enjoy equal rights and opportunities regardless of race, religion, sex, national origin, sexual orientation, age, physical, mental, or economic status.
8. For purposes of notice under this agreement, all notices shall be considered effective upon being sent by certified mail to the following addresses:


CITY:

City of San Luis Obispo  
919 Palm Street  
San Luis Obispo, CA 93401  
Attn: Greg Hermann, Assistant City Manager

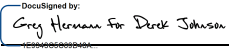
GRANTEE:  
CASA  
75 Higuera Street  
San Luis Obispo, CA 93401  
Attn: Sarah De Young  
sdeyoung@slocasa.org

**IN WITNESS WHEREOF**, the parties hereto have executed this agreement by their proper officers duly authorized:


Grantee

By:   
Sarah DeYoung, Development Director

CITY OF SAN LUIS OBISPO, A MUNICIPAL CORPORATION

By:   
Greg Hermann, Assistant City Manager

APPROVED AS TO FORM:

By:   
Christine Dietrick, City Attorney

## 2023-24 Human Services Grant (formally GIA) Application



**AGENCY:\***

Court Appointed Special Advocates (CASA) of San Luis Obispo County Inc.

**PROJECT/PROGRAM NAME:\***

General CASA Program Support

**Address\***

Street Address

75 Higuera Street

Address Line 2

Suite 180

City

San Luis Obispo

Postal / Zip Code

93401

State / Province / Region

CA

Country

USA

**Email:\***

sdeyoung@slocasa.org

(This person will receive notifications regarding grant decisions, contract execution, and reporting requirements)

**WEBSITE:**

www.slocasa.org

**WHO PREPARED THIS APPLICATION:\***

Sarah DeYoung

**PHONE:\***

8055416542

**FEDERAL TAX ID NUMBER:\***

770,316,227

**DATE AGENCY ESTABLISHED:\***

1/1/1993

**AMOUNT OF GRANT REQUEST:\***

\$ 7,500.00

**Please provide your agency's core mission statement (Maximum 50 words)\***

CASA of San Luis Obispo County advocates for the best interests of abused and neglected children within the court system. CASA recruits, trains, and supervises volunteers who advocate for this vulnerable population with the goal of ensuring that each and every child grows up in a safe, nurturing, and permanent home.

**Briefly describe the program/project or reason you are requesting funds (max 150 words)\***

Each CASA volunteer is that trusted, stable, and kind adult that every child needs and deserves, regardless of their challenges or behaviors. A CASA volunteer provides one-on-one support for children and youth throughout the life of their child welfare case. CASA volunteers are trained to gather information and focus their advocacy (primarily in reports to the court) to cover the needs of the whole child, including placement, physical and mental health, education, permanency, and well-being. Supporting normalcy for their CASA children is a key component of this support. In 2022, our Program Team supported 174 volunteers assigned to 240 children in the foster care system in SLO County. Approximately 50 of those children were placed in the city of San Luis Obispo in 2022. As of the end of 2022, approximately 30 of our CASA volunteers resided within the city boundaries.

**Please describe your grant request in detail (max 250 words)\***

CASA is again requesting \$7,500 to partially cover the rental fees for our CASA office at the intersection of Higuera Street and Madonna Road in San Luis Obispo. The total projected rent for this office next fiscal year is approximately \$58,000 (we also pay approximately \$3,000 per year for a satellite office in Atascadero). Thanks to significant financial assistance provided by our landlord, a construction company owned by a member of our Board of Directors, and a local contractor, our office was renovated last year and is now a more functional place for CASA staff, the Board of Directors, and volunteers to hold individual and group meetings while protecting the confidentiality of the children and youth we serve. A number of our Program staff also use the office to attend dependency court hearings as those proceedings were transitioned to Zoom meetings at the beginning of the global pandemic in 2020. Our offices provide crucial infrastructure for the training, supervision, and direct service-delivery efforts of our staff and the CASA volunteer advocates. In addition, our staff and volunteers regularly meet and collaborate with social workers and department heads at our office or at the offices of a number of local agencies and partners, many of which are located in San Luis Obispo.

**Itemize how your agency would use the GIA award. \***

(refer back to "Funding Decisions" Section on page 1 on the directions)

This award will help defray the cost of rent for our San Luis Obispo office, which serves as our primary brick-and-mortar presence in the county.

**Please describe creative approaches your agency takes to achieve the Agency's mission. \***

CASA of San Luis Obispo County is committed to continuously identifying and implementing process improvements and program upgrades in order to better support our CASA volunteers and the children and youth they serve. Examples for 2022 include:

- Updated and expanded our Infant and Toddler program, which provides additional training and resources to volunteers who advocate for and support this specialized population, in response to the impacts of the global pandemic and the rise of the use of highly potent synthetic opioids like fentanyl by pregnant women.
- Updated and expanded our Mentor Program, which provides bi-monthly activities for teens and young adults ages 14-21 and their CASA volunteers, as well as additional training and resources to volunteers who advocate for and support this specialized population.
- Worked with local community groups and members to provide over 200 individual and family gifts to children in foster care. This year our holiday gift program was enhanced to include three "pop-up" stores where CASA volunteers and their assigned children could "shop" for free for gifts for their biological and foster families. Each store was hosted and staffed by a local business that donated gifts as well as refreshments, supplies for wrapping stations, and visits by Santa or his elves.

**Please describe the interaction or collaboration between your Agency and other local non-profits who serve similar clientele. \***

CASA receives both public funding and private donations, and we advocate for and coordinate care for each child through partnerships with public and private agencies. For example, our staff and volunteers regularly meet and collaborate with social workers and department heads at the Department of Social Services, several foster care agencies such as Family Care Network and SENECA, community agencies such as the Center for Strengthening Families, the Community Action Partnership of San Luis Obispo (CAPSLO), Martha's Place for Children, Drug and Alcohol Services, County Behavioral Health, public or private medical/dental/mental health providers in the community, the County Probation office, the County Office of Education, and administrators and special education professionals at the 11 school districts in the county.

**How will your program and the citizens of San Luis Obispo benefit as a result of this grant? \***

As a result of this grant, SLO CASA will maintain a physical presence at our office in downtown San Luis Obispo. This provides a gathering space for collaboration and working partnerships to ensure we are coordinating services and offering the best possible support to some of the most vulnerable children in the county. The entire community benefits when at-risk children are supported and mentored by trained, caring adults, thereby improving social, emotional, and educational outcomes for the children and cultivating a healthier, safer community for all citizens of San Luis Obispo. CASA volunteers also impact homeless rates by ensuring that teenagers and young adults in foster care have access to the resources they need to secure safe and stable housing as they transition out of foster care.

Beginning in January 2023, we are transitioning the in-person component of our initial training classes from a Zoom to a live, in-office format in order to better equip our new CASA volunteers and to provide a better sense of community. We have scheduled weekly information sessions and 4 initial training sessions for 2023, with the goal of again swearing in and supporting 50 new CASA volunteers who will be assigned to approximately 75 children in the foster care system in San Luis Obispo County.

We also plan to update and improve outreach to the local San Luis Obispo community, including a new over-the-street banner on Marsh Street and increased participation in San Luis Obispo outreach opportunities, e.g. SLO Chamber of Commerce events and a fall fundraising event that will be held at the Aerovista Business Park.

**The HRC has identified their main funding priority as: Homeless prevention including affordable and alternative housing, supportive services and transitional housing. Does your grant request meet this funding priority? \***

Yes  No

**Which other priority of the non-ranked HRC funding priorities does your request support? Please check the appropriate boxes:**

- Hunger and malnutrition prevention
- Supportive physical and mental health services for those in need
- Services for seniors and/or people with disabilities in need
- Supportive and developmental services for children and youth in need
- Services encouraging diversity, equity, and inclusivity in marginalized communities

**What is the project's total budget? \***

\$ 58,000.00

**What is your agency's entire total annual budget? \***

(for the local chapter if a widespread organization)

\$ 1,293,482.00

**What percentage of your agency's entire total annual budget comes from private (non- governmental) donations? \***

30%

**What are those private funding sources?**

Individual and Business Donations, Corporate Partnerships, Fundraising Events, Corporate/Private Foundations (e.g. Miossi Charitable Trust, The Community Foundation of SLO, In-N-Out Burger Foundation), National CASA/GAL Association

**What percentage of your agency's entire total annual budget comes from public (governmental) donations?**

60%

**What are those public funding sources?**

State grants (California Office of Emergency Services, California Judicial Council, Cal CASA State Budget Allocation), Local Grants (County of San Luis Obispo, City of San Luis Obispo, City of Arroyo Grande)

**Have you seen growth or decline in your funding sources over the past year?**

We were fortunate enough to receive a one-time ARPA grant from the county, an allocation from the state budget that funds CASA programs throughout the state, and a large one-time bequest from the estate of a local donor.

**If so, how much? From what type of sources?**

ARPA grant: \$115,000 over 30 months, Cal CASA Allocation: \$519,740 over 18 months, Individual Bequest: \$180,000

**Did you receive any funds to mitigate financial impacts associated with COVID-19? If so, how much? From what type of sources?**

The ARPA grant described above mitigates the loss of revenue from fundraising events and other fundraising activities during the COVID-19 pandemic.

**Will this grant satisfy a match grant requirement, or leverage funding from another grantor?**

SLO office rental charges are also being funded by a grant received from the National CASA/GAL Association for a DEI project focused on increasing the number of male and Hispanic volunteers. We also received funding from the city for this project but that funding does not cover rental expenses.

**If so, how much? From what funding sources?**

\$1,494 from the National CASA/GAL Association DEI grant.

**Is this grant request for a new program, or continuation of an existing program?**

This request would provide support to our General CASA Program.

In the table below briefly list 1-3 methods of evaluation and indicators of success.

Methods of Evaluation	Indicators of Success
Tracking Attendance (Sample answer) Recruitment, screening, and training	100 Attendees Per Session (Sample answer) 50 New CASA Volunteers in FY 22-23
Tracking Attendance (Sample answer) Update and improve outreach to local San Luis Obispo community, including new over-the-street banners on Marsh Street and increased presence at San Luis Obispo outreach opportunities, e.g. SLO Chamber of Commerce.	100 Attendees Per Session (Sample answer) At least 12 new outreach activities and total reach of at least 250 city residents in FY 22-23

Using the chart below briefly explain if your agency plans to collaborate with other agencies and partners on this project. Give specific examples and specify other collaborators:

Name of Partner	Activity/Service They Provide for This Project
ABC Dance Club (Sample answer)	Free Use of Dance Hall (Sample answer)

What is the total number of residents served by your agency and program?

	# of residents served by your program July 2022- June 2023	# of residents served by your agency July 2022- June 2023	Projected # of residents your program will serve July 2023- June 2024	Projected # of residents your agency will serve July 2023- June 2024
City of SLO	50	50	50	50
Outside City	200	200	200	200
limits				
<b>Total Served</b>	250	250	250	250

If your agency is submitting more than one application for a grant, please rank the

applications in the order of priority.

**Application name**

1

**Please attach any documents here 1**

SLO CASA Organizational Chart and BOD Roster Jan 2023.pdf 286.58KB

**Please attach any documents here 2**

Copy of 501(c)(3) Status IRS Determination Letter (2).pdf 220.7KB

**Please attach any documents here 3**

22-23 CASA Budget - Rent.pdf 493.02KB

**Please attach any documents here 4**

CASA FS 6-30-21 (15).pdf 554.51KB

Eligibility Checklist: (Please review the checklist at the beginning of this application and make sure you have followed all guidelines and included all required documents)

**Signature**



I certify that the information contained in this application is, to the best of my knowledge, true and accurate; that our agency subscribes to the Human Relations Commission's "Statement of Purpose and Bylaws" which creates an environment within the City in which all persons can enjoy equal rights and opportunities regardless of race, religion, sex, national origin, sexual orientation, age, physical, mental or economic status; and that this application is submitted with the Board of Director's full knowledge and endorsement.

**Print Name: \***

Sarah DeYoung

**Title \***

Development Director

**Signature \***

**Date \***

1/27/2023



# Exhibit B

## Human Services Grant Program MID-YEAR REPORT

**Due: January 10, 2024**

**Organization:** \_\_\_\_\_

**Program:** \_\_\_\_\_

**Administrator's Report:** *(A brief synopsis of the activities of the reporting period, including a statement of the activities, service or programs provided as described in Exhibit B (your grant application) using the Grants-In-Aid provided, and any changes that have occurred during the reporting period.)*

**Statistical Report:** *(This section should include the number of clients served, their cities of origin, the nature of services provided, as well as any other statistics which are kept by the agency. The total number of clients served also should be broken down by the type of service received.)*

**Financial report:** *(A financial statement detailing how the City's grant money has been expended or plan to be expended.)*

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
E-mail

**Please limit to no more than 2 pages.** Once signed, please scan and e-mail to Nestor Veloz-Passalacqua, DEI Manager, ([nveloz@slocity.org](mailto:nveloz@slocity.org))

**Human Services Grant Program  
YEAR-END REPORT**

**Due: July 10, 2024**

**Organization:** \_\_\_\_\_

**Program:** \_\_\_\_\_

**Administrator's Report:** *(A brief synopsis of the activities of the reporting period, including a statement of the activities, service or programs provided as described in Exhibit B (your grant application) using the Grants-In-Aid provided, and any changes that have occurred during the reporting period.)*

**Statistical Report:** *(This section should include the number of clients served, their cities of origin, the nature of services provided, as well as any other statistics which are kept by the agency. The total number of clients served also should be broken down by the type of service received.)*

**Financial report:** *(A financial statement detailing how the City's grant money has been expended or plan to be expended.)*

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
E-mail

**Please limit to no more than 2 pages.** Once signed, please scan and e-mail to Nestor Veloz-Passalacqua, DEI Manager, (nveloz@slocity.org)

**HUMAN RELATIONS COMMISSION AGREEMENT FOR  
HUMAN SERVICES GRANT PROGRAM**

5/16/2023 | 7:28 PM PDT

THIS AGREEMENT, dated \_\_\_\_\_ for the convenience of the parties hereto, is between the City of San Luis Obispo, a chartered municipal corporation (referred to herein as CITY), and Family Care Network, Inc. (referred to herein as GRANTEE).

**WITNESSETH:**

WHEREAS, GRANTEE has requested CITY to contribute to General Operating Support as submitted in its application to the CITY on January 27, 2023.

WHEREAS, the Services will be available to residents of the City, thereby serving both a public and municipal purpose.

NOW, THEREFORE, CITY and GRANTEE for and in consideration of the mutual benefits, promises, and agreements set forth herein, do agree as follows:

1. GRANTEE will make its Services, as described in its application (the "Application"), incorporated by reference and attached as Exhibit A, available to CITY residents from July 1, 2023 to June 30, 2024.
2. GRANTEE will provide CITY with a mid-year report, due January 10, 2024, and final program report, due July 10, 2024, summarizing administrative, financial, and client Service activities. Said reports shall be in the form of "Exhibit B," attached hereto.
3. GRANTEE and all its agents, representatives, or participants in any manner in the performance of its obligations and duties hereunder shall be employees, or volunteers for GRANTEE. They shall not, for any purpose, be considered employees or agents of the CITY.
4. GRANTEE agrees to hold CITY harmless and to defend CITY against, from, and in any claim, action, proceeding, or hearing wherein there is an allegation charging liability on the part of the CITY as a result of any act or omission, negligent or otherwise, by GRANTEE.
5. CITY agrees to pay GRANTEE a one-time only grant, in the sum of \$5,000, to be used for the Services as described in the Application. The grant will be paid in one installment when a signed contract is received.
6. The Department Head – Administration may terminate this agreement at his sole discretion, after a public hearing and upon ten (10) days written notice to GRANTEE. Said termination shall be effective thirty (30) days after CITY mails notice of termination of agreement to GRANTEE. Any funds not paid pursuant to paragraph 5 above shall revert to CITY upon said termination.

7. GRANTEE hereby certifies and agrees that it will comply with the Human Relations Committee "Bylaws," which creates an environment within the City in which all persons can enjoy equal rights and opportunities regardless of race, religion, sex, national origin, sexual orientation, age, physical, mental, or economic status.
8. For purposes of notice under this agreement, all notices shall be considered effective upon being sent by certified mail to the following addresses:

CITY:

City of San Luis Obispo  
919 Palm Street  
San Luis Obispo, CA 93401  
Attn: Greg Hermann, Assistant City Manager

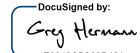
GRANTEE:  
Family Care Network, Inc.  
1255 Kendall Road  
San Luis Obispo, CA 93401  
Attn: Caity McCardell  
cmccardell@fcni.org

**IN WITNESS WHEREOF**, the parties hereto have executed this agreement by their proper officers duly authorized:

Grantee

By:   
F4C497EBD8A4484

CITY OF SAN LUIS OBISPO, A MUNICIPAL CORPORATION

By:   
1E8343C5C69D48A  
Greg Hermann, Assistant City Manager

APPROVED AS TO FORM:

By:   
9B7527FDF9DF48C...  
Christine Dietrick, City Attorney

## 2023-24 Human Services Grant (formally GIA) Application



**AGENCY:\***

Family Care Network, Inc.

**PROJECT/PROGRAM NAME:\***

General Operating Support

**Address\***

Street Address

1255 Kendall Road

Address Line 2

City

San Luis Obispo

State / Province / Region

CA

Postal / Zip Code

93401

Country

USA

**Email:\***

cmccardell@fcni.org

(This person will receive notifications regarding grant decisions, contract execution, and reporting requirements)

**WEBSITE:**

www.fcni.org

**WHO PREPARED THIS APPLICATION:\***

Caity McCardell

**PHONE:\***

8055401926

**FEDERAL TAX ID NUMBER:\***

770,159,090

**DATE AGENCY ESTABLISHED:\***

8/21/1987

**AMOUNT OF GRANT REQUEST:\***

\$ 10,000.00

**Please provide your agency's core mission statement (Maximum 50 words)\***

To enhance the wellbeing of children and families in partnership with our community.

**Briefly describe the program/project or reason you are requesting funds (max 150 words)\***

There is a great and persistent need to provide assistance to children and families who have experienced trauma and adverse childhood experiences stemming from childhood abuse and neglect, family separation, or homelessness, among the other impacts of poverty and vulnerability. In order to ensure that these youth and families have the resources and tools to become successfully independent beyond the work of healing, so that they can reach stability, an infusion of one-time or short-term assistance is required. We provide resources to children, youth, and families in our care - housing support, behavioral health services, foster care support, life skills development, and career/education support - all of which are County-contracted entitled services. Unfortunately, contracted funds are limited and narrow in scope, therefore we seek additional community and foundation support to fully meet the needs of every youth and family entrusted into our care.

**Please describe your grant request in detail (max 250 words)\***

In our commitment to help children, youth, and families in San Luis Obispo and Northern Santa Barbara Counties recover from experienced trauma and Adverse Childhood Experiences find stability and move to self-sufficiency, we provide them safety through housing or connection to affordable housing; mental health support to help them heal and achieve healthier mental wellness; and critical life skills development to help them reach their academic, career, and/or life goals. SLO City grant funds of \$10,000 will enable us to meet any urgent and unexpected needs that may arise in regards to our direct client services. We operate 21 programs within four distinct divisions, that include:

Behavioral Health Services which offer mental health treatment programs that heal, empower and stabilize children and youth;

Education and Career Support Services which assist current and former foster youth and others in care gain the academic and life skills they need for them to move successfully from system dependence to independence;

Family Support Services which provide individualized assistance and family-based care to empower families and stabilize children and youth; and

Housing and Support Services which assist homeless and at-risk households and youth to identify and secure affordable housing while providing supportive services to help them become successfully self-sufficient.

**Itemize how your agency would use the GIA award. \***

(refer back to "Funding Decisions" Section on page 1 on the directions)

The City of SLO GIA grant would be used to cover expenses that are decided on between Family Care Network's clinical social workers and case managers and the youth and families we serve. Covered costs are related to meeting transportation needs, housing expenses, food and clothing needs, education and career expenses, and more. For example:

- a bicycle for a youth so they can transport to school and work
- a family needs their first, last, and/or security deposit to move from unhoused to housed
- a family transitioning from homelessness needs furnishings and small appliances to provide a fully functional home for their children
- a single mom needs groceries and clothing for her growing child
- a Transitional Age Youth needs bedding and other move-in supplies for their first apartment or dorm room
- a parent needs minor car repairs to help them become more independent in meeting their children's needs

There are countless other circumstances and necessities that are part of an individual or family's plan to prepare them for self-sufficiency. We respond to our clients' immediate needs that are directly correlated and can further their journeys through care.

**Please describe creative approaches your agency takes to achieve the Agency's mission. \***

At Family Care Network, we pride ourselves on taking a data driven approach to programming that relies on best practices and established indicators of successful outcomes. We have developed tools that help us identify community needs, set goals, and measure our progress, at both the agency and individual client level. For example, our own proprietary database system, CareShepherd®, tracks individual progress towards case plan goals, and allows us to aggregate data in order to evaluate overall results, which are used to adjust programs to better serve our clients. As a result, our programs have a high rate of success. Family Care Network has also developed and published the Skills for Life Book®, a workbook which guides life-skill building in all areas critical for self-sufficiency and success. Our youth work with an individualized support team to establish and work towards clear, identifiable goals through concrete and achievable steps. The Skills for Life Book® is a tool that allows youth and their team to monitor competence as the youth develops the life-skills necessary for successful Independent living.

**Please describe the interaction or collaboration between your Agency and other local non-profits who serve similar clientele. \***

Family Care Network is committed to collaborating with local businesses, organizations, and individuals to provide services to children, youth and families. Our services begin when a client is referred to us by one of our partnering San Luis Obispo County agencies, including the Department of Social Services (DSS), Probation, and Behavioral Health. Once engaged with Family Care Network, we rely on numerous partners throughout the community to meet the gamut of our clients' needs, and in order to help them create strong community support systems. Our case managers familiarize themselves with the supportive services available in the community for which a client is eligible, and provide referral information. This may include referrals to food pantries, resources for parenting assistance and childcare, as well as local community colleges and programs to promote education and employability. Some of our established partnerships include local colleges (Cal Poly, Cuesta and Hancock) and vocational schools, which provide education, training and employment resources. Additionally, our Community Resources Development department is dedicated to creating and expanding our relationships with community partners and to identifying resources outside of the agency that can assist in meeting client needs. This includes inviting individual volunteers from the community to serve various functions, including becoming tutors or career mentors.

**How will your program and the citizens of San Luis Obispo benefit as a result of this grant? \***

Our services provide the most at-risk, high-needs, and underserved children, youth, and families in the County with the education, guidance and skill sets necessary from them to go from system dependence to independence, concurrently relieving stress on public resources and services. Grant in Aid funding will help Family Care Network ensure that the needs of those who are most vulnerable are met, ensuring that unmet needs do not become barriers in their efforts to become successfully self-sufficient and productive members of our community.

**The HRC has identified their main funding priority as: Homeless prevention including affordable and alternative housing, supportive services and transitional housing. Does your grant request meet this funding priority? \***

Yes  No

**Which other priority of the non-ranked HRC funding priorities does your request support? Please check the appropriate boxes:**

- Hunger and malnutrition prevention
- Supportive physical and mental health services for those in need
- Services for seniors and/or people with disabilities in need
- Supportive and developmental services for children and youth in need
- Services encouraging diversity, equity, and inclusivity in marginalized communities

**What is the project's total budget? \***

\$ 18,976,000.00

**What is your agency's entire total annual budget? \***

(for the local chapter if a widespread organization)

\$ 18,976,000.00

**What percentage of your agency's entire total annual budget comes from private (non- governmental) donations? \***

2%

**What are those private funding sources?**

Individual donors and grants

**What percentage of your agency's entire total annual budget comes from public (governmental) donations?**

98%

**What are those public funding sources?**

SLO Department of Social Services, SLO Department of Behavioral Health, Santa Barbara Department of Social Services, SLO Department of Probation

**Have you seen growth or decline in your funding sources over the past year?**

Yes

**If so, how much? From what type of sources?**

We've seen a decrease in individual gifts and grants.

**Did you receive any funds to mitigate financial impacts associated with COVID-19? If so, how much? From what type of sources?**

\$15,000 Community Foundation of SLO County; \$2,000 United Way; \$10,155 County of SLO

**Will this grant satisfy a match grant requirement, or leverage funding from another grantor?**

No

**If so, how much? From what funding sources?**

**Is this grant request for a new program, or continuation of an existing program?**

Continuation of unrestricted general support of our existing programs.

In the table below briefly list 1-3 methods of evaluation and indicators of success.

**Methods of Evaluation**

Tracking Attendance (Sample answer)  
Continuous Quality Improvement process

**Indicators of Success**

100 Attendees Per Session (Sample answer)  
We set strategic objectives and then monitor progress towards these objectives on a quarterly basis.

Tracking Attendance (Sample answer)

100 Attendees Per Session (Sample answer)

Using the chart below briefly explain if your agency plans to collaborate with other agencies and partners on this project. Give specific examples and specify other collaborators:

**Name of Partner**

ABC Dance Club (Sample answer)  
SLO County Behavioral Health  
ABC Dance Club (Sample answer)  
SLO County Department of Social Services  
ABC Dance Club (Sample answer)  
SLO County Probation

**Activity/Service They Provide for This Project**

Free Use of Dance Hall (Sample answer)  
Funding, client referrals  
Free Use of Dance Hall (Sample answer)  
Funding, client referrals  
Free Use of Dance Hall (Sample answer)  
Funding, Client referrals

What is the total number of residents served by your agency and program?

	# of residents served by your program July 2022- June 2023	# of residents served by your agency July 2022- June 2023	Projected # of residents your program will serve July 2023- June 2024	Projected # of residents your agency will serve July 2023- June 2024
<b>City of SLO</b>	356	356	360	360
<b>Outside City limits</b>	1282	1282	1290	1290
<b>Total Served</b>	1638	1638	1650	1650



If your agency is submitting more than one application for a grant, please rank the applications in the order of priority.

**Application name**

1

**Please attach any documents here 1**

Family Care Network 6.30.22 Financial Statement.pdf 563.71KB

**Please attach any documents here 2**

FCNI FY 22-23 BUDGET .pdf 358.5KB

**Please attach any documents here 3**

FCNI IRS Tax Exempt Letter.pdf 57.41KB

**Please attach any documents here 4**

FCNI OrgChart9-20-22.pdf 909.64KB

Eligibility Checklist: (Please review the checklist at the beginning of this application and make sure you have followed all guidelines and included all required documents)

**Signature**



I certify that the information contained in this application is, to the best of my knowledge, true and accurate; that our agency subscribes to the Human Relations Commission's "Statement of Purpose and Bylaws" which creates an environment within the City in which all persons can enjoy equal rights and opportunities regardless of race, religion, sex, national origin, sexual orientation, age, physical, mental or economic status; and that this application is submitted with the Board of Director's full knowledge and endorsement.

**Print Name: \***

Caity McCardell

**Title \***

Community Resources Development Supervisor

**Signature \***

**Date \***

1/27/2023

**Human Services Grant Program  
MID-YEAR REPORT**

**Due: January 10, 2024**

**Organization:** \_\_\_\_\_

**Program:** \_\_\_\_\_

**Administrator's Report:** *(A brief synopsis of the activities of the reporting period, including a statement of the activities, service or programs provided as described in Exhibit B (your grant application) using the Grants-In-Aid provided, and any changes that have occurred during the reporting period.)*

**Statistical Report:** *(This section should include the number of clients served, their cities of origin, the nature of services provided, as well as any other statistics which are kept by the agency. The total number of clients served also should be broken down by the type of service received.)*

**Financial report:** *(A financial statement detailing how the City's grant money has been expended or plan to be expended.)*

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
E-mail

**Please limit to no more than 2 pages.** Once signed, please scan and e-mail to Nestor Veloz-Passalacqua, DEI Manager, (nveloz@slocity.org)

**Human Services Grant Program  
YEAR-END REPORT**

**Due: July 10, 2024**

**Organization:** \_\_\_\_\_

**Program:** \_\_\_\_\_

**Administrator's Report:** *(A brief synopsis of the activities of the reporting period, including a statement of the activities, service or programs provided as described in Exhibit B (your grant application) using the Grants-In-Aid provided, and any changes that have occurred during the reporting period.)*

**Statistical Report:** *(This section should include the number of clients served, their cities of origin, the nature of services provided, as well as any other statistics which are kept by the agency. The total number of clients served also should be broken down by the type of service received.)*

**Financial report:** *(A financial statement detailing how the City's grant money has been expended or plan to be expended.)*

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
E-mail

**Please limit to no more than 2 pages.** Once signed, please scan and e-mail to Nestor Veloz-Passalacqua, DEI Manager, (nveloz@slocity.org)

**HUMAN RELATIONS COMMISSION AGREEMENT FOR  
HUMAN SERVICES GRANT PROGRAM**

THIS AGREEMENT, dated 5/12/2023 | 6:08 PM PDT for the convenience of the parties hereto, is between the City of San Luis Obispo, a chartered municipal corporation (referred to herein as CITY), and Food Bank Coalition of San Luis Obispo County (referred to herein as GRANTEE).

**WITNESSETH:**

WHEREAS, GRANTEE has requested CITY to contribute to the No-Cook Bags for Homeless Residents program as submitted in its application to the CITY on January 27, 2023.

WHEREAS, the Services will be available to residents of the City, thereby serving both a public and municipal purpose.

NOW, THEREFORE, CITY and GRANTEE for and in consideration of the mutual benefits, promises, and agreements set forth herein, do agree as follows:

1. GRANTEE will make its Services, as described in its application (the "Application"), incorporated by reference and attached as Exhibit A, available to CITY residents from July 1, 2023 to June 30, 2024.
2. GRANTEE will provide CITY with a mid-year report, due January 10, 2024, and final program report, due July 10, 2024, summarizing administrative, financial, and client Service activities. Said reports shall be in the form of "Exhibit B," attached hereto.
3. GRANTEE and all its agents, representatives, or participants in any manner in the performance of its obligations and duties hereunder shall be employees, or volunteers for GRANTEE. They shall not, for any purpose, be considered employees or agents of the CITY.
4. GRANTEE agrees to hold CITY harmless and to defend CITY against, from, and in any claim, action, proceeding, or hearing wherein there is an allegation charging liability on the part of the CITY as a result of any act or omission, negligent or otherwise, by GRANTEE.
5. CITY agrees to pay GRANTEE a one-time only grant, in the sum of \$6,000, to be used for the Services as described in the Application. The grant will be paid in one installment when a signed contract is received.
6. The Department Head – Administration may terminate this agreement at his sole discretion, after a public hearing and upon ten (10) days written notice to GRANTEE. Said termination shall be effective thirty (30) days after CITY mails notice of termination of agreement to GRANTEE. Any funds not paid pursuant to paragraph 5 above shall revert to CITY upon said termination.

7. GRANTEE hereby certifies and agrees that it will comply with the Human Relations Committee "Bylaws," which creates an environment within the City in which all persons can enjoy equal rights and opportunities regardless of race, religion, sex, national origin, sexual orientation, age, physical, mental, or economic status.
8. For purposes of notice under this agreement, all notices shall be considered effective upon being sent by certified mail to the following addresses:

CITY:

City of San Luis Obispo  
919 Palm Street  
San Luis Obispo, CA 93401  
Attn: Greg Hermann, Assistant City Manager

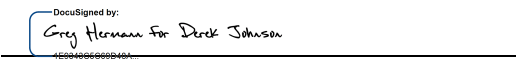
GRANTEE:  
Food Bank Coalition of San Luis Obispo County  
1180 Kendall Road  
San Luis Obispo, CA 94301  
akeisler@slofoodbank.org

**IN WITNESS WHEREOF**, the parties hereto have executed this agreement by their proper officers duly authorized:


Grantee

By: 

CITY OF SAN LUIS OBISPO, A MUNICIPAL CORPORATION

By:   
Greg Hermann, Assistant City Manager

APPROVED AS TO FORM:

By:   
Christine Dietrick, City Attorney

## 2023-24 Human Services Grant (formally GIA) Application



**AGENCY:\***

Food Bank Coalition of San Luis Obispo County

**PROJECT/PROGRAM NAME:\***

No-Cook Bags for Homeless Residents

**Address\***

Street Address

1180 Kendall Road

Address Line 2

City

San Luis Obispo

Postal / Zip Code

93401

State / Province / Region

CA

Country

USA

**Email:\***

akeisler@slofoodbank.org

(This person will receive notifications regarding grant decisions, contract execution, and reporting requirements)

**WEBSITE:**

slofoodbank.org

**WHO PREPARED THIS APPLICATION:\***

Becca Carsel

**PHONE:\***

8056740776

**FEDERAL TAX ID NUMBER:\***

770,210,727

**DATE AGENCY ESTABLISHED:\***

1/29/1989

**AMOUNT OF GRANT REQUEST:\***

\$ 12,000.00

**Please provide your agency's core mission statement (Maximum 50 words)\***

The mission of the Food Bank Coalition is to work with a network of community partners to alleviate hunger in San Luis Obispo County and build a healthier community.

**Briefly describe the program/project or reason you are requesting funds (max 150 words)\***

This request will provide continued funding for our new No-Cook Bags program, bags of portable foods designed for homeless residents who do not have access to a kitchen and so cannot benefit from typical Food Bank distribution items. This program has proven to be very successful in the City of San Luis Obispo, with approximately 1,100 No-Cook Bags distributed each month to homeless residents of the city.

**Please describe your grant request in detail (max 250 words)\***

No-Cook Bags are bags of healthy, portable foods designed for the diverse homeless population of San Luis Obispo. Each bag is carefully curated to contain a full day's supply of foods that meet the unique nutritional and dental challenges experienced by homeless residents, including shelf-stable proteins like peanut butter and chicken and tuna salads in pouches, cheese, and milk; fruit cups or juices; cereal bars; and other portable nutritious foods. Each bag meets certain caloric and nutrient requirements necessary to sustain an individual for at least one day, with at least five servings of protein, four of grains, and four of fruit/veg. The name "No-Cook Bag" refers to the ability of the bag's contents to be safely enjoyed without access to a stove, refrigerator, or kitchen equipment.

Partnerships are the crux of the No-Cook Bags program model. These bags are distributed by community partners throughout the city who work directly with the homeless, including nonprofits, faith-based organizations, law enforcement agencies, and social service providers. In San Luis Obispo, bags are distributed by the Police Department, Fire Department, churches, 40 Prado, the Salvation Army, Hope's Village, County agencies, T-MHA, and others. These agencies keep a supply of food bags on hand to distribute as needed and take bags with them when conducting outreach. The bags support the continuum of services offered for homeless residents by providing both improved nutrition and a much-needed tool for early engagement with clients, opening the door to other services that will help the client secure housing.

**Itemize how your agency would use the GIA award. \***

(refer back to "Funding Decisions" Section on page 1 on the directions)

Funds will be used to purchase food for No-Cook Bags. While some of the No-Cook Bag contents are donated, funds are needed to purchase many items that must specifically address the needs of unsheltered individuals, such as pop-tops, shelf-stable proteins, and portable sized containers. With the rapidly rising price of food, we are fundraising even more to continue to be able to purchase the same amount of food as last year.

**Please describe creative approaches your agency takes to achieve the Agency's mission. \***

The No-Cook Bags are a creative approach we have taken to achieve our mission. When we heard from distribution site leaders that homeless individuals found little that they could use in our traditional bags of groceries, we began asking homeless-serving agencies how we could best provide food for those who lack kitchens, storage, and often transportation. Based on responses, we developed a lightweight grocery bag of portable foods that included much-needed proteins, with no can openers required. We tested the bags through our partners and made revisions based on their feedback. We then went even further and mapped out daily nutritional requirements, filling the bags with foods that provide a full day's nutritional needs. The result has been a highly-valued resource that our community partners are excited provide to clients. Prior to the pandemic, the Food Bank provided an average of 1,200 No-Cook Bags per month to community agencies. Due to the increased need, we are now distributing 2,500 bags per month to organizations throughout the county.

Another creative approach we are taking is conducting a health equity study. While we are serving a large number of people, we know from talking with service providers connected to marginalized communities that there are hungry residents who are not yet accessing Food Bank resources. To learn more about our hidden, under-resourced communities and to work toward increased access, we received a State of CA Health Equity grant. With this funding, we are working to uncover and address systemic inequities, identify unmet needs and ways to reduce institutional barriers to food access, and then implement a plan to reduce barriers for these residents. This deep food equity work includes research to establish our knowledge of both our current reach and the unmet need in the community, with a plan to be presented our Board of Directors in February 2023. Implementation will take place throughout 2023 and beyond.

**Please describe the interaction or collaboration between your Agency and other local non-profits who serve similar clientele. \***

Twenty homeless-serving partner agencies and government departments distribute No-Cook Bags in San Luis Obispo. These partners are very interested in continuing to access this food for their clients. We work closely with them to ensure that the program meets the needs of their clients. The No-Cook Bags are the only source of portable foods for homeless residents, and agency staff tell us that they are tremendously helpful both in providing nourishment and in building trust with clients to help them access services.

**How will your program and the citizens of San Luis Obispo benefit as a result of this grant? \***

No-Cook Bags benefit homeless citizens directly, providing them with accessible foods at many provider locations. There is an enormous gap in food access for homeless individuals and families, and this program is an economical way to prevent hunger while connecting people with service providers and building relationships between agency staff and homeless residents. Our priority for residents experiencing homelessness is to ensure that they have access to enough food, especially the proteins and other nutritious foods that are more difficult for them to obtain.

Demand for No-Cook Bags has skyrocketed since the pandemic began and we continue to distribute over twice as many bags as we did previously. Unfortunately, we anticipate continuing high levels of need as inflation makes it even harder for people to afford to stay housed and housing scarcity continues. It is clear that many of our neighbors who never needed food assistance before will continue to need our support for some time.

**The HRC has identified their main funding priority as: Homeless prevention including affordable and alternative housing, supportive services and transitional housing. Does your grant request meet this funding priority? \***

Yes  No

**Which other priority of the non-ranked HRC funding priorities does your request support? Please check the appropriate boxes:**

- Hunger and malnutrition prevention
- Supportive physical and mental health services for those in need
- Services for seniors and/or people with disabilities in need
- Supportive and developmental services for children and youth in need
- Services encouraging diversity, equity, and inclusivity in marginalized communities

**What is the project's total budget? \***

\$ 66,000.00

**What is your agency's entire total annual budget? \***

(for the local chapter if a widespread organization)

\$ 4,856,584.00

**What percentage of your agency's entire total annual budget comes from private (non- governmental) donations? \***

86%

**What are those private funding sources?**

Individual, corporate, and non-profit donations and non-government grants

**What percentage of your agency's entire total annual budget comes from public (governmental) donations?**

14%

**What are those public funding sources?**

USDA, County of SLO, City of SLO, CA DSS Food Bank Capacity Reimbursements

**Have you seen growth or decline in your funding sources over the past year?**

Yes

**If so, how much? From what type of sources?**

We have seen an overall decline of 7% over 2021 due to decreased individual giving, government grants and reimbursements, and non-government grants.

**Did you receive any funds to mitigate financial impacts associated with COVID-19? If so, how much? From what type of sources?**

Yes: SLO County ELC Grant (\$56,516), Non-Profit ARPA (\$200,000), PH ARPA (\$985,000)

**Will this grant satisfy a match grant requirement, or leverage funding from another grantor?**

No



**If so, how much? From what funding sources?**

N/A

**Is this grant request for a new program, or continuation of an existing program?**

Continuation

In the table below briefly list 1-3 methods of evaluation and indicators of success.

**Methods of Evaluation**

**Indicators of Success**

Tracking Attendance (Sample answer)	100 Attendees Per Session (Sample answer)
Warehouse records: number of No-Cook Bags	1,100 No-Cook Bags distributed each month

Using the chart below briefly explain if your agency plans to collaborate with other agencies and partners on this project. Give specific examples and specify other collaborators:

**Name of Partner**

**Activity/Service They Provide for This Project**

ABC Dance Club (Sample answer)	Free Use of Dance Hall (Sample answer)
CAPSLO 40 Prado, Police Dept., Fire Dept., DSS, Salvation Army, CAPSLO Veteran Services, T-MHA, St. Stephens, Active Church, First Presbyterian, Grace Church, Hope's Village, Mountainbrook Church, Unitarian Universalists, Zion Lutheran, Probation, County Mental Health, County Drug & Alcohol, Sheriff, Veterans Affairs	Pick up and distribute No-Cook Bags

What is the total number of residents served by your agency and program?

	# of residents served by your program July 2022- June 2023	# of residents served by your agency July 2022- June 2023	Projected # of residents your program will serve July 2023- June 2024	Projected # of residents your agency will serve July 2023- June 2024
City of SLO	1100	7360	1100	7500
Outside City	1400	27040	1400	27500
limits				
<b>Total Served</b>	2500	34400	2500	35000

If your agency is submitting more than one application for a grant, please rank the applications in the order of priority.

**Application name**

1

Please attach any documents here 1

Please attach any documents here 2

Food Bank of SLO Co IRS 501c3.pdf

31.6KB

**Please attach any documents here 3**

SLOFB SLO City HSG 2023 Project Budget.pdf 147.85KB

**Please attach any documents here 4**

Food Bank 2021 Audit Report scanned.pdf 789.36KB

Eligibility Checklist: (Please review the checklist at the beginning of this application and make sure you have followed all guidelines and included all required documents)

**Signature**



I certify that the information contained in this application is, to the best of my knowledge, true and accurate; that our agency subscribes to the Human Relations Commission's "Statement of Purpose and Bylaws" which creates an environment within the City in which all persons can enjoy equal rights and opportunities regardless of race, religion, sex, national origin, sexual orientation, age, physical, mental or economic status; and that this application is submitted with the Board of Director's full knowledge and endorsement.

**Print Name: \***

Becca Carsel

**Title \***

Grant Writer

**Signature \***

**Date \***

1/27/2023

**Human Services Grant Program  
MID-YEAR REPORT**

**Due: January 10, 2024**

**Organization:** \_\_\_\_\_

**Program:** \_\_\_\_\_

**Administrator's Report:** *(A brief synopsis of the activities of the reporting period, including a statement of the activities, service or programs provided as described in Exhibit B (your grant application) using the Grants-In-Aid provided, and any changes that have occurred during the reporting period.)*

**Statistical Report:** *(This section should include the number of clients served, their cities of origin, the nature of services provided, as well as any other statistics which are kept by the agency. The total number of clients served also should be broken down by the type of service received.)*

**Financial report:** *(A financial statement detailing how the City's grant money has been expended or plan to be expended.)*

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
E-mail

**Please limit to no more than 2 pages.** Once signed, please scan and e-mail to Nestor Veloz-Passalacqua, DEI Manager, (nveloz@slocity.org)

**Human Services Grant Program  
YEAR-END REPORT**

**Due: July 10, 2024**

**Organization:** \_\_\_\_\_

**Program:** \_\_\_\_\_

**Administrator's Report:** *(A brief synopsis of the activities of the reporting period, including a statement of the activities, service or programs provided as described in Exhibit B (your grant application) using the Grants-In-Aid provided, and any changes that have occurred during the reporting period.)*

**Statistical Report:** *(This section should include the number of clients served, their cities of origin, the nature of services provided, as well as any other statistics which are kept by the agency. The total number of clients served also should be broken down by the type of service received.)*

**Financial report:** *(A financial statement detailing how the City's grant money has been expended or plan to be expended.)*

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
E-mail

**Please limit to no more than 2 pages.** Once signed, please scan and e-mail to Nestor Veloz-Passalacqua, DEI Manager, (nveloz@slocity.org)

**HUMAN RELATIONS COMMISSION AGREEMENT FOR  
HUMAN SERVICES GRANT PROGRAM**

THIS AGREEMENT, dated 5/12/2023 | 6:21 PM PDT for the convenience of the parties hereto, is between the City of San Luis Obispo, a chartered municipal corporation (referred to herein as CITY), and Hospice of San Luis Obispo County (referred to herein as GRANTEE).

**WITNESSETH:**

WHEREAS, GRANTEE has requested CITY to contribute to the Caregiver Support program as submitted in its application to the CITY on January 27, 2023.

WHEREAS, the Services will be available to residents of the City, thereby serving both a public and municipal purpose.

NOW, THEREFORE, CITY and GRANTEE for and in consideration of the mutual benefits, promises, and agreements set forth herein, do agree as follows:

1. GRANTEE will make its Services, as described in its application (the "Application"), incorporated by reference and attached as Exhibit A, available to CITY residents from July 1, 2023 to June 30, 2024.
2. GRANTEE will provide CITY with a mid-year report, due January 10, 2024, and final program report, due July 10, 2024, summarizing administrative, financial, and client Service activities. Said reports shall be in the form of "Exhibit B," attached hereto.
3. GRANTEE and all its agents, representatives, or participants in any manner in the performance of its obligations and duties hereunder shall be employees, or volunteers for GRANTEE. They shall not, for any purpose, be considered employees or agents of the CITY.
4. GRANTEE agrees to hold CITY harmless and to defend CITY against, from, and in any claim, action, proceeding, or hearing wherein there is an allegation charging liability on the part of the CITY as a result of any act or omission, negligent or otherwise, by GRANTEE.
5. CITY agrees to pay GRANTEE a one-time only grant, in the sum of \$10,000, to be used for the Services as described in the Application. The grant will be paid in one installment when a signed contract is received.
6. The Department Head – Administration may terminate this agreement at his sole discretion, after a public hearing and upon ten (10) days written notice to GRANTEE. Said termination shall be effective thirty (30) days after CITY mails notice of termination of agreement to GRANTEE. Any funds not paid pursuant to paragraph 5 above shall revert to CITY upon said termination.

7. GRANTEE hereby certifies and agrees that it will comply with the Human Relations Committee "Bylaws," which creates an environment within the City in which all persons can enjoy equal rights and opportunities regardless of race, religion, sex, national origin, sexual orientation, age, physical, mental, or economic status.
8. For purposes of notice under this agreement, all notices shall be considered effective upon being sent by certified mail to the following addresses:

CITY:


City of San Luis Obispo  
919 Palm Street  
San Luis Obispo, CA 93401  
Attn: Greg Hermann, Assistant City Manager

GRANTEE:

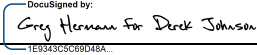
Hospice of San Luis Obispo County  
1304 Pacific Street  
San Luis Obispo, CA 93401  
Attn: Shannon McOuat  
shannonmcouat@hospiceslo.org

**IN WITNESS WHEREOF**, the parties hereto have executed this agreement by their proper officers duly authorized:

Grantee

By:   
Shannon McOuat, Executive Director

CITY OF SAN LUIS OBISPO, A MUNICIPAL CORPORATION

By:   
Greg Hermann, Assistant City Manager

APPROVED AS TO FORM:

By:   
Christine Dietrick, City Attorney

## 2023-24 Human Services Grant (formally GIA) Application



**AGENCY:\***

Hospice of San Luis Obispo County

**PROJECT/PROGRAM NAME:\***

Caregiver Support

**Address\***

Street Address

1304 Pacific St.

Address Line 2

City

San Luis Obispo

State / Province / Region

CA

Postal / Zip Code

93401

Country

USA

**Email:\***

shannonmcouat@hospiceslo.org

(This person will receive notifications regarding grant decisions, contract execution, and reporting requirements)

**WEBSITE:**

www.hospiceslo.org

**WHO PREPARED THIS APPLICATION:\***

Shannon McOuat

**PHONE:\***

8085442266

**FEDERAL TAX ID NUMBER:\***

953,195,126

**DATE AGENCY ESTABLISHED:\***

7/27/1971

**AMOUNT OF GRANT REQUEST:\***

\$ 20,000.00

**Please provide your agency's core mission statement (Maximum 50 words) \***

Hospice SLO County is a non-medical volunteer hospice and community grief center. We are dedicated to providing support service access to all who are dying or grieving in the community. Our services are accessible to a wide range of community members, due to being offered free of charge.

**Briefly describe the program/project or reason you are requesting funds (max 150 words) \***

We are requesting Human Services Grant funding for our Caregiver Support program, which offers a variety of services to help keep home caregivers healthy and well as they care for a loved one with a life-limiting diagnosis. Sometimes primary caregivers just need a temporary break from full-time caregiving in order to run errands or take care of various life responsibilities. Other times, they need someone to offer them emotional support and companionship, connect them to resources, help normalize the end-of-life trajectory, or help with light housekeeping and meal preparation. To this end, Hospice SLO County's volunteers visit clients' homes for up to four hours per week to provide short-term relief or respite care to primary caregivers while also lending compassionate support to the loved one with dementia or other life-limiting illness. Our in-home volunteers provide a consistent supportive presence for the entire family.

**Please describe your grant request in detail (max 250 words) \***

As we emerge from the COVID-19 pandemic and rebuild our organizational capacity, Hospice of SLO County is requesting a Human Services Grant of \$20,000 to support the personnel and operating costs associated with sustaining our Caregiver Support program so that we can meet the community's ongoing need for our in-home caregiver support services. The funds will help us to train new in-home volunteers and manage our existing pool of volunteers, ensuring that our organization can continue to provide trained volunteers to those in need of caregiver support in our community. Our Caregiver Support program offers free of charge services to help keep home caregivers in SLO County healthy and well as they care for a loved one with a life-limiting diagnosis. Caring for a spouse, parent, relative or loved one with dementia or other life-limiting illness is an immense undertaking, and primary caregivers often need a variety of practical, accessible support services in order to care for their ailing loved one while staying mentally, physically, emotionally, and financially healthy and well themselves. This is where HSLO's trained volunteers come in, visiting homes throughout SLO County for up to four hours per week to provide short-term relief or respite care to primary caregivers while also lending consistent and compassionate support to both the loved one with dementia or other life-limiting illness and their family. Our modest professional staff manages 120+ consistently active in-home volunteers and trains upwards of 200 volunteers each year, holding quarterly training programs for new volunteers.

**Itemize how your agency would use the GIA award. \***

(refer back to "Funding Decisions" Section on page 1 on the directions)

Our agency will use the award to partially fund personnel and operating expenses for our Caregiver Support program. We are asking for \$20,000 in this grant request; the total annual budget for our Caregiver Support program is \$188,450. Specifically, we will dedicate 50% of the grant funds (\$10,000) to offset a portion of the annual salary for our Volunteer Coordinator, who plays a central role in onboarding and managing our pool of 120+ active in-home volunteers who serve clients facing life limiting illness and their caregivers throughout SLO County. The total annual salary of the Volunteer Coordinator is \$43,700. The other 50% of the grant funds (\$10,000) will be allocated towards training materials and background checks for 50 new volunteers (\$8,750 total, at \$175 per new volunteer), materials and supplies for the Volunteer Department (\$500), technology expenses (\$250), and marketing & outreach expenses for the volunteer training program (\$500). The vital services provided by our Caregiver Support program elegantly address the confluence of three Human Services priority funding areas, as they critically impact the clients we serve:

- Supportive physical and mental health services for those in need
- Services for seniors and/or people with disabilities in need
- Services encouraging diversity, equity, and inclusivity in marginalized communities

**Please describe creative approaches your agency takes to achieve the Agency's mission. \***

Due to our unique social model of being a volunteer hospice (rather than a medically certified hospice), Hospice SLO County offers all of our services free of charge, thereby increasing access to all those who could not otherwise afford support. From its inception in 1977, HSLO has taken a unique and creative approach to meeting its mission of supporting those facing end of life, caregiver fatigue, and grief. A bold and innovative decision of our original Board of Directors reflected the awareness that the healthcare system and insurance plans do not adequately address the needs of individuals and families as they face the challenges of a life limiting illness and end-of-life care. We have maintained a unique organizational social model and are one of only 23 volunteer non-medical hospices remaining nationwide. Our social model places a high priority on providing high-quality, comprehensive training and a consciously created framework for volunteers who want to serve their communities. We maintain a very small staff to recruit, train, supervise, and support a team of 120+ active volunteers who serve the community from their hearts. As a result, the care provided by our organization is heartfelt and delivered in a way that often cannot be matched by medical hospices or other agencies. Also, because of HSLO's long-standing presence in the community, we often serve as a call center for information and referrals. This is a role we are honored to play, ensuring that callers get connected to appropriate agencies and resources in our community. We are a stable, knowledgeable, and reliable resource for the elderly or infirm who need support and guidance as they seek assistance during declining mental and physical health, and for their families and caregivers.

By its very nature, our organization acknowledges that there are healthier and more community-supported means of negotiating the journey from living to dying, and gentler ways to attend to the aftermath of grief that caregivers and families experience after losing a loved one. Volunteer hospice care seeks to alleviate the fear, confusion, and discomfort that many community members may experience around the topic of life-limiting illness, dying, death, and grief. Our volunteers offer both emotional and practical support to clients, caregivers, and families. While there are certain things that volunteers may not do (i.e., administer medications, give shots,



apply wound dressings, assist with physical transfers, assist with bathing or bathroom, or provide overnight care), beyond respecting these appropriate boundaries, volunteers are encouraged to follow the client's lead about what services and supports are most effective and helpful for them. This type of flexible companionship is invaluable as community members age and find themselves needing more assistance with everyday life activities. Maintaining some semblance of autonomy and agency is arguably an important aspect of healthy aging. Our in-home volunteer services are designed so that clients have the primary decision-making role in determining how our volunteers spend their hours of service, bolstering this sense of agency while also being helpful and supportive.

Our approach to training new volunteers and providing supplemental training to ongoing volunteers is also highly unique and creative. The themes of inclusivity, diversity, and equity are woven throughout all aspects of our trainings, with an emphasis on empathic listening and human-to-human connection. Our trainings increase the cultural competence of future and current volunteers, preparing them to be of service to community members whose backgrounds or belief systems differ from their own. Additionally, we are actively enhancing our volunteer training curriculum to increase the cultural humility, cross-cultural awareness, and understanding of implicit bias among our staff and volunteers. Through the comprehensive trainings we provide, our volunteers embody the awareness, attitude, knowledge, and skills for effectively and compassionately supporting all those facing end of life or anticipatory grief who avail of our services. We understand that death and grief are a natural part of the human experience, regardless of anyone's race, ethnicity, gender identity, sexual orientation, age, ability, socioeconomic status, political affiliation, citizenship, national origin, religion, language, intellectual or physical capacity, professional status, background, or beliefs. It is from this understanding that we empower our staff, volunteers, and affiliates to be indiscriminately supportive of any and all members of our community who are facing a life limiting illness, caring for a loved one, or experiencing grief.

Empathy, advocacy, and compassion are at the core of HSLO's existence as an organization and community resource. We promote an inclusive and welcoming environment that embraces diverse perspectives, cultures, and backgrounds. We actively cultivate diversity among our dedicated staff and growing family of hospice volunteers, and value an educational environment that challenges all forms of bias, including both intentional and unintentional bias. HSLO is dedicated to a path of learning about and confronting implicit bias, privilege, and systemic oppression, and is committed to striving towards social justice and inclusivity as an organization. We aim to equitably and impartially support the community in working with those near the end of life and the people who love them by providing in-home support, caregiver respite, grief counseling, support groups, community response, and education. By offering all of our services free of charge and not billing third party providers, we aim to be as inclusive as possible to all those members of the community who wish to avail of our support. As a volunteer non-medical hospice, we are able to provide support to those members of the community who may not qualify for or have the means to access medical hospice, respite, counseling, or care services from other agencies. We believe that the end of life deserves respect, and that everyone is worthy of access to support through life limiting illness, dying, and grief.

**Please describe the interaction or collaboration between your Agency and other local non-profits who serve similar clientele. \***

Our support services supplement and complement (but do not duplicate) other services provided in the community. HSLO works collaboratively in the informal community network, receiving a high volume of referrals from other community agencies, and also referring clients to other agencies when appropriate. HSLO is the only volunteer hospice in SLO County and the only entity that offers a comprehensive suite of caregiver support services, including anticipatory grief services for caregivers from the time of their loved one's diagnosis, regardless of prognosis. Our organization provides an additional layer of support to other agencies in the community and works collaboratively to provide the services in its "own lane" while referring clients to other agencies when their services are better aligned.

As a volunteer hospice, the very foundation of our work is collaboration with other nonprofits and community agencies and resources. Our support services fill a niche in clients' and caregivers' care needs. Our community regularly expresses tremendous gratitude for the services we provide, which satisfy a crucial area not covered by other agencies. In the greater context of our Caregiver Support program, HSLO continues to both formally and informally collaborate with other local organizations in SLO County including the Alzheimer's Association, local hospitals and medical centers, and a variety of local health care providers in order to collectively support the needs in the community. Our dedicated Care Manager is an active participant and contributor to the SLO County Adult Services Council. We regularly receive referrals from (and make referrals to) Wilshire Health and Community Services, Central Coast Home Health and Hospice, CenterWell Home Health nursing care (formerly Kindred at Home), Coast Caregivers Resource Center, Dignity Health Home Health and Hospice, Area Agency on Aging, and other agencies in our community. We often work in tandem with home health and medical hospices, allowing clients to receive an additional suite of supplemental support services from us at no cost to them. We also regularly liaise with social services agencies such as Adult Protective Services, the Department of Social Services, Medi-Cal, CAPSLO Adult Day Center, Wisdom Adult Day Center (in Santa Maria), the Community Counseling Center, Meals that Connect, SLO Veterans Services, and Central Coast Veterans Helping Veterans. The members of our board also provide guidance to our organization in fostering connections throughout the community.

**How will your program and the citizens of San Luis Obispo benefit as a result of this grant? \***

As a result of this grant, HSLO's Caregiver Support program will be able to train and sustain more in-home volunteers to provide support for caregivers in our community, serve more people from low-income and underserved populations, reduce the wait time for receiving our services, and realize financial support to continue our services. When caregivers don't receive the help they need, or if they take on too much themselves or try to do more than they are physically, emotionally, or financially able, they can experience significant and often chronic distress, fatigue, stress, anxiety, depression, and feelings of isolation. At this moment in history, relentless waves of caregiver fatigue and grief are sweeping across the world, and SLO County is no exception. Caregiver fatigue—and in its more extreme form, caregiver burnout—is a state of physical, emotional, and mental exhaustion that primary caregivers can experience when they are seeing to and coping with the progressive care needs of a loved one with Alzheimer's or other form of dementia or life-limiting illness such as cancer, heart disease or heart failure, chronic obstructive pulmonary disease, neurodegenerative disease, chronic liver disease, intercurrent illness, or other progressive condition.

Caregiver burnout often manifests in a change in the caregiver's attitude, shifting from positive and caring to negative and apathetic. Signs of caregiver distress include anger and denial, social withdrawal, anxiety and depression, exhaustion and fatigue, sleeplessness, irritability, inability to concentrate or care for oneself, health problems and a decline in wellbeing. The demands of caregiving can be overwhelming, especially when caregivers feel that they have little control over their loved one's situation or that they are in over their head. If the stress of caregiving is left unchecked, it can take a serious toll on caregivers' health, state of mind, relationships, and other aspects of their lives. In particular, Alzheimer's caregivers often report experiencing high levels of stress while coping with their loved one's progressive decline as dementia symptoms worsen throughout the trajectory of the disease, especially during the late stages when their loved one may become unable to carry on a conversation or functionally respond to their environment and may be coping with severe neurological and physical changes. When caregivers are fatigued, the loved one they are caring for is often negatively affected as a result.

This is where the Human Services grant can help us to help our community. Our in-home volunteers are able to informally support caregivers' psychological wellbeing as they care for a loved one with dementia or other life-limiting diagnosis. Supporting our county's caregivers is crucial to fostering the mental health and stability of our community. With grants such as those offered through the City of San Luis Obispo, HSLO intends to rise to meet the ongoing community demand for caregiver respite by fortifying its capacity to coordinate, direct, and execute all aspects of our Caregiver Support program, focusing foremost on in-home volunteers to provide respite care to caregivers, as well as on our auxiliary support services.

Our volunteers provide vital social connection to families caring for a dying loved one, and can help families and caregivers to cultivate resilience throughout the anticipatory grieving process. Our volunteers support family members of all ages, from youth to seniors, and are a stabilizing source of relief for the whole family. Our volunteers are comprehensively trained in a variety of community resources, and we also have a dedicated Care Manager who coordinates 'warm handoffs' to other agencies that help in our community. Our volunteers can provide practical help to family caregivers while also offering "normalcy" around life-limiting illness and dementia, or simply holding compassionate space for caregivers to express their anticipatory grief. The simple experience of being actively listened to and supported by an in-home hospice volunteer truly does wonders for clients' and caregivers' mental health and overall wellbeing.

We are available to support all those in need throughout SLO County, regardless of their financial situation or cultural background, and we actively strive for inclusivity. We endeavor to reduce socioeconomic, racial and ethnic, age, gender identity, sexual orientation, and disability disparities by increasing access to in-home volunteer hospice care, grief counseling, care management, and the other support services we offer. As an organization, HSLO is unique in that we are a volunteer nonprofit, non-medical, social model hospice that serves clients experiencing grief or coping with a life-limiting illness free of charge. By offering our services to the community without charge, we effectively eliminate the financial barrier to accessing services for SLO County residents. By being available without the need for medical insurance qualification, all of our in-home Caregiver Support services are exponentially more accessible to a much wider range of community members, many of whom are primary caregivers to loved ones with Alzheimer's or other forms of dementia. We serve those in the low- or fixed-income brackets who may not have ready access to social services or are not able to pay for services. We also offer a variety of support services virtually, in order to further increase access for those in remote areas of the county or whose caregiving situations make it challenging for them to visit our downtown SLO location. We bridge an important gap in local services for the dying and grieving, and are often able to respond to requests for support more nimbly than other agencies are, by intentional design following the original volunteer hospice model.

Many residents of SLO City and County are currently experiencing the need for in-home hospice volunteer support for those facing or caring for a family member with dementia or other life limiting illness. Simultaneously, they are facing economic hardships that may prevent them from accessing much-needed support services related to health and wellness. Dealing with dementia and life limiting illness, loss, and grief is immensely challenging, and the COVID-19 pandemic has exacerbated these challenges, especially among low-income individuals and families. End-of-life and loss are ongoing phenomena, with the ten leading causes of death in California being heart disease, cancer, stroke, Alzheimer's disease, respiratory diseases, accidents, diabetes, influenza/pneumonia, hypertension, and liver disease/cirrhosis. To date, there have been over 580 COVID-19 related deaths in SLO County. Our organization continues to receive copious requests for support services from throughout the county, and many of our calls come from within the City of SLO. We are doing our best to make sure our agency rebuilds and diversifies its capacity so that we can continue providing much-needed support to our community through and beyond our 46th year of service.

While our hospice volunteers do not provide skilled medical care, they offer an array of services that are comprehensive and would be difficult, if not impossible, to achieve in a setting restricted by third party reimbursements or regulatory mechanisms. Unlike Medicare-certified programs, volunteer hospices such as HSLO can serve those who continue to choose chemotherapy, radiation, or surgery with a curative focus. For low- or fixed-income families coping with end-of-life illness but lacking insurance coverage, we remain fully accessible and are here to help. In the most recent calendar year, HSLO in-home volunteers provided over 3,000 hours of in-home respite care and compassionate support services, coordinated by our core staff.

**The HRC has identified their main funding priority as: Homeless prevention including affordable and alternative housing, supportive services and transitional housing. Does your grant request meet this funding priority? \***

Yes  No

**Which other priority of the non-ranked HRC funding priorities does your request support? Please check the appropriate boxes:**

- Hunger and malnutrition prevention
- Supportive physical and mental health services for those in need
- Services for seniors and/or people with disabilities in need
- Supportive and developmental services for children and youth in need
- Services encouraging diversity, equity, and inclusivity in marginalized communities

**What is the project's total budget? \***

\$ 188,450.00

**What is your agency's entire total annual budget? \***

(for the local chapter if a widespread organization)

\$ 648,800.00

**What percentage of your agency's entire total annual budget comes from private (non- governmental) donations? \***

99%

**What are those private funding sources?**

Individual donations, family and foundation grants, business sponsorships, bequests, planned giving, fundraising

**What percentage of your agency's entire total annual budget comes from public (governmental) donations?**

1%

**What are those public funding sources?**

City of SLO GIA, City of Arroyo Grande, City of Pismo Beach, County of SLO

**Have you seen growth or decline in your funding sources over the past year?**

We have seen growth in our donations and grant funding.

**If so, how much? From what type of sources?**

Our total income increased 9.9% in 2022 compared to 2021. We saw an increase from grant funding, event sponsorships, Giving Tuesday donations, major gifts through donor development, and individual donations through our mailers, employee-giving programs and our Gives Every Month program (GEMS).

**Did you receive any funds to mitigate financial impacts associated with COVID-19? If so, how much? From what type of sources?**

\$136,900 PPP, EIDL, Dignity, SLOCF, CA

**Will this grant satisfy a match grant requirement, or leverage funding from another grantor?**

No

**If so, how much? From what funding sources?**

n/a

**Is this grant request for a new program, or continuation of an existing program?**

Continuation of vital existing services

In the table below briefly list 1-3 methods of evaluation and indicators of success.

**Methods of Evaluation**

**Indicators of Success**

Tracking Attendance (Sample answer)	100 Attendees Per Session (Sample answer)
Tracking through Better Impact (clients/volunteers)	# of clients served; hours of volunteer services provided

Using the chart below briefly explain if your agency plans to collaborate with other agencies and partners on this project. Give specific examples and specify other

**collaborators:**

<b>Name of Partner</b>	<b>Activity/Service They Provide for This Project</b>
ABC Dance Club (Sample answer) Medical Hospices	Free Use of Dance Hall (Sample answer) Collaboration in serving clients
ABC Dance Club (Sample answer) Home Health/Palliative Care	Free Use of Dance Hall (Sample answer) Collaboration in serving clients
ABC Dance Club (Sample answer) Private home care agencies	Free Use of Dance Hall (Sample answer) Free added layer of support
ABC Dance Club (Sample answer) Other Nonprofits	Free Use of Dance Hall (Sample answer) Refer clients for services

**What is the total number of residents served by your agency and program?**

	<b># of residents served by your program July 2022- June 2023</b>	<b># of residents served by your agency July 2022- June 2023</b>	<b>Projected # of residents your program will serve July 2023- June 2024</b>	<b>Projected # of residents your agency will serve July 2023- June 2024</b>
<b>City of SLO</b>	100	500	100	500
<b>Outside City</b>	200	1,000	200	1,000
<b>limits</b>				
<b>Total Served</b>	300	1,500	300	1,500

If your agency is submitting more than one application for a grant, please rank the applications in the order of priority.

	<b>Application name</b>	
<b>1</b>	n/aa	
<b>Please attach any documents here 1</b>		
1.	HSLO Org Chart + Board Roster 2023.pdf	656.12KB
<b>Please attach any documents here 2</b>		
2.	HSLO_IRS Determination Letter.pdf	42.4KB
<b>Please attach any documents here 3</b>		
3.	HSLO Budget_SLO City Human Services_2023-24.pdf	52.98KB
<b>Please attach any documents here 4</b>		
4.	HSLO BalanceSheet,Profit&Loss_Aug2022.pdf	62.93KB

Eligibility Checklist: (Please review the checklist at the beginning of this application and make sure you have followed all guidelines and included all required documents)

Signature



I certify that the information contained in this application is, to the best of my knowledge, true and accurate; that our agency subscribes to the Human Relations Commission's "Statement of Purpose and Bylaws" which creates an environment within the City in which all persons can enjoy equal rights and opportunities regardless of race, religion, sex, national origin, sexual orientation, age, physical, mental or economic status; and that this application is submitted with the Board of Director's full knowledge and endorsement.

**Print Name: \***

Shannon McOuat

**Title \***

Executive Director

**Signature \***

A rectangular box containing a handwritten signature in cursive script that reads "Shannon McOuat".

**Date \***

1/25/2023

**EXHIBIT B**

**Human Services Grant Program  
MID-YEAR REPORT**

**Due: January 10, 2024**

**Organization:** \_\_\_\_\_

**Program:** \_\_\_\_\_

**Administrator's Report:** *(A brief synopsis of the activities of the reporting period, including a statement of the activities, service or programs provided as described in Exhibit B (your grant application) using the Grants-In-Aid provided, and any changes that have occurred during the reporting period.)*

**Statistical Report:** *(This section should include the number of clients served, their cities of origin, the nature of services provided, as well as any other statistics which are kept by the agency. The total number of clients served also should be broken down by the type of service received.)*

**Financial report:** *(A financial statement detailing how the City's grant money has been expended or plan to be expended.)*

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
E-mail

**Please limit to no more than 2 pages.** Once signed, please scan and e-mail to Nestor Veloz-Passalacqua, DEI Manager, (nveloz@slocity.org)

**Human Services Grant Program  
YEAR-END REPORT**

**Due: July 10, 2024**

**Organization:** \_\_\_\_\_

**Program:** \_\_\_\_\_

**Administrator's Report:** *(A brief synopsis of the activities of the reporting period, including a statement of the activities, service or programs provided as described in Exhibit B (your grant application) using the Grants-In-Aid provided, and any changes that have occurred during the reporting period.)*

**Statistical Report:** *(This section should include the number of clients served, their cities of origin, the nature of services provided, as well as any other statistics which are kept by the agency. The total number of clients served also should be broken down by the type of service received.)*

**Financial report:** *(A financial statement detailing how the City's grant money has been expended or plan to be expended.)*

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
E-mail

**Please limit to no more than 2 pages.** Once signed, please scan and e-mail to Nestor Veloz-Passalacqua, DEI Manager, (nveloz@slocity.org)



**HUMAN RELATIONS COMMISSION AGREEMENT FOR  
HUMAN SERVICES GRANT PROGRAM**

THIS AGREEMENT, dated 5/12/2023 | 6:14 PM PDT for the convenience of the parties hereto, is between the City of San Luis Obispo, a chartered municipal corporation (referred to herein as CITY), and Literacy for Life (referred to herein as GRANTEE).

**WITNESSETH:**

WHEREAS, GRANTEE has requested CITY to contribute to the Literacy Program as submitted in its application to the CITY on January 27, 2023.

WHEREAS, the Services will be available to residents of the City, thereby serving both a public and municipal purpose.

NOW, THEREFORE, CITY and GRANTEE for and in consideration of the mutual benefits, promises, and agreements set forth herein, do agree as follows:

1. GRANTEE will make its Services, as described in its application (the "Application"), incorporated by reference and attached as Exhibit A, available to CITY residents from July 1, 2023 to June 30, 2024.
2. GRANTEE will provide CITY with a mid-year report, due January 10, 2024, and final program report, due July 10, 2024, summarizing administrative, financial, and client Service activities. Said reports shall be in the form of "Exhibit B," attached hereto.
3. GRANTEE and all its agents, representatives, or participants in any manner in the performance of its obligations and duties hereunder shall be employees, or volunteers for GRANTEE. They shall not, for any purpose, be considered employees or agents of the CITY.
4. GRANTEE agrees to hold CITY harmless and to defend CITY against, from, and in any claim, action, proceeding, or hearing wherein there is an allegation charging liability on the part of the CITY as a result of any act or omission, negligent or otherwise, by GRANTEE.
5. CITY agrees to pay GRANTEE a one-time only grant, in the sum of \$5,000, to be used for the Services as described in the Application. The grant will be paid in one installment when a signed contract is received.
6. The Department Head – Administration may terminate this agreement at his sole discretion, after a public hearing and upon ten (10) days written notice to GRANTEE. Said termination shall be effective thirty (30) days after CITY mails notice of termination of agreement to GRANTEE. Any funds not paid pursuant to paragraph 5 above shall revert to CITY upon said termination.

7. GRANTEE hereby certifies and agrees that it will comply with the Human Relations Committee "Bylaws," which creates an environment within the City in which all persons can enjoy equal rights and opportunities regardless of race, religion, sex, national origin, sexual orientation, age, physical, mental, or economic status.
8. For purposes of notice under this agreement, all notices shall be considered effective upon being sent by certified mail to the following addresses:

CITY:


City of San Luis Obispo  
919 Palm Street  
San Luis Obispo, CA 93401  
Attn: Greg Hermann, Assistant City Manager

GRANTEE:

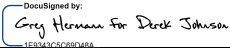
Literacy for Life  
992 Monterey Street, Suite C  
San Luis Obispo, CA 93401  
Attn: Bernadette Bernardi  
bernadette@literacyforlifeslo.org

**IN WITNESS WHEREOF**, the parties hereto have executed this agreement by their proper officers duly authorized:


Grantee

By:   
Bernadette Bernardi, CEO

CITY OF SAN LUIS OBISPO, A MUNICIPAL CORPORATION

By:   
Greg Hermann, Assistant City Manager

APPROVED AS TO FORM:

By:   
Christine Dietrick, City Attorney

## 2023-24 Human Services Grant (formally GIA) Application



**AGENCY:\***

Literacy for Life Organization

**PROJECT/PROGRAM NAME:\***

Literacy Program

**Address\***

Street Address

992 Monterey Street, Suite C

Address Line 2

www.literacyforlifeslo.org

City

San Luis Obispo

State / Province / Region

CA

Postal / Zip Code

93401

Country

United States

**Email:\***

bernadette@literacyforlifeslo.org

(This person will receive notifications regarding grant decisions, contract execution, and reporting requirements)

**WEBSITE:**

www.literacyforlifeslo.org

**WHO PREPARED THIS APPLICATION:\***

Bernadette Bernardi

**PHONE:\***

18055414219

**FEDERAL TAX ID NUMBER:\***

953,807,037

**DATE AGENCY ESTABLISHED:\***

9/8/1982

**AMOUNT OF GRANT REQUEST:\***

\$ 5,000.00

**Please provide your agency's core mission statement (Maximum 50 words)\***

Literacy for Life's Mission Statement:

Literacy for Life transforms the community, empowering individuals by removing barriers to success and strengthening relationships through the power of literacy.

Our Core Values: Commitment-Compassion-Inclusiveness-Transparency

**Briefly describe the program/project or reason you are requesting funds (max 150 words)\***

We teach adults sixteen and older to read, write, and speak English. Our one-on-one free instruction is provided in safe learning environments. Local organizations that work with the homeless or disenfranchised refer individuals to us with the realization that those individuals bring distinctive challenges to their ability to learn and improve their lives. Our learners are either speakers of English as a first language or speakers of English as a second language. We welcome refugees and immigrants. With competent English literacy skills, our learners can become contributing members of their community and families. They can pursue increased opportunities for employment, housing, and health. Research confirms the number one factor to begin a positive cycle of family-wide literacy is the presence of books in the home. Our program provides free books to our learners and new children's books so they can start home libraries for their families.

**Please describe your grant request in detail (max 250 words)\***

We assure that our tutors are well-trained in the basics of teaching adults how to read, write, and speak English. Our tutor trainings are comprehensive and include segments in cultural awareness and mentoring techniques. Our volunteer tutors, who are mostly Seniors, are a tremendously rich resource. We strive, with the tutors' steady devotion, assistance, and instruction to encourage buy-in and commitment by our learners to our program and culture of our organization. We devote time and training to create a non-threatening and comfortable learning environment for adults who might struggle with staying the course with their self-improvement opportunities. Our each- one -teach one model proves ideal for optimal learning, especially for adults who struggled in the classroom environment. We focus on each learner's literacy needs. Tutors help learners discover what their literacy learning goals are, and then guide them to set realistic goals that they are most likely to eventually meet. We utilize out-of-the-box teaching resources as well as standardized ones- all in the best interest of the individual's literacy learning needs. We do not directly instruct children, though we work with their parents to help them improve their literacy skills so that they can read to their young children, bring books into their homes, and break the cycle of illiteracy in their families. Our family literacy program provides some family literacy activities in library branches as well as our learning centers that will involve children's participation together with their parents and families.

**Itemize how your agency would use the GIA award. \***

(refer back to "Funding Decisions" Section on page 1 on the directions)

Use of GIA award

Program Coordination: \$2,000

Books & Materials Learners: \$1,500

Books and Materials Volunteer Tutors: \$1,500

Total: \$5,000

**Please describe creative approaches your agency takes to achieve the Agency's mission. \***

Our agency asks our volunteer tutors to take a cultural awareness assessment before the first session of our tutor training. The first hour of our training is spent on a group conversation about the cultural awareness assessment. How did it make them feel? Do they agree with the conclusions of their personal cultural awareness perspectives? Why is the conversation helpful/crucial to the work that we do? Or any workplace?

For learners, we ask them to share as much as they are comfortable sharing about their backgrounds and heritage. We help them identify how their individual heritage fits or doesn't in the communities they now live. We ask them to select a treasured object or memory that helps them describe their culture and why it's important for them to share and remember in their present situation.

These approaches enhance the tutor/learner partnership once they come together to learn and teach.

**Please describe the interaction or collaboration between your Agency and other local non-profits who serve similar clientele. \***

In addition to our partnership with all county libraries, we continue to work, interact, and collaborate with several local non-profits in our community. We continue to work with homeless service organizations that regularly refer their clients for our services. We work directly with Cuesta College and School Districts' Adult Education programs. Other non-profits who serve the fragile and disenfranchised in our communities also refer their clients to us. To name a few, we have assisted clients from Lumina Alliance, CASA, CAPSLO/Prado, Big Brothers Big Sisters, and SLO4HOME.

**How will your program and the citizens of San Luis Obispo benefit as a result of this grant? \***

Our instruction is monolingual English based. Our program is beneficial to SLO residents by having a well-trained cadre of compassionate and patient tutors (most tutors are Seniors- Seniors that are staying involved and viable in their community) available to provide an opportunity to anyone, at no cost, who wants to learn/improve how they read, write, and speak English. We have a constant need to recruit and train community members, many are Seniors, to become volunteer tutors. The SLO residents served by our program improve their ability to become contributing viable members of their communities. Low-level literate adults sign up for tutoring because they cannot compete in today's job market. They become better equipped to attain a job or promote to a better one. They are far more comfortable speaking for their children and understanding the benefits and challenges of their children's circle of friends, other parents, and teachers. They become better neighbors. They can better understand the intricate processes of democracy and they can make knowledgeable choices by exercising their right to vote in a well-informed manner. They acquire tangible skills that can provide real hope out of homelessness. We continually need books and materials to support our tutors and learners. We need to equitably compensate and provide benefits to competent staff to manage our program.

**The HRC has identified their main funding priority as: Homeless prevention including affordable and alternative housing, supportive services and transitional housing. Does your grant request meet this funding priority? \***

Yes  No

**Which other priority of the non-ranked HRC funding priorities does your request support? Please check the appropriate boxes:**

- Hunger and malnutrition prevention
- Supportive physical and mental health services for those in need
- Services for seniors and/or people with disabilities in need
- Supportive and developmental services for children and youth in need
- Services encouraging diversity, equity, and inclusivity in marginalized communities

**What is the project's total budget? \***

\$ 192,000.00

**What is your agency's entire total annual budget? \***

(for the local chapter if a widespread organization)

\$ 192,000.00

**What percentage of your agency's entire total annual budget comes from private (non- governmental) donations? \***

18%

**What are those private funding sources?**

private donations, private corporate donations, events

**What percentage of your agency's entire total annual budget comes from public (governmental) donations?**

82%

**What are those public funding sources?**

California State Library, County Library, SLO County, SLO City

**Have you seen growth or decline in your funding sources over the past year?**

Yes

**If so, how much? From what type of sources?**

\$127,000.00 new grant funds from California State Library

**Did you receive any funds to mitigate financial impacts associated with COVID-19? If so, how much? From what type of sources?**

Not in 2022-23. Please see attached Financials for 2021-22

**Will this grant satisfy a match grant requirement, or leverage funding from another grantor?**

Grants do help leverage funding from either other grants or private donation

**If so, how much? From what funding sources?**

Unknown

**Is this grant request for a new program, or continuation of an existing program?**

Existing program

In the table below briefly list 1-3 methods of evaluation and indicators of success.

Methods of Evaluation	Indicators of Success
Tracking Attendance (Sample answer) Tracking Attendance	100 Attendees Per Session (Sample answer) Number of Learners and Tutors
Tracking Attendance (Sample answer) Track learning and tutoring hours	100 Attendees Per Session (Sample answer) Number of tutor hours. Number of learner hours
Tracking Attendance (Sample answer) Set and meet individual literacy learning goals.	100 Attendees Per Session (Sample answer) Number of goals set, in progress, and met

Using the chart below briefly explain if your agency plans to collaborate with other agencies and partners on this project. Give specific examples and specify other collaborators:

Name of Partner	Activity/Service They Provide for This Project
ABC Dance Club (Sample answer) Libraries	Free Use of Dance Hall (Sample answer) Facilities. Materials. Family Literacy
ABC Dance Club (Sample answer) Cuesta College	Free Use of Dance Hall (Sample answer) Refer learners. Accept learner referrals.
ABC Dance Club (Sample answer) Adult Ed. Programs	Free Use of Dance Hall (Sample answer) Refer learners. Accept learner referrals.
ABC Dance Club (Sample answer) Other non-profits	Free Use of Dance Hall (Sample answer) Refer clients. Accept our learners our learners for services.

What is the total number of residents served by your agency and program?

	# of residents served by your program July 2022- June 2023	# of residents served by your agency July 2022- June 2023	Projected # of residents your program will serve July 2023- June 2024	Projected # of residents your agency will serve July 2023- June 2024
City of SLO	10	10	20	20
Outside City	46	46	80	80
<b>limits</b>				
<b>Total Served</b>	56	56	100	100

If your agency is submitting more than one application for a grant, please rank the applications in the order of priority.

Application name

1 Literacy Program

**Please attach any documents here 1**

Organizational Chart January 2023.pdf 69.49KB

**Please attach any documents here 2**

Tax exempt letter.pdf 78.66KB

**Please attach any documents here 3**

Human Services L4L Estimated Project Budget 2023-24.pdf 35.87KB

**Please attach any documents here 4**

LFL- Board of Directors Reports - July 2021 to June 2022 FY End.pdf 47.17KB

Eligibility Checklist: (Please review the checklist at the beginning of this application and make sure you have followed all guidelines and included all required documents)

**Signature**



I certify that the information contained in this application is, to the best of my knowledge, true and accurate; that our agency subscribes to the Human Relations Commission's "Statement of Purpose and Bylaws" which creates an environment within the City in which all persons can enjoy equal rights and opportunities regardless of race, religion, sex, national origin, sexual orientation, age, physical, mental or economic status; and that this application is submitted with the Board of Director's full knowledge and endorsement.

**Print Name: \***

Bernadette Bernardi

**Title \***

CEO

**Signature \***

**Date \***

1/27/2023

**Human Services Grant Program  
MID-YEAR REPORT**

**Due: January 10, 2024**

**Organization:** \_\_\_\_\_

**Program:** \_\_\_\_\_

**Administrator's Report:** *(A brief synopsis of the activities of the reporting period, including a statement of the activities, service or programs provided as described in Exhibit B (your grant application) using the Grants-In-Aid provided, and any changes that have occurred during the reporting period.)*

**Statistical Report:** *(This section should include the number of clients served, their cities of origin, the nature of services provided, as well as any other statistics which are kept by the agency. The total number of clients served also should be broken down by the type of service received.)*

**Financial report:** *(A financial statement detailing how the City's grant money has been expended or plan to be expended.)*

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
E-mail

**Please limit to no more than 2 pages.** Once signed, please scan and e-mail to Nestor Veloz-Passalacqua, DEI Manager, (nveloz@slocity.org)



**Human Services Grant Program  
YEAR-END REPORT**

**Due: July 10, 2024**

**Organization:** \_\_\_\_\_

**Program:** \_\_\_\_\_

**Administrator's Report:** *(A brief synopsis of the activities of the reporting period, including a statement of the activities, service or programs provided as described in Exhibit B (your grant application) using the Grants-In-Aid provided, and any changes that have occurred during the reporting period.)*

**Statistical Report:** *(This section should include the number of clients served, their cities of origin, the nature of services provided, as well as any other statistics which are kept by the agency. The total number of clients served also should be broken down by the type of service received.)*

**Financial report:** *(A financial statement detailing how the City's grant money has been expended or plan to be expended.)*

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
E-mail

**Please limit to no more than 2 pages.** Once signed, please scan and e-mail to Nestor Veloz-Passalacqua, DEI Manager, (nveloz@slocity.org)

**HUMAN RELATIONS COMMISSION AGREEMENT FOR  
HUMAN SERVICES GRANT PROGRAM**

THIS AGREEMENT, dated 5/12/2023 | 6:15 PM PDT for the convenience of the parties hereto, is between the City of San Luis Obispo, a chartered municipal corporation (referred to herein as CITY), and Long Term Care Ombudsman Services of San Luis Obispo County (referred to herein as GRANTEE).

**WITNESSETH:**

WHEREAS, GRANTEE has requested CITY to contribute to the Ombudsman Services as submitted in its application to the CITY on January 27, 2023.

WHEREAS, the Services will be available to residents of the City, thereby serving both a public and municipal purpose.

NOW, THEREFORE, CITY and GRANTEE for and in consideration of the mutual benefits, promises, and agreements set forth herein, do agree as follows:

1. GRANTEE will make its Services, as described in its application (the "Application"), incorporated by reference and attached as Exhibit A, available to CITY residents from July 1, 2023 to June 30, 2024.
2. GRANTEE will provide CITY with a mid-year report, due January 10, 2024, and final program report, due July 10, 2024, summarizing administrative, financial, and client Service activities. Said reports shall be in the form of "Exhibit B," attached hereto.
3. GRANTEE and all its agents, representatives, or participants in any manner in the performance of its obligations and duties hereunder shall be employees, or volunteers for GRANTEE. They shall not, for any purpose, be considered employees or agents of the CITY.
4. GRANTEE agrees to hold CITY harmless and to defend CITY against, from, and in any claim, action, proceeding, or hearing wherein there is an allegation charging liability on the part of the CITY as a result of any act or omission, negligent or otherwise, by GRANTEE.
5. CITY agrees to pay GRANTEE a one-time only grant, in the sum of \$2,500, to be used for the Services as described in the Application. The grant will be paid in one installment when a signed contract is received.
6. The Department Head – Administration may terminate this agreement at his sole discretion, after a public hearing and upon ten (10) days written notice to GRANTEE. Said termination shall be effective thirty (30) days after CITY mails notice of termination of agreement to GRANTEE. Any funds not paid pursuant to paragraph 5 above shall revert to CITY upon said termination.

7. GRANTEE hereby certifies and agrees that it will comply with the Human Relations Committee "Bylaws," which creates an environment within the City in which all persons can enjoy equal rights and opportunities regardless of race, religion, sex, national origin, sexual orientation, age, physical, mental, or economic status.
8. For purposes of notice under this agreement, all notices shall be considered effective upon being sent by certified mail to the following addresses:

CITY:

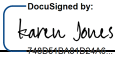
City of San Luis Obispo  
919 Palm Street  
San Luis Obispo, CA 93401  
Attn: Greg Hermann, Assistant City Manager

GRANTEE:

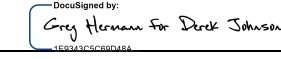
Long Term Care Ombudsman of San Luis Obispo County  
3232 South Higuera Street  
San Luis Obispo, CA 93401  
Attn: Karen Jones  
karenjones@ombudsmanslo.org

**IN WITNESS WHEREOF**, the parties hereto have executed this agreement by their proper officers duly authorized:

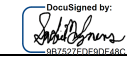
Grantee

By:   
\_\_\_\_\_  
Karen Jones, Executive Director

CITY OF SAN LUIS OBISPO, A MUNICIPAL CORPORATION

By:   
\_\_\_\_\_  
Greg Hermann, Assistant City Manager

APPROVED AS TO FORM:

By:   
\_\_\_\_\_  
Christine Dietrick, City Attorney

## 2023-24 Human Services Grant (formally GIA) Application



**AGENCY: \***

Long Term Care Ombudsman Services of San Luis Obispo County

**PROJECT/PROGRAM NAME: \***

Ombudsman Services

**Address \***

Street Address

3232 S. Higuera Street

Address Line 2

Suite 101B

City

San Luis Obispo

State / Province / Region

CA

Postal / Zip Code

93401

Country

United States

**Email: \***

karenjones@ombudsmanslo.org

(This person will receive notifications regarding grant decisions, contract execution, and reporting requirements)

**WEBSITE:**

ombudsmanslo.org

**WHO PREPARED THIS APPLICATION: \***

Karen Jones

**PHONE: \***

8057850132

**FEDERAL TAX ID NUMBER: \***

770,026,510

**DATE AGENCY ESTABLISHED: \***

1/1/1978

**AMOUNT OF GRANT REQUEST: \***

\$ 4,000.00

**Please provide your agency's core mission statement (Maximum 50 words) \***

Our mission is to promote the highest possible quality of life and care for all residents of long term care facilities.

Core Elements:

- Receive, investigate and resolve complaints
- Ensure a regular presence at care facilities
- Address patterns of poor practice
- Maximize community awareness and involvement
- Influence public policy

**Briefly describe the program/project or reason you are requesting funds (max 150 words) \***

We will provide Ombudsman services for residents of long term care facilities. This includes:

- Resident advocacy
- Facility monitoring visits
- Complaint investigation/resolution
- Information/consultation
- Systemic advocacy

For the HRC Human Services Grant program, our services will be available within the City. Citizens of the City of San Luis Obispo who move to care facilities outside of the city limits will also receive services. Our advocacy services include preventing low income/low asset care facility residents from eviction to homelessness or to inappropriate levels of care that cannot meet the needs of the client. For 23/24, we will be working with multiple agencies to resolve discrimination issues for homeless clients who require skilled nursing. When these clients complete their skilled therapy services, they often lack safe discharge plans. Care facilities are required by licensing regulations to provide a safe discharge plan. As a result, the facilities are frequently unable to admit these clients.

**Please describe your grant request in detail (max 250 words) \***

Our request is for \$ 4,000 to provide Ombudsman services.

The funds will be used cover the costs of providing homeless prevention services for seniors and disabled adults residing in long term care facilities in the City of San Luis Obispo. There are twenty-four (24) residential care facilities for the elderly and three (3) skilled nursing facilities with the capacity to care for 752 people located within city.

Our focus during the grant year will include collaborating with low income/homeless client services agencies to resolve discharge plan challenges and ensure that homeless clients have access to skilled nursing facilities.

Each year, older or medically fragile homeless individuals are hospitalized and require rehabilitation therapy services in a skilled nursing facility to complete their recovery. Skilled nursing facilities are required by licensing regulations to provide a safe discharge after the resident/patient is finished with rehabilitation services. For many homeless clients there is no safe discharge, leaving them in the nursing facility with no pay source and no alternative housing. To avoid licensing compliance issues, care facility managers are reluctant to accept these clients due to the lack of a discharge plan. As a result, homeless clients who require skilled nursing are being left in hospitals longer than necessary, at a substantially higher cost to tax payers and leaving hospitals with fewer beds for patients who require hospitalization.

**Itemize how your agency would use the GIA award. \***

(refer back to "Funding Decisions" Section on page 1 on the directions)

The Human Services Grant (HSG) award will be utilized to provide staff salary.

Grant funds will provide salary for paid staff Ombudsman and the Program Manager to resolve homeless/low income client admission discrimination issues. In addition, the funds will be used to recruit, train and support volunteer Ombudsman who provide facility visits and complaint investigations/resolutions. The Ombudsman program utilizes a combination of volunteers and paid staff to provide all Ombudsman services.

**Please describe creative approaches your agency takes to achieve the Agency's mission. \***

Since 1978, LTC Ombudsman of San Luis Obispo County is the only agency designated by the CA Department of Aging, Office of the Long Term Care Ombudsman to provide Ombudsman services in San Luis Obispo County. No other agency (public or private) duplicates our services.

The Ombudsman program does not have enforcement abilities to require care facility staff, residents or resident' family members to follow facility regulations or laws. Due to the lack of enforcement ability, we use creative approaches to solve problems. We are able to resolve 95% of the complaints we investigate without bringing in other agencies that have enforcement powers (licensing agencies or law enforcement). We accomplish this by training our staff and volunteers on care facility regulations, community resources, and how to use win/win approaches to problem solving. Trained Ombudsman are able to educate facility staff on facility regulations. In addition, Ombudsman can use the regulations to ensure facility residents receive the care and quality of life they deserve. Often we are able to resolve problems quickly and without cost to the facility or harm to the resident.

For example: In 2022, an assisted living facility in San Luis Obispo County closed. The facility had several low-income/low asset residence who were not able to afford the rates at other facilities. LSCO was able to advocate with several facilities to accept the residents at a lower rate and is continuing to collaborate with SLO County Public Health to acquire supplemental payments for the facilities that accepted the residents at less than market rate. We were able to ensure that three SSI residents did not have to leave San Luis Obispo County or face homelessness.

**Please describe the interaction or collaboration between your Agency and other local non-profits who serve similar clientele. \***

The Ombudsman program regularly works with other local non-profits, however, very few agencies work with care facility residents so our program is unique in our client base.

Locally, we work with Senior Legal Services to provide legal assistance to facility residents. We also work with several organizations, including CAPSLO, hospitals, Alzheimer's Association, Coast Caregiver Resource Center, hospice/home health agencies, Wilshire Community Services, and county agencies, including Public Health.

Our services do not duplicate any of the services provided by local agencies or organizations.

**How will your program and the citizens of San Luis Obispo benefit as a result of this grant? \***

The grant will allow Ombudsman services to provide clients with timely access to program staff. The funds will be used for direct services, including complaint investigation/resolution, advocacy and information/assistance. These services help residents and their loved ones avoid early discharge and homeless discharges. In addition, Ombudsman provide family members with education and assistance with filing discharge appeals, insurance appeals and resources to ensure quality of care.

**The HRC has identified their main funding priority as: Homeless prevention including affordable and alternative housing, supportive services and transitional housing. Does your grant request meet this funding priority? \***

Yes  No

**Which other priority of the non-ranked HRC funding priorities does your request support? Please check the appropriate boxes:**

- Hunger and malnutrition prevention
- Supportive physical and mental health services for those in need
- Services for seniors and/or people with disabilities in need
- Supportive and developmental services for children and youth in need
- Services encouraging diversity, equity, and inclusivity in marginalized communities

**What is the project's total budget? \***

\$ 431,440.00

**What is your agency's entire total annual budget? \***

(for the local chapter if a widespread organization)

\$ 431,440.00

**What percentage of your agency's entire total annual budget comes from private (non- governmental) donations? \***

59%

**What are those private funding sources?**

Program reserves, volunteer/in-kind hours and donations

**What percentage of your agency's entire total annual budget comes from public (governmental) donations?**

41%

**What are those public funding sources?**

Federal and State Older American's Act funds (Area Agency on Aging), County of SLO, City of SLO

**Have you seen growth or decline in your funding sources over the past year?**

We had growth from 2020 - 2023. The growth was for COVID efforts. The funding will end June 30, 2023.

**If so, how much? From what type of sources?**

The growth was from COVID funding from federal sources. Total growth was \$ 24,591 over two years.

**Did you receive any funds to mitigate financial impacts associated with COVID-19? If so, how much? From what type of sources?**

Yes, \$ 24,591.00 Federal: CARES Act, Elder Justice Act and ARPA.

**Will this grant satisfy a match grant requirement, or leverage funding from another grantor?**

No

**If so, how much? From what funding sources?**

NA

**Is this grant request for a new program, or continuation of an existing program?**

Continuation of an existing program.

**In the table below briefly list 1-3 methods of evaluation and indicators of success.**

**Methods of Evaluation**

**Indicators of Success**

Tracking Attendance (Sample answer) Facility residents will have access to services.	100 Attendees Per Session (Sample answer) Ombudsman will visit 80% of facilities monthly.
Tracking Attendance (Sample answer) Residents (Clients) will be satisfied with services.	100 Attendees Per Session (Sample answer) 85% of complaints will be resolved.
Tracking Attendance (Sample answer) Complaints will be resolved timely.	100 Attendees Per Session (Sample answer) 65% of complaints will be resolved within 30 days.

**Using the chart below briefly explain if your agency plans to collaborate with other agencies and partners on this project. Give specific examples and specify other collaborators:**

**Name of Partner**

**Activity/Service They Provide for This Project**

ABC Dance Club (Sample answer) CA Dept of Social Services, Licensing	Free Use of Dance Hall (Sample answer) Licensing services for residential facilities
ABC Dance Club (Sample answer) CA Dep of Public Health, Licensing	Free Use of Dance Hall (Sample answer) Licensing services skilled nursing facilities
ABC Dance Club (Sample answer) Nonprofit and county based agencies/orgnizations	Free Use of Dance Hall (Sample answer) Collaboration to improve access to services.

What is the total number of residents served by your agency and program?

	# of residents served by your program July 2022- June 2023	# of residents served by your agency July 2022- June 2023	Projected # of residents your program will serve July 2023- June 2024	Projected # of residents your agency will serve July 2023- June 2024
City of SLO	752	752	752	752
Outside City	2248	2248	2248	2248
limits				
<b>Total Served</b>	3,000	3,000	3,000	3,000

If your agency is submitting more than one application for a grant, please rank the applications in the order of priority.

	Application name	
1	NA	
<b>Please attach any documents here 1</b>		
	LTCO BOD List 22 23.docx	14.14KB
<b>Please attach any documents here 2</b>		
	IRS Letter and Org Chart.pdf	1.16MB
<b>Please attach any documents here 3</b>		
	LTCO Project Budget for 23 24.xls	29.5KB
<b>Please attach any documents here 4</b>		
	LTCO Financial Statements 21 22.pdf	61.8KB

Eligibility Checklist: (Please review the checklist at the beginning of this application and make sure you have followed all guidelines and included all required documents)

Signature



I certify that the information contained in this application is, to the best of my knowledge, true and accurate; that our agency subscribes to the Human Relations Commission's "Statement of Purpose and Bylaws" which creates an environment within the City in which all persons can enjoy equal rights and opportunities regardless of race, religion, sex, national origin, sexual orientation, age, physical, mental or economic status; and that this application is submitted with the Board of Director's full knowledge and endorsement.

**Print Name: \***

Karen Jones

**Title \***

Executive Director/Program Manager

**Signature \***



*Karen Jones*

**Date \***

1/20/2023

# Exhibit B

## Human Services Grant Program MID-YEAR REPORT

**Due: January 10, 2024**

**Organization:** \_\_\_\_\_

**Program:** \_\_\_\_\_

**Administrator's Report:** *(A brief synopsis of the activities of the reporting period, including a statement of the activities, service or programs provided as described in Exhibit B (your grant application) using the Grants-In-Aid provided, and any changes that have occurred during the reporting period.)*

**Statistical Report:** *(This section should include the number of clients served, their cities of origin, the nature of services provided, as well as any other statistics which are kept by the agency. The total number of clients served also should be broken down by the type of service received.)*

**Financial report:** *(A financial statement detailing how the City's grant money has been expended or plan to be expended.)*

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
E-mail

**Please limit to no more than 2 pages.** Once signed, please scan and e-mail to Nestor Veloz-Passalacqua, DEI Manager, (nveloz@slocity.org)

**Human Services Grant Program  
YEAR-END REPORT**

**Due: July 10, 2024**

**Organization:** \_\_\_\_\_

**Program:** \_\_\_\_\_

**Administrator's Report:** *(A brief synopsis of the activities of the reporting period, including a statement of the activities, service or programs provided as described in Exhibit B (your grant application) using the Grants-In-Aid provided, and any changes that have occurred during the reporting period.)*

**Statistical Report:** *(This section should include the number of clients served, their cities of origin, the nature of services provided, as well as any other statistics which are kept by the agency. The total number of clients served also should be broken down by the type of service received.)*

**Financial report:** *(A financial statement detailing how the City's grant money has been expended or plan to be expended.)*

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

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Phone

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
E-mail

**Please limit to no more than 2 pages.** Once signed, please scan and e-mail to Nestor Veloz-Passalacqua, DEI Manager, (nveloz@slocity.org)

**HUMAN RELATIONS COMMISSION AGREEMENT FOR  
HUMAN SERVICES GRANT PROGRAM**

THIS AGREEMENT, dated 5/30/2023 | 11:29 AM PDT for the convenience of the parties hereto, is between the City of San Luis Obispo, a chartered municipal corporation (referred to herein as CITY), and Lumina Alliance (referred to herein as GRANTEE).

**WITNESSETH:**

WHEREAS, GRANTEE has requested CITY to contribute to the Emergency Shelter Operating Support as submitted in its application to the CITY on January 27, 2023.

WHEREAS, the Services will be available to residents of the City, thereby serving both a public and municipal purpose.

NOW, THEREFORE, CITY and GRANTEE for and in consideration of the mutual benefits, promises, and agreements set forth herein, do agree as follows:

1. GRANTEE will make its Services, as described in its application (the "Application"), incorporated by reference and attached as Exhibit A, available to CITY residents from July 1, 2023 to June 30, 2024.
2. GRANTEE will provide CITY with a mid-year report, due January 10, 2024, and final program report, due July 10, 2024, summarizing administrative, financial, and client Service activities. Said reports shall be in the form of "Exhibit B," attached hereto.
3. GRANTEE and all its agents, representatives, or participants in any manner in the performance of its obligations and duties hereunder shall be employees, or volunteers for GRANTEE. They shall not, for any purpose, be considered employees or agents of the CITY.
4. GRANTEE agrees to hold CITY harmless and to defend CITY against, from, and in any claim, action, proceeding, or hearing wherein there is an allegation charging liability on the part of the CITY as a result of any act or omission, negligent or otherwise, by GRANTEE.
5. CITY agrees to pay GRANTEE a one-time only grant, in the sum of \$7,500, to be used for the Services as described in the Application. The grant will be paid in one installment when a signed contract is received.
6. The Department Head – Administration may terminate this agreement at his sole discretion, after a public hearing and upon ten (10) days written notice to GRANTEE. Said termination shall be effective thirty (30) days after CITY mails notice of termination of agreement to GRANTEE. Any funds not paid pursuant to paragraph 5 above shall revert to CITY upon said termination.

7. GRANTEE hereby certifies and agrees that it will comply with the Human Relations Committee "Bylaws," which creates an environment within the City in which all persons can enjoy equal rights and opportunities regardless of race, religion, sex, national origin, sexual orientation, age, physical, mental, or economic status.
8. For purposes of notice under this agreement, all notices shall be considered effective upon being sent by certified mail to the following addresses:

CITY:

City of San Luis Obispo  
919 Palm Street  
San Luis Obispo, CA 93401  
Attn: Greg Hermann, Assistant City Manager

GRANTEE:

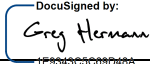
Lumina Alliance  
51 Zaca Lane Suite 150  
San Luis Obispo, CA 93401  
Attn: Kaitlin Goodpaster  
grants@luminaalliance.org

**IN WITNESS WHEREOF**, the parties hereto have executed this agreement by their proper officers duly authorized:

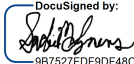
Grantee

By:   
624E855A9A694E7

CITY OF SAN LUIS OBISPO, A MUNICIPAL CORPORATION

By:   
1E8943C5C08D48A...  
Greg Hermann, Assistant City Manager

APPROVED AS TO FORM:

By:   
9B7527FD9DF48C...  
Christine Dietrick, City Attorney

## 2023-24 Human Services Grant (formally GIA) Application



**AGENCY: \***

Lumina Alliance

**PROJECT/PROGRAM NAME: \***

Emergency Shelter Operating Support

**Address \***

Street Address

51 Zaca Lane Suite 150

Address Line 2

City

San Luis Obispo

State / Province / Region

California

Postal / Zip Code

93401

Country

USA

**Email: \***

grants@luminaalliance.org

(This person will receive notifications regarding grant decisions, contract execution, and reporting requirements)

**WEBSITE:**

luminaalliance.org

**WHO PREPARED THIS APPLICATION: \***

Kaitlin Goodpaster

**PHONE: \***

8057816400

**FEDERAL TAX ID NUMBER: \***

953,370,729

**DATE AGENCY ESTABLISHED: \***

6/7/1979

**AMOUNT OF GRANT REQUEST: \***

\$ 15,000.00

**Please provide your agency's core mission statement (Maximum 50 words) \***

Lumina Alliance's mission is to empower those impacted by sexual and intimate partner violence through innovative advocacy, healing, and prevention programs.

**Briefly describe the program/project or reason you are requesting funds (max 150 words) \***

Lumina Alliance is requesting funds to support our general operating costs with emphasis on our emergency shelter and transitional housing program, and necessary repair costs associated with our shelter and housing units. Our organization provides three shelters in Atascadero, Paso Robles, and San Luis Obispo with a total of 44 beds, as well as 10 units of transitional housing to survivors of sexual assault (SA) and intimate partner violence (IPV). We also offer assistance with the establishment of permanent housing for clients. Survivors in our housing program have access to Lumina Alliance's full range of services including 24-hour crisis hotline, individual and group therapy sessions, assistance filing temporary restraining order applications, case management, skills training (parenting, budgeting, resume building, etc.), and financial assistance.

**Please describe your grant request in detail (max 250 words) \***

Lumina Alliance is requesting \$15,000 in funds to support general operating costs, as well as any necessary repairs in our shelters that arise. Our shelters are consistently at capacity and we receive an ever-increasing number of requests for services and calls to our 24/7 Crisis & Information Line. In addition to our shelter program and the variety of comprehensive services that Lumina Alliance offers local survivors, our agency is the only one on the Central Coast that operates as a rape crisis center.

**Itemize how your agency would use the GIA award. \***

(refer back to "Funding Decisions" Section on page 1 on the directions)

FY23-24 HRC-HSG Itemized Budget

Expenses

Shelter - Operating Costs HRC LA

Repairs & Maintenance \$8,000 \$23,000

Utilities \$3,000 \$32,000

Small Equipment & Decor \$2,000 \$5,000

Food & Supplies \$2,000 \$5,000

Total Expenses \$15,000 \$65,000

**Please describe creative approaches your agency takes to achieve the Agency's mission. \***

All Lumina Alliance client services are accessible to monolingual and bilingual Spanish speaking victims of domestic violence and their loved ones. Bilingual/biliterate (Spanish/English) staff members and volunteers provide services including but not limited to crisis intervention, case management, advocacy, individual and group therapy, assistance with temporary restraining orders, court accompaniment, transportation, and childcare. When a bilingual staff person is unavailable, a language line is used to provide services directly to the client in their native language. Our agency also takes care to hire volunteers and staff who are experts in their field whom we highly train to achieve Lumina Alliance's mission.

**Please describe the interaction or collaboration between your Agency and other local non-profits who serve similar clientele. \***

Through partnership, referrals, and case management, Lumina Alliance works closely with various county nonprofits to provide services to survivors. Lumina Alliance provides comprehensive sexual assault (SA) and intimate partner violence (IPV) services throughout San Luis Obispo County. For example, clients seeking services at Lumina Alliance may also require mental health services. Our agency provides referrals and warm handoffs to Transitions Mental Health (THMA) to ensure survivors get the specialized care they need. Lumina Alliance also provides referrals to nonprofits such as El Camino Homeless Organization (ECHO), 40 Prado Homeless Services Center, and 5Cities Homeless Coalition for unhoused clients. Lumina Alliance also collaborates closely with many other non-profit organizations serving similar clientele through staff participation in the Intimate Partner Violence Coalition, Anti-Human Trafficking Task Force, Supportive Housing Consortium meetings, SAFE meetings, and more. Our organization holds memorandums of understanding (MOUs) with numerous companies and organizations within San Luis Obispo County, including the sheriff's office, which ensures that survivors have a direct line of contact to our agency even if they confide in other community partners.

**How will your program and the citizens of San Luis Obispo benefit as a result of this grant? \***

The organization's grant request supports the economic and social well-being of the residents of San Luis Obispo because we provide safe, stable shelter to survivors and their families fleeing violence. During their stay, shelter guests can access aid such as financial assistance, legal assistance, and therapy. Additionally, our program directly services SLO residents who are unhoused as our shelter residents are considered "homeless" per County guidelines, thereby directly meeting the HRC's priority area.

**The HRC has identified their main funding priority as: Homeless prevention including affordable and alternative housing, supportive services and transitional housing. Does your grant request meet this funding priority? \***

Yes  No

**Which other priority of the non-ranked HRC funding priorities does your request support? Please check the appropriate boxes:**

- Hunger and malnutrition prevention
- Supportive physical and mental health services for those in need
- Services for seniors and/or people with disabilities in need
- Supportive and developmental services for children and youth in need
- Services encouraging diversity, equity, and inclusivity in marginalized communities

**What is the project's total budget? \***

\$ 721,235.00

**What is your agency's entire total annual budget? \***

(for the local chapter if a widespread organization)

\$ 6,067,847.00

**What percentage of your agency's entire total annual budget comes from private (non- governmental) donations? \***

25%

**What are those private funding sources?**

Lumina Alliance's private, non-governmental donations come from direct, individual donations, events, campaigns, foundation grants, business sponsorships, and program income.

**What percentage of your agency's entire total annual budget comes from public (governmental) donations?**

75%

**What are those public funding sources?**

Lumina Alliance's public, governmental donations come in the form of grants from the California Governor's Office of Emergency Services, Office on Violence against Women, California Department of Public Health, County of San Luis Obispo, and Medi-Cal.

**Have you seen growth or decline in your funding sources over the past year?**

Lumina Alliance has not seen growth nor decline in our funding sources over the past year.

**If so, how much? From what type of sources?**

N/A

**Did you receive any funds to mitigate financial impacts associated with COVID-19? If so, how much? From what type of sources?**

Lumina Alliance received \$200,000 in SLO County Public Health ARPA funds and \$40,000 in SLO County Nonprofit ARPA funds in the past year.

**Will this grant satisfy a match grant requirement, or leverage funding from another grantor?**

The HRC-HSG grant will not satisfy a match grant requirement nor leverage funding from another grantor.

**If so, how much? From what funding sources?**

N/A

**Is this grant request for a new program, or continuation of an existing program?**

The HRC-HSG grant request will support the continuation of an existing program.

In the table below briefly list 1-3 methods of evaluation and indicators of success.

**Methods of Evaluation**

Tracking Attendance (Sample answer)

Client Surveys

Tracking Attendance (Sample answer)

Client Surveys

**Indicators of Success**

100 Attendees Per Session (Sample answer)

85% of clients feel that Lumina Alliance provides culturally competent services.

100 Attendees Per Session (Sample answer)

85% of clients feel Lumina Alliance services increased their safety and self-sufficiency.



Using the chart below briefly explain if your agency plans to collaborate with other agencies and partners on this project. Give specific examples and specify other collaborators:

Name of Partner	Activity/Service They Provide for This Project
ABC Dance Club (Sample answer) Transitions Mental Health Association	Free Use of Dance Hall (Sample answer) Referrals & continued mental health services
ABC Dance Club (Sample answer) 5Cities Homeless Coalition	Free Use of Dance Hall (Sample answer) Referrals & intake of unhoused clients
ABC Dance Club (Sample answer) 40 Prado Homeless Services Center	Free Use of Dance Hall (Sample answer) Referrals & intake of unhoused clients
ABC Dance Club (Sample answer) El Camino Homeless Organization	Free Use of Dance Hall (Sample answer) Referrals & intake of unhoused clients

What is the total number of residents served by your agency and program?

	# of residents served by your program July 2022- June 2023	# of residents served by your agency July 2022- June 2023	Projected # of residents your program will serve July 2023- June 2024	Projected # of residents your agency will serve July 2023- June 2024
City of SLO	46	332	50	350
Outside City	137	945	150	975
limits				
<b>Total Served</b>	183	1277	200	1300

If your agency is submitting more than one application for a grant, please rank the applications in the order of priority.

Application name	
<b>1</b>	
<b>Please attach any documents here 1</b>	
01.23 Org Chart & 07.21 BOD List.pdf	605.13KB
<b>Please attach any documents here 2</b>	
Lumina Alliance 501c3 EIN Letter.pdf	36.09KB
<b>Please attach any documents here 3</b>	
2023-24 HRC-HSG Itemized Project Budget.pdf	65.62KB
<b>Please attach any documents here 4</b>	
2023-24 HRC-HSG App 07.07.21 - 06.30.22 Preliminary Profit & Loss & Balance Sheet.pdf	212.04KB

have followed all guidelines and included all required documents)

## Signature



I certify that the information contained in this application is, to the best of my knowledge, true and accurate; that our agency subscribes to the Human Relations Commission's "Statement of Purpose and Bylaws" which creates an environment within the City in which all persons can enjoy equal rights and opportunities regardless of race, religion, sex, national origin, sexual orientation, age, physical, mental or economic status; and that this application is submitted with the Board of Director's full knowledge and endorsement.

**Print Name: \***

Kaitlin Goodpaster

**Title \***

Grants Administrator

**Signature \***

A rectangular box containing a handwritten signature in black ink. The signature is cursive and appears to read "Kaitlin Goodpaster".

**Date \***

1/27/2023

# Exhibit B

## Human Services Grant Program MID-YEAR REPORT

**Due: January 10, 2024**

**Organization:** \_\_\_\_\_

**Program:** \_\_\_\_\_

**Administrator's Report:** *(A brief synopsis of the activities of the reporting period, including a statement of the activities, service or programs provided as described in Exhibit B (your grant application) using the Grants-In-Aid provided, and any changes that have occurred during the reporting period.)*

**Statistical Report:** *(This section should include the number of clients served, their cities of origin, the nature of services provided, as well as any other statistics which are kept by the agency. The total number of clients served also should be broken down by the type of service received.)*

**Financial report:** *(A financial statement detailing how the City's grant money has been expended or plan to be expended.)*

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
E-mail

**Please limit to no more than 2 pages.** Once signed, please scan and e-mail to Nestor Veloz-Passalacqua, DEI Manager, (nveloz@slocity.org)

**Human Services Grant Program  
YEAR-END REPORT**

**Due: July 10, 2024**

**Organization:** \_\_\_\_\_

**Program:** \_\_\_\_\_

**Administrator's Report:** *(A brief synopsis of the activities of the reporting period, including a statement of the activities, service or programs provided as described in Exhibit B (your grant application) using the Grants-In-Aid provided, and any changes that have occurred during the reporting period.)*

**Statistical Report:** *(This section should include the number of clients served, their cities of origin, the nature of services provided, as well as any other statistics which are kept by the agency. The total number of clients served also should be broken down by the type of service received.)*

**Financial report:** *(A financial statement detailing how the City's grant money has been expended or plan to be expended.)*

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
E-mail

**Please limit to no more than 2 pages.** Once signed, please scan and e-mail to Nestor Veloz-Passalacqua, DEI Manager, (nveloz@slocity.org)

**HUMAN RELATIONS COMMISSION AGREEMENT FOR  
HUMAN SERVICES GRANT PROGRAM**

THIS AGREEMENT, dated 6/19/2023 | 8:51 AM PDT for the convenience of the parties hereto, is between the City of San Luis Obispo, a chartered municipal corporation (referred to herein as CITY), and Meals That Connect (referred to herein as GRANTEE).

**WITNESSETH:**

WHEREAS, GRANTEE has requested CITY to contribute to the Senior Nutrition Program as submitted in its application to the CITY on January 27, 2023.

WHEREAS, the Services will be available to residents of the City, thereby serving both a public and municipal purpose.

NOW, THEREFORE, CITY and GRANTEE for and in consideration of the mutual benefits, promises, and agreements set forth herein, do agree as follows:

1. GRANTEE will make its Services, as described in its application (the "Application"), incorporated by reference and attached as Exhibit A, available to CITY residents from July 1, 2023 to June 30, 2024.
2. GRANTEE will provide CITY with a mid-year report, due January 10, 2024, and final program report, due July 10, 2024, summarizing administrative, financial, and client Service activities. Said reports shall be in the form of "Exhibit B," attached hereto.
3. GRANTEE and all its agents, representatives, or participants in any manner in the performance of its obligations and duties hereunder shall be employees, or volunteers for GRANTEE. They shall not, for any purpose, be considered employees or agents of the CITY.
4. GRANTEE agrees to hold CITY harmless and to defend CITY against, from, and in any claim, action, proceeding, or hearing wherein there is an allegation charging liability on the part of the CITY as a result of any act or omission, negligent or otherwise, by GRANTEE.
5. CITY agrees to pay GRANTEE a one-time only grant, in the sum of \$10,000, to be used for the Services as described in the Application. The grant will be paid in one installment when a signed contract is received.
6. The Department Head – Administration may terminate this agreement at his sole discretion, after a public hearing and upon ten (10) days written notice to GRANTEE. Said termination shall be effective thirty (30) days after CITY mails notice of termination of agreement to GRANTEE. Any funds not paid pursuant to paragraph 5 above shall revert to CITY upon said termination.

- 7. GRANTEE hereby certifies and agrees that it will comply with the Human Relations Committee "Bylaws," which creates an environment within the City in which all persons can enjoy equal rights and opportunities regardless of race, religion, sex, national origin, sexual orientation, age, physical, mental, or economic status.
- 8. For purposes of notice under this agreement, all notices shall be considered effective upon being sent by certified mail to the following addresses:

CITY:


City of San Luis Obispo  
 919 Palm Street  
 San Luis Obispo, CA 93401  
 Attn: Greg Hermann, Assistant City Manager

GRANTEE:

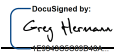
Meals That Connect  
 2180 Johnson Avenue  
 San Luis Obispo, CA 93401  
 Attn: Laura Edwards  
[laura@mealsthatconnect.org](mailto:laura@mealsthatconnect.org)

**IN WITNESS WHEREOF**, the parties hereto have executed this agreement by their proper officers duly authorized:


Grantee

By:   
 \_\_\_\_\_  
 Laura Edwards, Executive Director

CITY OF SAN LUIS OBISPO, A MUNICIPAL CORPORATION

By:   
 \_\_\_\_\_  
 Greg Hermann, Assistant City Manager

APPROVED AS TO FORM:

By:   
 \_\_\_\_\_  
 Christine Dietrick, City Attorney

## 2023-24 Human Services Grant (formally GIA) Application

**AGENCY:\***

Senior Nutrition Program/Meals That Connect

**PROJECT/PROGRAM NAME:\***

Meals That Connect

**Address\***

Street Address

2180 Johnson Avenue

Address Line 2

City

San Luis Obispo

State / Province / Region

CA

Postal / Zip Code

93401

Country

US

**Email:\***

elias@mealsthatconnect.org

(This person will receive notifications regarding grant decisions, contract execution, and reporting requirements)

**WEBSITE:**

www.mealsthatconnect.org

**WHO PREPARED THIS APPLICATION:\***

Juliane McAdam, Public Relations Manager

**PHONE:\***

3104900310

**FEDERAL TAX ID NUMBER:\***

770,279,528

**DATE AGENCY ESTABLISHED:\***

7/1/1991

**AMOUNT OF GRANT REQUEST:\***

\$ 10,000.00

**Please provide your agency's core mission statement (Maximum 50 words)\***

We will enhance health, restore dignity, support independence, and reduce isolation for every San Luis Obispo County resident in need who is at least 60 years of age by providing meaningful connections and free non-time meals delivered to community dining sites or at home.

**Briefly describe the program/project or reason you are requesting funds (max 150 words)\***

Meals That Connect serves free noontime weekday meals to seniors aged 60 or older at our two community sites in San Luis Obispo. Throughout the pandemic, we have delivered the meals, with frozen meals for weekends and holidays, to all of the seniors in our program. All of our meals are free, although some clients choose to make voluntary anonymous donations. Those donations have dramatically decreased in the past 10 months. On the other hand, the number of SLO seniors requesting our service remains high; we still have to buy food and supplies.

Funding from federal and state agencies covers 40% of our expenses; we must raise the rest through local grants, fundraising, and donations from clients, businesses, and individuals. The demand for our services exceeds the money we receive from government agencies. Your grant funding would help us continue to serve the seniors of San Luis Obispo.

**Please describe your grant request in detail (max 250 words)\***

We are requesting \$10,000 from the City of San Luis Obispo to help us maintain the high quality of our program and services. In FY 2020-21 our program served 298 San Luis Obispo residents; in 2021-22 we served 446. In San Luis Obispo, we serve 122 clients daily, 25-30 of them in our congregate dining program. This large increase in the number of seniors we serve has added significantly to our costs, both food and supplies. We are requesting this grant to allow us to continue to provide the food and service to needy seniors in the city of San Luis Obispo.

Meals That Connect provides meals at our community site at the Anderson Hotel in San Luis Obispo and at our second site at the United Church of Christ Congregational. All home deliveries are made by volunteers. Currently, our San Luis Obispo site uses 10-12 volunteers daily, out of a total of 54 volunteers. We are the only program serving senior meals throughout San Luis Obispo County, including the City of SLO and the only program serving meals daily in dining rooms. All of our meals are free to those who are eligible.

A SLO Human Services grant in the amount of \$10,000 would allow us to continue to provide robust support for the healthy aging of our growing population of seniors in San Luis Obispo. The grant will also be used as a matching fund for the Federal grant, effectively doubling its impact.

**Itemize how your agency would use the GIA award. \***

(refer back to "Funding Decisions" Section on page 1 on the directions)

If we receive a GIA grant of \$10,000, we will use it as follows:

\$3000 for purchase of food; \$4000 for the cost of labor to prepare the food and deliver it to our sites; \$500 for food containers and sealant; \$500 for cost of equipment maintenance; \$500 for gas and maintenance on our refrigerated trucks; \$1000 for rent to maintain our lunch sites; \$500 for liability and business insurance.

**Please describe creative approaches your agency takes to achieve the Agency's mission. \***

Our mission is to feed all seniors in the county who need and ask for our service. In the case of homebound seniors, sometimes they need our service only for a short time after a hospital stay. Or they may suddenly find themselves homebound and in need of our meals. One way we meet this need is by collaborating with home caregivers and hospital discharge nurses who refer seniors to us. We also rely on over 400 volunteers, many of them seniors, to deliver our meals to homebound seniors. Since the pandemic, we have seen an increase in the number of seniors requesting our service. This has meant, in the city of San Luis Obispo, an increase from 5 delivery routes to 12, which meant finding a lot of new volunteers. We partner with Cal Poly nutrition classes, with students working with our dietitian to plan monthly menus and volunteering at our Anderson Hotel site. Cal Poly is the biggest source of volunteers for our downtown site; when they went on winter break, the site went from 108 volunteers to 54. Our partnerships with Grizzly Academy and PathPoint, suspended during the pandemic, have resumed. Grizzly cadets spend two weeks in the summer, working in our kitchen. PathPoint volunteers help deliver meals. Our representative also attends the monthly meetings of the County's Adult Services Policy Council and the Commission on Aging, giving us an opportunity to share information with other agencies.

**Please describe the interaction or collaboration between your Agency and other local non-profits who serve similar clientele. \***

In San Luis Obispo, we are the only agency that serves seniors free lunches daily and frozen meals for weekends and holidays.

**How will your program and the citizens of San Luis Obispo benefit as a result of this grant? \***

A grant of \$10,000 would help us maintain our high level of service to the seniors of San Luis Obispo and continue to accommodate new requests from seniors for our service. It would also benefit the city of San Luis Obispo. The annual cost for one senior in a skilled nursing home is \$80,300. Your grant of \$10,000 will provide meals to 10 seniors for an entire year. If we can extend healthy independent living for 1 senior out 10, the city will benefit. With your help we can continue to address the problem of food insecurity among the elderly and its attendant poor health outcomes. We know that many of our seniors cannot afford adequate nutrition on their own. Additionally, our home-delivered meals allow seniors who are unable to shop and cook for themselves to stay in their own homes rather than move to assisted-care facilities. A grant in this amount would allow us to continue to provide robust support for the healthy aging of our growing population of seniors in San Luis Obispo. This grant will also be used as a matching grant to secure federal and state funding.

**The HRC has identified their main funding priority as: Homeless prevention including affordable and alternative housing, supportive services and transitional housing. Does your grant request meet this funding priority? \***



Yes  No

**Which other priority of the non-ranked HRC funding priorities does your request support? Please check the appropriate boxes:**

- Hunger and malnutrition prevention
- Supportive physical and mental health services for those in need
- Services for seniors and/or people with disabilities in need
- Supportive and developmental services for children and youth in need
- Services encouraging diversity, equity, and inclusivity in marginalized communities

**What is the project's total budget? \***

\$ 10,000.00

**What is your agency's entire total annual budget? \***

(for the local chapter if a widespread organization)

\$ 1,601,779.00

**What percentage of your agency's entire total annual budget comes from private (non- governmental) donations? \***

60%

**What are those private funding sources?**

private donations, business sponsors, community support, fundraising, client donations

**What percentage of your agency's entire total annual budget comes from public (governmental) donations?**

40%

**What are those public funding sources?**

federal government, San Luis Obispo County, cities within the County

**Have you seen growth or decline in your funding sources over the past year?**

yes

**If so, how much? From what type of sources?**

We have not received any support from the state of California this year.

**Did you receive any funds to mitigate financial impacts associated with COVID-19? If so, how much? From what type of sources?**

We received \$200,000 in ARPA funding from the County. This was used for capital improvements, not program.

**Will this grant satisfy a match grant requirement, or leverage funding from another grantor?**

yes

**If so, how much? From what funding sources?**

This grant will be used as a matching fund for federal and state funding.

**Is this grant request for a new program, or continuation of an existing program?**

This grant request is for continuation of an existing program.

**In the table below briefly list 1-3 methods of evaluation and indicators of success.**

**Methods of Evaluation**

**Indicators of Success**

Tracking Attendance (Sample answer)  
track number of meals served at SLO sites

100 Attendees Per Session (Sample answer)  
We are able to serve 95-100% of funded meals.

Tracking Attendance (Sample answer)  
client satisfaction survey

100 Attendees Per Session (Sample answer)  
annual survey meets our goals for client satisfaction

Using the chart below briefly explain if your agency plans to collaborate with other agencies and partners on this project. Give specific examples and specify other collaborators:

**Name of Partner**

**Activity/Service They Provide for This Project**

ABC Dance Club (Sample answer)  
Food Bank Coalition

Free Use of Dance Hall (Sample answer)  
provides fresh fruits & vegetables to use in our menus

ABC Dance Club (Sample answer)  
Cal Poly University

Free Use of Dance Hall (Sample answer)  
students volunteer at our SLO site

What is the total number of residents served by your agency and program?

	# of residents served by your program July 2022- June 2023	# of residents served by your agency July 2022- June 2023	Projected # of residents your program will serve July 2023- June 2024	Projected # of residents your agency will serve July 2023- June 2024
<b>City of SLO</b>	446	446	446	446
<b>Outside City limits</b>	1481	1481	1481	1481
<b>Total Served</b>	1927	1927	1927	1927

If your agency is submitting more than one application for a grant, please rank the applications in the order of priority.

**Application name**

1

**Please attach any documents here 1**

Org Chart, BOD.pdf 366.98KB

**Please attach any documents here 2**

Financial Statement 12-2021.pdf 71.01KB

**Please attach any documents here 3**

IRS letter of determination.pdf 157.43KB

**Please attach any documents here 4**

Estimated Itemized Project Budget.pdf 404.11KB

Eligibility Checklist: (Please review the checklist at the beginning of this application and make sure you have followed all guidelines and included all required documents)

Signature



I certify that the information contained in this application is, to the best of my knowledge, true and accurate; that our agency subscribes to the Human Relations Commission's "Statement of Purpose and Bylaws" which creates an environment within the City in which all persons can enjoy equal rights and opportunities regardless of race, religion, sex, national origin, sexual orientation, age, physical, mental or economic status; and that this application is submitted with the Board of Director's full knowledge and endorsement.

**Print Name:**\*

Juliane McAdam

**Title**\*

Public Relations Manager

**Signature**\*

A rectangular box containing a handwritten signature in cursive script that reads "Juliane McAdam".

**Date**\*

1/25/2023

Exhibit B

Human Services Grant Program  
MID-YEAR REPORT

Due: January 10, 2024

Organization: \_\_\_\_\_

Program: \_\_\_\_\_

**Administrator's Report:** *(A brief synopsis of the activities of the reporting period, including a statement of the activities, service or programs provided as described in Exhibit B (your grant application) using the Grants-In-Aid provided, and any changes that have occurred during the reporting period.)*

**Statistical Report:** *(This section should include the number of clients served, their cities of origin, the nature of services provided, as well as any other statistics which are kept by the agency. The total number of clients served also should be broken down by the type of service received.)*

**Financial report:** *(A financial statement detailing how the City's grant money has been expended or plan to be expended.)*

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
E-mail

**Please limit to no more than 2 pages.** Once signed, please scan and e-mail to Nestor Veloz-Passalacqua, DEI Manager, (nveloz@slocity.org)

**Human Services Grant Program  
YEAR-END REPORT**

**Due: July 10, 2024**

**Organization:** \_\_\_\_\_

**Program:** \_\_\_\_\_

**Administrator's Report:** *(A brief synopsis of the activities of the reporting period, including a statement of the activities, service or programs provided as described in Exhibit B (your grant application) using the Grants-In-Aid provided, and any changes that have occurred during the reporting period.)*

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\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
E-mail

**Please limit to no more than 2 pages.** Once signed, please scan and e-mail to Nestor Veloz-Passalacqua, DEI Manager, (nveloz@slocity.org)

**HUMAN RELATIONS COMMISSION AGREEMENT FOR  
HUMAN SERVICES GRANT PROGRAM**

THIS AGREEMENT, dated 5/12/2023 | 6:01 PM, PDT for the convenience of the parties hereto, is between the City of San Luis Obispo, a chartered municipal corporation (referred to herein as CITY), and Restorative Partners (referred to herein as GRANTEE).

**WITNESSETH:**

WHEREAS, GRANTEE has requested CITY to contribute to the Opportunity to Fund Program as submitted in its application to the CITY on January 27, 2023.

WHEREAS, the Services will be available to residents of the City, thereby serving both a public and municipal purpose.

NOW, THEREFORE, CITY and GRANTEE for and in consideration of the mutual benefits, promises, and agreements set forth herein, do agree as follows:

1. GRANTEE will make its Services, as described in its application (the "Application"), incorporated by reference and attached as Exhibit A, available to CITY residents from July 1, 2023 to June 30, 2024.
2. GRANTEE will provide CITY with a mid-year report, due January 10, 2024, and final program report, due July 10, 2024, summarizing administrative, financial, and client Service activities. Said reports shall be in the form of "Exhibit B," attached hereto.
3. GRANTEE and all its agents, representatives, or participants in any manner in the performance of its obligations and duties hereunder shall be employees, or volunteers for GRANTEE. They shall not, for any purpose, be considered employees or agents of the CITY.
4. GRANTEE agrees to hold CITY harmless and to defend CITY against, from, and in any claim, action, proceeding, or hearing wherein there is an allegation charging liability on the part of the CITY as a result of any act or omission, negligent or otherwise, by GRANTEE.
5. CITY agrees to pay GRANTEE a one-time only grant, in the sum of \$8,000, to be used for the Services as described in the Application. The grant will be paid in one installment when a signed contract is received.
6. The Department Head – Administration may terminate this agreement at his sole discretion, after a public hearing and upon ten (10) days written notice to GRANTEE. Said termination shall be effective thirty (30) days after CITY mails notice of termination of agreement to GRANTEE. Any funds not paid pursuant to paragraph 5 above shall revert to CITY upon said termination.

7. GRANTEE hereby certifies and agrees that it will comply with the Human Relations Committee "Bylaws," which creates an environment within the City in which all persons can enjoy equal rights and opportunities regardless of race, religion, sex, national origin, sexual orientation, age, physical, mental, or economic status.
8. For purposes of notice under this agreement, all notices shall be considered effective upon being sent by certified mail to the following addresses:

CITY:

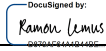
City of San Luis Obispo  
919 Palm Street  
San Luis Obispo, CA 93401  
Attn: Greg Hermann, Assistant City Manager

GRANTEE:

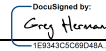
Restorative Partners  
3196 South Higuera Street, Suite D.  
San Luis Obispo, CA 93401  
Attn: Ramon Lemus  
ramon@restorativepartners.org

**IN WITNESS WHEREOF**, the parties hereto have executed this agreement by their proper officers duly authorized:


Grantee

By:  \_\_\_\_\_  
Ramon Lemus, Grants Contract Manager

CITY OF SAN LUIS OBISPO, A MUNICIPAL CORPORATION

By:  \_\_\_\_\_  
Greg Hermann, Assistant City Manager

APPROVED AS TO FORM:

By:  \_\_\_\_\_  
Christine Dietrick, City Attorney

## 2023-24 Human Services Grant (formally GIA) Application



**AGENCY: \***

Restorative Partners

**PROJECT/PROGRAM NAME: \***

Opportunity to Fund

**Address \***

Street Address

3196 South Higuera Street, Suite D,

Address Line 2

City

San Luis Obispo

State / Province / Region

California

Postal / Zip Code

93401

Country

United States

**Email: \***

ramon@restorativepartners.org

(This person will receive notifications regarding grant decisions, contract execution, and reporting requirements)

**WEBSITE:**

<https://restorativepartners.org/>

**WHO PREPARED THIS APPLICATION: \***

Ramon Lemus (Grants & Database Contract Manager) & Cindy Ayala (Mission & Restorative Justice Implementation Director)

**PHONE: \***

8052421272

**FEDERAL TAX ID NUMBER: \***

474,825,349

**DATE AGENCY ESTABLISHED: \***

8/12/2015

**AMOUNT OF GRANT REQUEST: \***

\$ 16,094.00

**Please provide your agency's core mission statement (Maximum 50 words) \***

Restorative Partner's mission is transforming lives impacted by crime through healing services and relationships. We believe that every person deserves to be treated with dignity and respect, including those impacted by crime. We strive to provide intentional, inclusive, healing, and trauma-informed services and programs.

**Briefly describe the program/project or reason you are requesting funds (max 150 words) \***



Restorative Partners has an emergency fund called the RP Opportunity Fund. This fund is used for individuals needing financial assistance during their reentry journey.

Applicants are primarily low-income SLO citizens and in-recovery from substance use disorders. Many are justice-involved and often face challenges such as homelessness, relapse, reincarceration, unemployment, and more, all while experiencing the stigma that comes with being formerly incarcerated. Applicants' needs range in scope and cost, from buying textbooks to mental and physical health services, to rent.

In 2021, RP anticipated supporting approximately 30 applicants. The number of applicants has since doubled. RP is requesting additional funds due to our inability to meet the increasing demand for support, and the need for more than a one-time support per applicant. Though some clients can receive state or federal funding for housing, there are sometimes delays in funds being released. In those instances, RP offers to pay until funded.

**Please describe your grant request in detail (max 250 words) \***

Since the beginning of 2022, Restorative Partners has been able to help 64 individual clients with emergency funds. These emergency funds include providing financial aid with rent, mandated courses, I-9 Docs, and other living expenses. Eight of those have been for housing worth over \$6,000. Our second biggest request is to help with mandatory DUI classes; for which RP has been able to fund over \$4,200 for 6 applicants.

RP is requesting \$16094 to be able to fund clients continuously. This grant would give RP the ability to fund clients that are in need of more than one-time support. Certain clients will have one need early on in their healing journey and then face other challenges. Clients might need help finding a job and acquiring their I-9 documents but shortly realize they have no transportation. RP would help the client think ahead and help them with transportation.

Delays in state and federal funding are also another gaps RP wishes to address through the GIA funding.

Clients who receive funding from other sources have limited time and funding, but clients may need more time to stay in transitional housing or to complete courses. RP would then take over funding for the client to allow enough time for the client to either find a job or become fully self-sufficient. Funding these needs allows clients to rest assured and focus on rehabilitation instead of worrying when their next meal is or if they will have a roof over them tomorrow.

**Itemize how your agency would use the GIA award. \***

(refer back to "Funding Decisions" Section on page 1 on the directions)

Upon completing the application process and obtaining approval from the fund committee, applicants could receive funding for their emergency needs or perceived emergency needs:

Examples of services, items, or purchases that have been covered by RP and hope to continue to cover. This is not an exhaustive list of services, and other expenses may be considered on a case-by-case basis.

Right-to-work docs AKA I9 documents (such as obtaining a California ID, driver's license, birth certificate, immigration documents, etc.)

Housing (affordable, alternative, or transitional housing)

Transportation (public transportation, bicycle or car payment or down payment, registration, insurance) to get to work or appointments

Hygiene products (toothpaste, soap, feminine products, razors, toenail clippers, non-alcoholic mouthwash, lotions, tissue paper, etc.)

Possibility of Daycare for a child if the Client works

Building your resume and preparing for job interviews

Budgeting, saving, and building credit

Going back to school or technical training

Rent or Security Deposit

Assistance with DUI classes, mandatory classes, and anger management classes.

Hotel vouchers

Currently, we have been able to provide not only a month's rent for clients, but we have been able to provide security deposits for clients when they get their own apartments. RP would continue this with new clients in need, but the GIA award would allow RP to fund clients multiple times as we are currently only able to fund clients once. Some of our clients can receive state or federal funding for rent, however, are often limited to only 6 months. There have been instances in which clients are not yet ready in the recovery journey to be fully self-sufficient.

In addition, the second biggest item of our opportunity fund, funds are DUI courses. A large percentage of clients are in need of completing a mandated DUI course to be able to get their driver's license back or successfully complete their supervision with Parole or Probation. RP has been forced to prioritize clients' needs over others due to limited funding. RP has been able to fund most courses but there have been some we haven't been able to. Some of the smaller items we use our funds for are to get clients their I-9 documents, birth certificates, notaries, bikes, and household supplies. All expenses are needed to secure employment, provide transportation, and have a safe and healthy living space/environment.

In addition to these items we currently fund, RP hopes to extend services to, what we have identified as noticeable trends, such as continued education.

**Please describe creative approaches your agency takes to achieve the Agency's mission. \***

Restorative Partners has been working on opening a Cafe that would allow second opportunities for those who need them. The Bridge Cafe is a social enterprise venture providing a place of employment and job skill development for individuals with justice involvement. In partnership with Cuesta College, we are offering clients an opportunity to participate in The Culinary Arts Foundation Certificate of Specialization. Participants will attend courses at Cuesta College and gain hands-on experience at The Bridge Cafe in Downtown San Luis Obispo. We envision a safer community where everyone belongs and strive to accomplish this by transforming lives impacted by crime through healing services and relationships. RP is looking to Transform lives one bite at a time

Restorative Partners has a Diversity of services. These include housing, reentry, in-custody, and social enterprises. RP has a set of sober living houses that clients are able to live at while trying to rehabilitate. In addition, RP has in-custody and reentry services that allow clients to have access to resources and support from RP staff. These include but are not limited to having a mentor for clients who would like one.

RP has partnered with Cuesta College and Calpoly SLO to present and recruit volunteers to help RP staff. These volunteers show interest in restorative justice and help out at the RP office or during events. This connection has allowed RP and the community to connect. Students/volunteers learn not only about the justice system but also the restorative justice that RP believes in.

RP is an advocate for hiring individuals with lived experiences. Staff who have lived experiences are able to show staff unique ways of thinking that someone without lived experiences might not understand or know of. In addition, clients have shown more openness to staff with lived experiences and have had deeper conversations. At RP, there have been clients who have become staff and have shown a tremendous amount of growth. They have since gone out into the community and into institutions to speak up about their experiences and how RP has helped them achieve their goals.

**Please describe the interaction or collaboration between your Agency and other local non-profits who serve similar clientele. \***

System Navigation is a service through Restorative Partners where we assess clients' needs and barriers to re-entry, help them with a plan to success, walk them through certain processes, and refer them to partner agencies and resources that will facilitate their plans to get employment, housing, and education.

Alianza LUMINA alliance - Victims and offenders who have experienced victimization

Department of Rehabilitation

Americas Job Center

Capslo (40 Prado) -Individuals are referred from Capslo to Restorative Partners if the individual will benefit from RP services.

5 cities homeless - Referred to homeless/rent assistance if Restorative partners cant help with rent.

Salvation Army Rental Assistance

Los Osos Care - Assists individuals with basic needs

Mission Thrift -Partnered with Restorative Partners with clothing vouchers for clients

Transitions - Mental Health Association - have mutual clients with Restorative Partners

Echo Homeless Shelter in Paso - Restorative Partners has referred one or two clients a month from north county

Shower to the People - Restorative Partners connect clients to showers

Noor Clinic - Referred for dental services if the client doesn't have any insurance

SLO Food Bank - food for sober living homes

Department of Social Services - helps clients with food security

AEGIS Treatment Center - helps clients with MAT - Methadone, MAT - Buprenorphine/Suboxone

Drug and alcohol services

ASPIRE - drug & alcohol treatment

SLO Bangers - Offers free needle service and testing substances

**How will your program and the citizens of San Luis Obispo benefit as a result of this grant? \***

Restorative Partners provides services and programs for those in-custody and for those released from the San Luis County Juvenile Hall, Jail, Honor Farm, and State Prisons. Our restorative justice approach focuses on mind, body, and spiritual transformation; incorporates trauma-informed care, addresses responsibility and accountability, and offers accompaniment through reentry mentorship. We also provide clean and sober living homes for men and for women as well as own and operate a home for women who are ready to reunite with their children and move forward with their lives. The goal in all of our transformative work is to reduce violence and lower recidivism by providing a continuum of care from incarceration through reincorporation to our community.

RP has been able to help clients, who are San Luis Obispo citizens, stay sober. Individuals who are able to stay sober have been able to stay off the streets, and have reduced the number of drugs used and needles littered on our streets.

RP has been able to find sustainable housing (long term, not just short term) for our clients. This has resulted in a decrease in people experiencing homelessness in our program. As a result, these individuals have been able to get a job, and roofs over their heads and have become contributing citizens in San Luis Obispo.

By helping clients accrue their driver's license, RP has been able to reduce the number of people driving without proper documentation.

Clients have been able to focus on rehabilitation and not stress about homelessness with the help of RPs Opportunity Fund

Helps individuals stay out of jail/prison by encouraging prosocial behaviors such as asking for help rather than turning to crime to meet financial needs.

Helps people graduate from substance use and anger management treatment programs to stay sober

Adds people to the job market, and contributes to SLO's economic growth. This increases a healthy sense of community.

Would help people finish their educational programs/schooling by helping pay for courses and books.

Would help reunite families

RP would be able to accept more requests and be able to help more than once. Some of our other funding was granted for us to provide a one-time support for our participants who are rebuilding their lives after incarceration. Homelessness can occur even in those who haven't been incarcerated. Some may also need multiple opportunities for funding, or continued assistance (though time-limited)

Clients get assistance legitimately rather than getting into risky situations and re-entering from the criminal world to meet those needs.

**The HRC has identified their main funding priority as: Homeless prevention including affordable and alternative housing, supportive services and transitional housing. Does your grant request meet this funding priority? \***

Yes  No

**Which other priority of the non-ranked HRC funding priorities does your request support? Please check the appropriate boxes:**

- Hunger and malnutrition prevention
- Supportive physical and mental health services for those in need
- Services for seniors and/or people with disabilities in need
- Supportive and developmental services for children and youth in need
- Services encouraging diversity, equity, and inclusivity in marginalized communities

**What is the project's total budget? \***

\$ 34,094.00

**What is your agency's entire total annual budget? \***

(for the local chapter if a widespread organization)

\$ 2,600,000.00

**What percentage of your agency's entire total annual budget comes from private (non- governmental) donations? \***

15%

**What are those private funding sources?**

n/a

**What percentage of your agency's entire total annual budget comes from public (governmental) donations?**

n/a

**What are those public funding sources?**

Individuals, churches, local organizations and business

**Have you seen growth or decline in your funding sources over the past year?**

Steady Growth, but nothing significant

**If so, how much? From what type of sources?**

**Did you receive any funds to mitigate financial impacts associated with COVID-19? If so, how much? From what type of sources?**

Yes, State Compensation Fund (\$8,068); United Way of San Luis Obispo (\$2,000); The Community Foundation of San Luis Obispo (\$5,000).

**Will this grant satisfy a match grant requirement, or leverage funding from another grantor?**

**If so, how much? From what funding sources?**

**Is this grant request for a new program, or continuation of an existing program?**

This grant request is for a continuation of an existing program at Restorative Partners called The Opportunity to Fund.

In the table below briefly list 1-3 methods of evaluation and indicators of success.

**Methods of Evaluation**

**Indicators of Success**

Tracking Attendance (Sample answer)  
Tracking log of requests & funding

100 Attendees Per Session (Sample answer)  
Success stories from clients we have helped and steps clients have taken towards self-sufficiency

Using the chart below briefly explain if your agency plans to collaborate with other agencies and partners on this project. Give specific examples and specify other collaborators:

**Name of Partner**

**Activity/Service They Provide for This Project**

ABC Dance Club (Sample answer)  
The Community Foundation

Free Use of Dance Hall (Sample answer)  
Funds to our Opportunity to Fund Programs

ABC Dance Club (Sample answer)  
Moca Foundation

Free Use of Dance Hall (Sample answer)  
Funds to our Opportunity to Fund Programs

**What is the total number of residents served by your agency and program?**

	# of residents served by your program July 2022- June 2023	# of residents served by your agency July 2022- June 2023	Projected # of residents your program will serve July 2023- June 2024	Projected # of residents your agency will serve July 2023- June 2024
City of SLO	60	306	85	372
Outside City	4	108	8	128
<b>limits</b>				
<b>Total Served</b>	64	414	93	500

If your agency is submitting more than one application for a grant, please rank the applications in the order of priority.

**Application name**

1

**Please attach any documents here 1**

RP 6.30.22 Balance Sheet.pdf 173.56KB  
 RP 2021-22 P&L.pdf 179.4KB

**Please attach any documents here 2**

\_ Estimated Itemized Project Budget (1).pdf 24.07KB

**Please attach any documents here 3**

IRS 501c(3) Declaration (1).pdf 1.07MB

**Please attach any documents here 4**

RP Org Chart [1.17.23] No Names 77.53KB

Eligibility Checklist: (Please review the checklist at the beginning of this application and make sure you have followed all guidelines and included all required documents)

**Signature**



I certify that the information contained in this application is, to the best of my knowledge, true and accurate; that our agency subscribes to the Human Relations Commission's "Statement of Purpose and Bylaws" which creates an environment within the City in which all persons can enjoy equal rights and opportunities regardless of race, religion, sex, national origin, sexual orientation, age, physical, mental or economic status; and that this application is submitted with the Board of Director's full knowledge and endorsement.

**Print Name: \***

Ramon Lemus

**Title \***

Grants and Database Contract Manager

**Signature \***

*Ramon Lemus*

**Date \***

1/26/2023

**Human Services Grant Program  
MID-YEAR REPORT**

**Due: January 10, 2024**

**Organization:** \_\_\_\_\_

**Program:** \_\_\_\_\_

**Administrator's Report:** *(A brief synopsis of the activities of the reporting period, including a statement of the activities, service or programs provided as described in Exhibit B (your grant application) using the Grants-In-Aid provided, and any changes that have occurred during the reporting period.)*

**Statistical Report:** *(This section should include the number of clients served, their cities of origin, the nature of services provided, as well as any other statistics which are kept by the agency. The total number of clients served also should be broken down by the type of service received.)*

**Financial report:** *(A financial statement detailing how the City's grant money has been expended or plan to be expended.)*

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
E-mail

**Please limit to no more than 2 pages.** Once signed, please scan and e-mail to Nestor Veloz-Passalacqua, DEI Manager, (nveloz@slocity.org)



**Human Services Grant Program  
YEAR-END REPORT**

**Due: July 10, 2024**

**Organization:** \_\_\_\_\_

**Program:** \_\_\_\_\_

**Administrator's Report:** *(A brief synopsis of the activities of the reporting period, including a statement of the activities, service or programs provided as described in Exhibit B (your grant application) using the Grants-In-Aid provided, and any changes that have occurred during the reporting period.)*

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\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
E-mail

**Please limit to no more than 2 pages.** Once signed, please scan and e-mail to Nestor Veloz-Passalacqua, DEI Manager, (nveloz@slocity.org)

**HUMAN RELATIONS COMMISSION AGREEMENT FOR  
HUMAN SERVICES GRANT PROGRAM**

THIS AGREEMENT, dated 5/12/2023 | 6:10 PM PDT for the convenience of the parties hereto, is between the City of San Luis Obispo, a chartered municipal corporation (referred to herein as CITY), and The San Luis Obispo Committee for Education on Alcoholism, dba Middlehouse (referred to herein as GRANTEE).

**WITNESSETH:**

WHEREAS, GRANTEE has requested CITY to contribute to the Alumni Housing Program as submitted in its application to the CITY on January 27, 2023.

WHEREAS, the Services will be available to residents of the City, thereby serving both a public and municipal purpose.

NOW, THEREFORE, CITY and GRANTEE for and in consideration of the mutual benefits, promises, and agreements set forth herein, do agree as follows:

1. GRANTEE will make its Services, as described in its application (the "Application"), incorporated by reference and attached as Exhibit A, available to CITY residents from July 1, 2023 to June 30, 2024.
2. GRANTEE will provide CITY with a mid-year report, due January 10, 2024, and final program report, due July 10, 2024, summarizing administrative, financial, and client Service activities. Said reports shall be in the form of "Exhibit B," attached hereto.
3. GRANTEE and all its agents, representatives, or participants in any manner in the performance of its obligations and duties hereunder shall be employees, or volunteers for GRANTEE. They shall not, for any purpose, be considered employees or agents of the CITY.
4. GRANTEE agrees to hold CITY harmless and to defend CITY against, from, and in any claim, action, proceeding, or hearing wherein there is an allegation charging liability on the part of the CITY as a result of any act or omission, negligent or otherwise, by GRANTEE.
5. CITY agrees to pay GRANTEE a one-time only grant, in the sum of \$5,000, to be used for the Services as described in the Application. The grant will be paid in one installment when a signed contract is received.
6. The Department Head – Administration may terminate this agreement at his sole discretion, after a public hearing and upon ten (10) days written notice to GRANTEE. Said termination shall be effective thirty (30) days after CITY mails notice of termination of agreement to GRANTEE. Any funds not paid pursuant to paragraph 5 above shall revert to CITY upon said termination.

7. GRANTEE hereby certifies and agrees that it will comply with the Human Relations Committee "Bylaws," which creates an environment within the City in which all persons can enjoy equal rights and opportunities regardless of race, religion, sex, national origin, sexual orientation, age, physical, mental, or economic status.
8. For purposes of notice under this agreement, all notices shall be considered effective upon being sent by certified mail to the following addresses:

CITY:

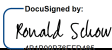
City of San Luis Obispo  
919 Palm Street  
San Luis Obispo, CA 93401  
Attn: Greg Hermann, Assistant City Manager

GRANTEE:

The San Luis Obispo Committee for Education on Alcoholism, dba Middlehouse  
2939 Augusta Street  
San Luis Obispo, CA 93401  
Attn: Ronald Schow  
[rschow@ronschow.com](mailto:rschow@ronschow.com)

**IN WITNESS WHEREOF**, the parties hereto have executed this agreement by their proper officers duly authorized:

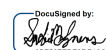
Grantee

By:   
\_\_\_\_\_  
Ronald Schow, Middlehouse Board of Directors

CITY OF SAN LUIS OBISPO, A MUNICIPAL CORPORATION

By:   
\_\_\_\_\_  
Greg Hermann, Assistant City Manager

APPROVED AS TO FORM:

By:   
\_\_\_\_\_  
Christine Dietrick, City Attorney

# Exhibit A

## 2023-24 Human Services Grant (formally GIA) Application



**AGENCY: \***

San Luis Obispo Committee for Education on Alcoholism, dba Middlehouse.

**PROJECT/PROGRAM NAME: \***

Grant for Alumni Housing

**Address \***

Street Address

2939 Augusta Street

Address Line 2

City

San Luis Obispo

State / Province / Region

CA

Postal / Zip Code

93401

Country

USA

**Email: \***

rschow@ronschow.com

(This person will receive notifications regarding grant decisions, contract execution, and reporting requirements)

**WEBSITE:**

middlehouse.org

**WHO PREPARED THIS APPLICATION: \***

Ronald Schow

**PHONE: \***

8054400331

**FEDERAL TAX ID NUMBER: \***

956,136,040

**DATE AGENCY ESTABLISHED: \***

8/30/1965

**AMOUNT OF GRANT REQUEST: \***

\$ 5,000.00

**Please provide your agency's core mission statement (Maximum 50 words) \***

"The purpose of the San Luis Obispo Committee for Education on Alcoholism, Incorporated ("Corporation") shall be to provide an organizational base to promote the recovery from the disease of alcoholism and chemical dependency and to operate a residential facility to encourage and promote sober living by recovering alcoholics in San Luis Obispo, CA".

**Briefly describe the program/project or reason you are requesting funds (max 150 words) \***

When clients of MiddleHouse relocate to independent living after a satisfactory stay at MiddleHouse, they find it difficult to find housing due the extreme expense of pre-rental requirements (ie., security deposit, first & last months rent, etc).

This grant would be a contribution to the individual to supplement these expenses.

**Please describe your grant request in detail (max 250 words) \***

As a successful client completes their tenure at MiddleHouse they will have to move to independent living. This means renting an apartment or house in San Luis Obispo. Initial costs of this transition are extreme. Costs could include 1) a security deposit on the residence and each utility (water & sewer, gas & electric), 2) forward payment of first and last months rent, and 3) acquiring other necessities (some furniture, renting a truck for moving, etc).

Often a client, although employed, does not have adequate capital for these large costs. Providing a person with a grant of \$1000.00, will significantly subsidize their own contribution to these expenses. Were this gift to be granted to a limited number of 5 exiting clients, the total grant would be for \$5000.00.

**Itemize how your agency would use the GIA award. \***

(refer back to "Funding Decisions" Section on page 1 on the directions)

The gentlemen who have lived in the sober living environment at MiddleHouse have demonstrated their ability to live responsibly, pay their bills and cooperate with others. They have stayed sober and clean for a significant length of time and have demonstrated the ability to completely leave their habit in the past. They have worked in full or part time employment for the majority of their residency and have practiced being a positive member of society.

When the client moves from MiddleHouse, the proposed grant would be a significant step to preventing homelessness for those clients. In line with the main funding of this grant, it is a solution to homelessness prevention by providing access to of affordable housing for these clients.

The Manager of MiddleHouse, who personally knows the clients and has observed their behavior for their entire stay, would be assigned to award, disperse and manage the distribution of the grant.

**Please describe creative approaches your agency takes to achieve the Agency's mission. \***

MiddleHouse provides housing for clients who have established their recovery program and are adjusting to sobriety in a sober, safe and healthy environment. This is the first step in resolving their potential homelessness.

MiddleHouse's primary objective is Sober Living. This includes housing for a limited time. When the time for a client to leave arrives, there is no formal budget or resources to assist the client. However, there have been the offers by former clients, or other individuals, who independently choose to loan or donate resources to the client in their aid.

The extreme rise in housing costs is a relatively recent problem. Applying for this Grant serves as the first formal attempt to solve this problem for these persons.

**Please describe the interaction or collaboration between your Agency and other local non-profits who serve similar clientele. \***

MiddleHouse and other Sober Living facilities refer residents to each other to best serve the logistical needs of the recovery community.

MiddleHouse attends SLE (Sober Living Environment) Round Table discussions, at SLO Drug and Alcohol Services, on a regular basis with other Sober Living Homes and Programs to compare notes, exchange ideas and to share awareness of and access to community resources for our residents. These resources include employment opportunities, transportation, health care, addiction treatment, detox, etc.

MiddleHouse and other Sober Living facilities share information about persons of ill intent who may target the people we are trying to help. That information includes jobs scams, criminals, sexual predators, drug dealers, etc.

**How will your program and the citizens of San Luis Obispo benefit as a result of this grant? \***

he answer to this question is obvious. Even if a client can afford the rent, he may not be able to fulfill all the financial requirements of being accepted as a tenant. They will be totally on their own to seek alternate resources, such as, to apply for the homeless programs provided by the City and County.

The monies provided by this Grant will significantly deter the clients from having to resort to the homeless alternatives.

**The HRC has identified their main funding priority as: Homeless prevention including affordable and alternative housing, supportive services and transitional housing. Does your grant request meet this funding priority? \***

Yes  No

**Which other priority of the non-ranked HRC funding priorities does your request support? Please check the appropriate boxes:**

- Hunger and malnutrition prevention
- Supportive physical and mental health services for those in need
- Services for seniors and/or people with disabilities in need
- Supportive and developmental services for children and youth in need
- Services encouraging diversity, equity, and inclusivity in marginalized communities

**What is the project's total budget? \***

\$ 5,000.00

**What is your agency's entire total annual budget? \***

(for the local chapter if a widespread organization)

\$ 96,458.18

**What percentage of your agency's entire total annual budget comes from private (non- governmental) donations? \***

2.6%

**What are those private funding sources?**

Random voluntary contributions

**What percentage of your agency's entire total annual budget comes from public (governmental) donations?**

0%

**What are those public funding sources?**

na

**Have you seen growth or decline in your funding sources over the past year?**

about the same

**If so, how much? From what type of sources?**

Random voluntary contributions

**Did you receive any funds to mitigate financial impacts associated with COVID-19? If so, how much? From what type of sources?**

None.

**Will this grant satisfy a match grant requirement, or leverage funding from another grantor?**

No.

**If so, how much? From what funding sources?**

na

**Is this grant request for a new program, or continuation of an existing program?**

Continuation

**In the table below briefly list 1-3 methods of evaluation and indicators of success.**

**Methods of Evaluation**

Tracking Attendance (Sample answer)

House Manager awards gift as it is earned

Tracking Attendance (Sample answer)

House Manager notifies the Board of Directors & HRC.

**Indicators of Success**

100 Attendees Per Session (Sample answer)

Client moves to housing-clean and sober.

100 Attendees Per Session (Sample answer)

Client moves to housing-clean and sober.

Tracking Attendance (Sample answer)  
 After relocating, Client is independent of Middlehouse.

100 Attendees Per Session (Sample answer)  
 Client voluntarily communicates continued success to the House Manager.

Using the chart below briefly explain if your agency plans to collaborate with other agencies and partners on this project. Give specific examples and specify other collaborators:

Name of Partner	Activity/Service They Provide for This Project
ABC Dance Club (Sample answer) Middlehouse is currently the only participant in this program.	Free Use of Dance Hall (Sample answer) NA.

What is the total number of residents served by your agency and program?

	# of residents served by your program July 2022- June 2023	# of residents served by your agency July 2022- June 2023	Projected # of residents your program will serve July 2023- June 2024	Projected # of residents your agency will serve July 2023- June 2024
City of SLO	5	30	5	30
Outside City	0	0	0	0
<b>limits</b>				
<b>Total Served</b>	5	30	5	30

If your agency is submitting more than one application for a grant, please rank the applications in the order of priority.

	Application name
1	This Grant
2	Grant for Client Housing Supplement

Please attach any documents here 1

06.30.22 Middlehouse Financials.pdf 932.08KB

Please attach any documents here 2

501c3 AND Articles of Incorporation.PDF 749.84KB

Please attach any documents here 3

Budget 22-23 (adopted).pdf 63.69KB

Please attach any documents here 4

BoardOfDirectors\_2023Jan14.xlsx 56.35KB

Eligibility Checklist: (Please review the checklist at the beginning of this application and make sure you have followed all guidelines and included all required documents)

## Signature



I certify that the information contained in this application is, to the best of my knowledge, true and accurate; that our agency subscribes to the Human Relations Commission's "Statement of Purpose and Bylaws" which creates an environment within the City in which all persons can enjoy equal rights and opportunities regardless of race, religion, sex, national origin, sexual orientation, age, physical, mental or economic status; and that this application is submitted with the Board of Director's full knowledge and endorsement.

**Print Name: \***

Ronald Schow

**Title \***

Member, Middlehouse Board of Directors

**Signature \***

A rectangular box containing a handwritten signature in black ink that reads "Ronald Schow".

**Date \***

1/16/2023



# Exhibit B

## Human Services Grant Program MID-YEAR REPORT

**Due: January 10, 2024**

**Organization:** \_\_\_\_\_

**Program:** \_\_\_\_\_

**Administrator's Report:** *(A brief synopsis of the activities of the reporting period, including a statement of the activities, service or programs provided as described in Exhibit B (your grant application) using the Grants-In-Aid provided, and any changes that have occurred during the reporting period.)*

**Statistical Report:** *(This section should include the number of clients served, their cities of origin, the nature of services provided, as well as any other statistics which are kept by the agency. The total number of clients served also should be broken down by the type of service received.)*

**Financial report:** *(A financial statement detailing how the City's grant money has been expended or plan to be expended.)*

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
E-mail

**Please limit to no more than 2 pages.** Once signed, please scan and e-mail to Nestor Veloz-Passalacqua, DEI Manager, (nveloz@slocity.org)

**Human Services Grant Program  
YEAR-END REPORT**

**Due: July 10, 2024**

**Organization:** \_\_\_\_\_

**Program:** \_\_\_\_\_

**Administrator's Report:** *(A brief synopsis of the activities of the reporting period, including a statement of the activities, service or programs provided as described in Exhibit B (your grant application) using the Grants-In-Aid provided, and any changes that have occurred during the reporting period.)*

**Statistical Report:** *(This section should include the number of clients served, their cities of origin, the nature of services provided, as well as any other statistics which are kept by the agency. The total number of clients served also should be broken down by the type of service received.)*

**Financial report:** *(A financial statement detailing how the City's grant money has been expended or plan to be expended.)*

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
E-mail

**Please limit to no more than 2 pages.** Once signed, please scan and e-mail to Nestor Veloz-Passalacqua, DEI Manager, (nveloz@slcity.org)

**HUMAN RELATIONS COMMISSION AGREEMENT FOR  
HUMAN SERVICES GRANT PROGRAM**

THIS AGREEMENT, dated 5/12/2023 | 6:09 PM PDT for the convenience of the parties hereto, is between the City of San Luis Obispo, a chartered municipal corporation (referred to herein as CITY), and San Luis Obispo Legal Assistance Foundation (referred to herein as GRANTEE).

**WITNESSETH:**

WHEREAS, GRANTEE has requested CITY to contribute to the Senior Legal Services Bilingual Staff Position as submitted in its application to the CITY on January 27, 2023.

WHEREAS, the Services will be available to residents of the City, thereby serving both a public and municipal purpose.

NOW, THEREFORE, CITY and GRANTEE for and in consideration of the mutual benefits, promises, and agreements set forth herein, do agree as follows:

1. GRANTEE will make its Services, as described in its application (the "Application"), incorporated by reference and attached as Exhibit A, available to CITY residents from July 1, 2023 to June 30, 2024.
2. GRANTEE will provide CITY with a mid-year report, due January 10, 2024, and final program report, due July 10, 2024, summarizing administrative, financial, and client Service activities. Said reports shall be in the form of "Exhibit B," attached hereto.
3. GRANTEE and all its agents, representatives, or participants in any manner in the performance of its obligations and duties hereunder shall be employees, or volunteers for GRANTEE. They shall not, for any purpose, be considered employees or agents of the CITY.
4. GRANTEE agrees to hold CITY harmless and to defend CITY against, from, and in any claim, action, proceeding, or hearing wherein there is an allegation charging liability on the part of the CITY as a result of any act or omission, negligent or otherwise, by GRANTEE.
5. CITY agrees to pay GRANTEE a one-time only grant, in the sum of \$7,000, to be used for the Services as described in the Application. The grant will be paid in one installment when a signed contract is received.
6. The Department Head – Administration may terminate this agreement at his sole discretion, after a public hearing and upon ten (10) days written notice to GRANTEE. Said termination shall be effective thirty (30) days after CITY mails notice of termination of agreement to GRANTEE. Any funds not paid pursuant to paragraph 5 above shall revert to CITY upon said termination.

7. GRANTEE hereby certifies and agrees that it will comply with the Human Relations Committee "Bylaws," which creates an environment within the City in which all persons can enjoy equal rights and opportunities regardless of race, religion, sex, national origin, sexual orientation, age, physical, mental, or economic status.
8. For purposes of notice under this agreement, all notices shall be considered effective upon being sent by certified mail to the following addresses:

CITY:


City of San Luis Obispo  
919 Palm Street  
San Luis Obispo, CA 93401  
Attn: Greg Hermann, Assistant City Manager

GRANTEE:

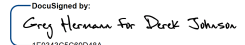
San Luis Obispo Legal Assistance Foundation  
3232 South Higuera Suite 101D  
San Luis Obispo, CA 93401  
Attn: Donna Jones  
donna@slolaf.org

**IN WITNESS WHEREOF**, the parties hereto have executed this agreement by their proper officers duly authorized:

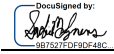
Grantee

By:   
\_\_\_\_\_  
Donna Jones, Executive Director

CITY OF SAN LUIS OBISPO, A MUNICIPAL CORPORATION

By:   
\_\_\_\_\_  
Greg Hermann, Assistant City Manager

APPROVED AS TO FORM:

By:   
\_\_\_\_\_  
Christine Dietrick, City Attorney

## 2023-24 Human Services Grant (formally GIA) Application



**AGENCY:\***

San Luis Obispo Legal Assistance Foundation

**PROJECT/PROGRAM NAME:\***

Senior Legal Services Project

**Address\***

Street Address

3232 S. Higuera St.

Address Line 2

Suite 101D

City

San Luis Obispo

State / Province / Region

CA

Postal / Zip Code

93401

Country

United States

**Email:\***

donna@slolaf.org

(This person will receive notifications regarding grant decisions, contract execution, and reporting requirements)

**WEBSITE:**

www.slolaf.org

**WHO PREPARED THIS APPLICATION:\***

Donna Jones, Executive Director

**PHONE:\***

8055480796

**FEDERAL TAX ID NUMBER:\***

770,335,048

**DATE AGENCY ESTABLISHED:\***

10/28/1992

**AMOUNT OF GRANT REQUEST:\***

\$ 10,000.00

**Please provide your agency's core mission statement (Maximum 50 words)\***

The mission of San Luis Obispo Legal Assistance Foundation is to provide legal services and resources to people in need.

**Briefly describe the program/project or reason you are requesting funds (max 150 words)\***

One of SLOLAF's original programs, Senior Legal Services Project (SLSP) is the only program in SLO County exclusively devoted to providing free legal services to residents aged 60+. SLSP sees clients out of its main office in SLO, makes home visits to homebound and institutionalized clients, and provides community outreach and education throughout the County. SLSP prioritizes seniors who are in greatest economic or social need and are at risk of losing safety, housing, and independence.

SLSP utilizes SLOLAF's four staff attorneys and five volunteer attorneys. Each year SLOLAF fields calls from approximately 1,450 SLO County residents in need of legal assistance or referrals to other resources, 400+ being seniors. SLSP's resulting caseload of 225+ clients each year includes civil matters such as housing preservation, consumer finance, long-term care issues and preparing for incapacity/end-of-life.

**Please describe your grant request in detail (max 250 words)\***

SLSP needs funding to continue serving SLO seniors in need of help with their legal issues. Last fiscal year, SLSP devoted over 1,825 staff and volunteer hours to helping seniors solve their legal problems, serving 232 clients. Though it may seem like our caseload is down from previous years, it is because we are taking on much more complex cases because we now have the staff attorneys to handle them. SLOLAF has another housing program with separate funding that serves certain low-income senior clients; senior clients who are over the income threshold for that program are seen through SLSP. Going forward in FY23-24, we will continue to serve seniors who are having trouble with their government benefits, elder abuse cases and guardianship/conservatorship cases through other separately funded programs as they have allowed us to expand our services. Even with these additional programs assisting seniors in the aforementioned areas, there are still many seniors in need of the other legal services we offer. Based on actual hours so far this year, we estimate spending over 2,000 hours on SLSP this year, serving 225+ SLO County seniors, with approximately 25% being SLO City residents.

We are requesting \$10,000 from the City to help us provide these valuable services our clients cannot afford. The City's funding is important as it provides a required match for our major funder, Area Agency on Aging. Funds are used to support staff needs so we can provide the administrative, staff attorney and outreach services required.

**Itemize how your agency would use the GIA award. \***

(refer back to "Funding Decisions" Section on page 1 on the directions)

The funding would be used to provide funding for staff:

- Our Supervising Legal Assistant services every SLSP client from the administrative end and supports our staff and volunteer attorneys. This position is also bilingual, allowing us to serve the needs of the Spanish-speaking senior population in SLO County.
- Having staff attorneys allows us to service a senior client with an urgent need that can't be met through our very part-time volunteer attorneys, preserving the senior's peace of mind, food security and housing stability. In FY22-23 we committed to having a half-time attorney dedicated to serving our senior clients.
- Our Legal Director oversees the staff and volunteer attorneys, as well as the Supervising Legal Assistant, so funding is needed to cover a pro-rata portion of her salary and benefits.
- To provide funding for outreach. SLOLAF has a Community Housing Advocate who is fully funded through an outside source, but our staff attorneys and Legal Director also spend time doing outreach through webinars, in-person education sessions, etc. In FY22-23, with senior centers finally open again after being shuttered due to the pandemic, SLOLAF started having office hours at the various senior centers around SLO County in an effort to reach more seniors where they are at. Attorneys meet with the seniors to discuss their issues, and if appropriate, set them up with an appointment in the office to handle their legal matter(s).

**Please describe creative approaches your agency takes to achieve the Agency's mission. \***

SLOLAF has traditionally delivered our services as any law firm would – in person. In-person appointments allow us to gauge the client's cognitive capabilities and ensure that they are not being unduly influenced by another. To that end, we offer appointments in our SLO office, in senior centers around the county, and will go to a client's residence or care facility if necessary. The COVID-19 pandemic forced us to deliver services in a very different manner. For the safety of our clients, staff and volunteers, we moved to phone and Zoom appointments. Though not ideal, this delivery method worked well. Due to the constantly fluctuating state of health in our county, we are currently at about 25% in-person appointments and 75% phone appointments. We anticipate that we will never be back to 100% in-person appointments thanks to technology. This is actually a benefit as it allows us to better serve clients who do not have transportation to come to our office for an appointment as we can serve them over the phone or Zoom.

In addition to paid staff attorneys, we use volunteer attorneys (mostly retired) when we can. We provide the office space, malpractice insurance, supplies and administrative support, and they provide breadth of experience. Collectively, our volunteer attorneys donated \$42,000 last year (FY21-22) in professional services. We also regularly utilize Cal Poly pre-law students as interns to assist with case research and have them sit in on case appointments and hearings, providing them with valuable training in the pro bono legal field.

SLOLAF also has three bilingual employees so we can better serve the Spanish-speaking community. Spanish speakers are a large portion of the low-income clients we serve. The addition of our bilingual Outreach Coordinator in FY21-22 amplified our reach in this area. We've seen the percentage of clients who identify as Hispanic increase from 9% in FY19-20 to 22% in FY21-22. It's been a slow process, but building trust with the Hispanic community takes time, and we have the right employees now to do just that.

**Please describe the interaction or collaboration between your Agency and other local non-profits who serve similar clientele. \***

We have an MOU with the Long-Term Care Ombudsman's Office to receive referrals for legal cases and to provide training to their advocates. We work with Adult Protective Services on elder abuse cases they refer to us. Social workers from Hospice SLO and Wilshire Hospice contact us with questions regarding legal issues affecting their clients. Last fiscal year, we did community outreach and education for Los Osos Cares, LTCO, 5 Cities Homeless Coalition, HASLO, CAPSLO, APS, SSVF, Dept. of Social Services, Family Care Network, ECHO, TMHA, SLO Veterans Services Collaborative, The Link, and Central Coast Autism Spectrum Center, and were featured in several interviews on KCBX and KSBY. We did outreach at UndocuSummit and the SLO Women's March. Staff members regularly participate in inter-agency group meetings such as Court Community Partners, the Adult Policy Services Council, Intimate Partner Violence Coalition and Supportive Services for Veteran Families (SSVF). As of 2/1/23 we are absorbing the legal department of Lumina Alliance (formerly Stand Strong + RISE), assisting with the legal issues of survivors of sexual assault and intimate partner violence and continuing to partner with them on our common clients. We are a subcontractor with CAPSLO on their SSVF program, assisting veterans who are homeless or at risk of becoming homeless in an effort to help them make a successful transition to permanent housing.

**How will your program and the citizens of San Luis Obispo benefit as a result of this grant? \***

With continued support from the City of San Luis Obispo, SLSP will be able to continue serving low-income seniors in need. We will continue our work in the following areas and beyond:

- Advising and representing clients who are having housing issues, including eviction, landlord-tenant issues, habitability, accessibility, housing discrimination, and COVID-19 issues. These matters are often complex and require an attorney for resolution.
- Advising and representing clients who are having problems with creditors. Often our clients cannot decipher which communications from creditors are legitimate and which are scams. SLSP's attorneys helps them with these issues, as well as other consumer-related problems.
- Assisting clients in long-term care facilities with appeals when their funding is wrongfully denied and they are going to be discharged, many times leaving them homeless and in need of urgent medical care.
- Educating senior groups about Powers of Attorney and Advanced Health Care Directives, preparing and customizing those documents for individual clients. These documents allow clients to name agents to act for them in the event they become unable to manage their property or to communicate their desires as to the type of medical treatment they receive, giving them peace of mind about the future.

**The HRC has identified their main funding priority as: Homeless prevention including affordable and alternative housing, supportive services and transitional housing. Does your grant request meet this funding priority? \***

Yes  No

**Which other priority of the non-ranked HRC funding priorities does your request support? Please check the appropriate boxes:**

- Hunger and malnutrition prevention
- Supportive physical and mental health services for those in need
- Services for seniors and/or people with disabilities in need
- Supportive and developmental services for children and youth in need
- Services encouraging diversity, equity, and inclusivity in marginalized communities

**What is the project's total budget? \***

\$ 186,589.00

**What is your agency's entire total annual budget? \***

(for the local chapter if a widespread organization)

\$ 1,600,000.00

**What percentage of your agency's entire total annual budget comes from private (non- governmental) donations? \***

15%

**What are those private funding sources?**

Fundraising event, individual donations, community foundation, private foundations

**What percentage of your agency's entire total annual budget comes from public (governmental) donations?**

85%

**What are those public funding sources?**

City & County of SLO, Area Agency on Aging, State Bar of CA, CA Judicial Council, CA Access to Justice Commission, CRLA, subcontract through CAPSLO

**Have you seen growth or decline in your funding sources over the past year?**

Growth

**If so, how much? From what type of sources?**

\$500,000 - new grant programs through CA State Bar, CA Access to Justice Commission, increased grant from Area Agency on Aging

**Did you receive any funds to mitigate financial impacts associated with COVID-19? If so, how much? From what type of sources?**

Not since 2020/21 (PPP Loans and CA Relief at that time)

**Will this grant satisfy a match grant requirement, or leverage funding from another grantor?**

Yes

**If so, how much? From what funding sources?**

All grant funding from the City will be used as part of the required match for our funding through Area Agency on Aging

**Is this grant request for a new program, or continuation of an existing program?**

Continuation of existing program

In the table below briefly list 1-3 methods of evaluation and indicators of success.

Methods of Evaluation	Indicators of Success
Tracking Attendance (Sample answer) Track # of seniors receiving legal assistance	100 Attendees Per Session (Sample answer) 225+ seniors served county-wide, 25% in SLO
Tracking Attendance (Sample answer) Track # of seniors referred to other resources	100 Attendees Per Session (Sample answer) Firm information on # of calls we refer out
Tracking Attendance (Sample answer) Track # of hours of legal service provided	100 Attendees Per Session (Sample answer) 2,000+ hours of legal work serving seniors
Tracking Attendance (Sample answer) Client Satisfaction Surveys	100 Attendees Per Session (Sample answer) Satisfied clients who had their issue addressed

Using the chart below briefly explain if your agency plans to collaborate with other agencies and partners on this project. Give specific examples and specify other collaborators:

Name of Partner	Activity/Service They Provide for This Project
ABC Dance Club (Sample answer) Adult Protective Services	Free Use of Dance Hall (Sample answer) Provide case referrals for senior legal issues
ABC Dance Club (Sample answer) Long-Term Care Ombudsman	Free Use of Dance Hall (Sample answer) Provide referrals for long-term care and nursing home cases



ABC Dance Club (Sample answer)  
SLO District Attorney

Free Use of Dance Hall (Sample answer)  
Provide case referrals for senior legal issues

ABC Dance Club (Sample answer)  
Wilshire Hospice

Free Use of Dance Hall (Sample answer)  
Collaboration on legal alternatives for clients

What is the total number of residents served by your agency and program?

	# of residents served by your program July 2022- June 2023	# of residents served by your agency July 2022- June 2023	Projected # of residents your program will serve July 2023- June 2024	Projected # of residents your agency will serve July 2023- June 2024
City of SLO	50	147	56	160
Outside City	182	528	169	540
<b>limits</b>				
<b>Total Served</b>	232	675	225	700

If your agency is submitting more than one application for a grant, please rank the applications in the order of priority.

Application name

1

Please attach any documents here 1

SLOLAF Organizational Chart + Board of Directors list.pdf 269.23KB

Please attach any documents here 2

SLOLAF 501(c)(3) letter + IRS name change.pdf 81.98KB

Please attach any documents here 3

SLSP Budget FY23-24.pdf 141.58KB

Please attach any documents here 4

SLOLAF Financial Statements FY21-22.pdf 56.04KB

Eligibility Checklist: (Please review the checklist at the beginning of this application and make sure you have followed all guidelines and included all required documents)

Signature



I certify that the information contained in this application is, to the best of my knowledge, true and accurate; that our agency subscribes to the Human Relations Commission's "Statement of Purpose and Bylaws" which creates an environment within the City in which all persons can enjoy equal rights and opportunities regardless of race, religion, sex, national origin, sexual orientation, age, physical, mental or economic status; and that this application is submitted with the Board of Director's full knowledge and endorsement.

**Print Name: \***

Donna Jones

**Title \***

Executive Director

**Signature \***

A rectangular box containing a handwritten signature in cursive script that reads "Donna Jones".

**Date \***

1/27/2023

**Human Services Grant Program  
MID-YEAR REPORT**

**Due: January 10, 2024**

**Organization:** \_\_\_\_\_

**Program:** \_\_\_\_\_

**Administrator's Report:** *(A brief synopsis of the activities of the reporting period, including a statement of the activities, service or programs provided as described in Exhibit B (your grant application) using the Grants-In-Aid provided, and any changes that have occurred during the reporting period.)*

**Statistical Report:** *(This section should include the number of clients served, their cities of origin, the nature of services provided, as well as any other statistics which are kept by the agency. The total number of clients served also should be broken down by the type of service received.)*

**Financial report:** *(A financial statement detailing how the City's grant money has been expended or plan to be expended.)*

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
E-mail

**Please limit to no more than 2 pages.** Once signed, please scan and e-mail to Nestor Veloz-Passalacqua, DEI Manager, (nveloz@slocity.org)

**Human Services Grant Program  
YEAR-END REPORT**

**Due: July 10, 2024**

**Organization:** \_\_\_\_\_

**Program:** \_\_\_\_\_

**Administrator's Report:** *(A brief synopsis of the activities of the reporting period, including a statement of the activities, service or programs provided as described in Exhibit B (your grant application) using the Grants-In-Aid provided, and any changes that have occurred during the reporting period.)*

**Statistical Report:** *(This section should include the number of clients served, their cities of origin, the nature of services provided, as well as any other statistics which are kept by the agency. The total number of clients served also should be broken down by the type of service received.)*

**Financial report:** *(A financial statement detailing how the City's grant money has been expended or plan to be expended.)*

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Signature

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Date

\_\_\_\_\_  
E-mail

**Please limit to no more than 2 pages.** Once signed, please scan and e-mail to Nestor Veloz-Passalacqua, DEI Manager, (nveloz@slcity.org)

**HUMAN RELATIONS COMMISSION AGREEMENT FOR  
HUMAN SERVICES GRANT PROGRAM**

THIS AGREEMENT, dated 5/12/2023 | 6:18 PM PDT for the convenience of the parties hereto, is between the City of San Luis Obispo, a chartered municipal corporation (referred to herein as CITY), and Shower The People (referred to herein as GRANTEE).

**WITNESSETH:**

WHEREAS, GRANTEE has requested CITY to contribute to the Shower the People program as submitted in its application to the CITY on January 27, 2023.

WHEREAS, the Services will be available to residents of the City, thereby serving both a public and municipal purpose.

NOW, THEREFORE, CITY and GRANTEE for and in consideration of the mutual benefits, promises, and agreements set forth herein, do agree as follows:

1. GRANTEE will make its Services, as described in its application (the "Application"), incorporated by reference and attached as Exhibit A, available to CITY residents from July 1, 2023 to June 30, 2024.
2. GRANTEE will provide CITY with a mid-year report, due January 10, 2024, and final program report, due July 10, 2024, summarizing administrative, financial, and client Service activities. Said reports shall be in the form of "Exhibit B," attached hereto.
3. GRANTEE and all its agents, representatives, or participants in any manner in the performance of its obligations and duties hereunder shall be employees, or volunteers for GRANTEE. They shall not, for any purpose, be considered employees or agents of the CITY.
4. GRANTEE agrees to hold CITY harmless and to defend CITY against, from, and in any claim, action, proceeding, or hearing wherein there is an allegation charging liability on the part of the CITY as a result of any act or omission, negligent or otherwise, by GRANTEE.
5. CITY agrees to pay GRANTEE a one-time only grant, in the sum of \$20,000, to be used for the Services as described in the Application. The grant will be paid in one installment when a signed contract is received.
6. The Department Head – Administration may terminate this agreement at his sole discretion, after a public hearing and upon ten (10) days written notice to GRANTEE. Said termination shall be effective thirty (30) days after CITY mails notice of termination of agreement to GRANTEE. Any funds not paid pursuant to paragraph 5 above shall revert to CITY upon said termination.

7. GRANTEE hereby certifies and agrees that it will comply with the Human Relations Committee "Bylaws," which creates an environment within the City in which all persons can enjoy equal rights and opportunities regardless of race, religion, sex, national origin, sexual orientation, age, physical, mental, or economic status.
8. For purposes of notice under this agreement, all notices shall be considered effective upon being sent by certified mail to the following addresses:

CITY:

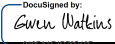
City of San Luis Obispo  
919 Palm Street  
San Luis Obispo, CA 93401  
Attn: Greg Hermann, Assistant City Manager

GRANTEE:


Shower The People  
1133 Vard Loomis Lane  
Arroyo Grande, CA 93420  
Attn: Gwen Watkins  
gwn.watkins@gmail.com

**IN WITNESS WHEREOF**, the parties hereto have executed this agreement by their proper officers duly authorized:


Grantee

By:  \_\_\_\_\_  
Gwen Watkins, President

CITY OF SAN LUIS OBISPO, A MUNICIPAL CORPORATION

By:  \_\_\_\_\_  
Greg Hermann, Assistant City Manager

APPROVED AS TO FORM:

By:  \_\_\_\_\_  
Christine Dietrick, City Attorney

## 2023-24 Human Services Grant (formally GIA) Application

**AGENCY:\***

SHOWER THE PEOPLE

**PROJECT/PROGRAM NAME:\***

SHOWER THE PEOPLE

**Address\***

Street Address

1133 Vard Loomis Ln

Address Line 2

City

Arroyo Grande

Postal / Zip Code

93420

State / Province / Region

CA

Country

San Luis Obispo

**Email:\***

gwn.watkins@gmail.com

(This person will receive notifications regarding grant decisions, contract execution, and reporting requirements)

**WEBSITE:**

showerthepeopleslo.org

**WHO PREPARED THIS APPLICATION:\***

Gwen Watkins

**PHONE:\***

4089148080

**FEDERAL TAX ID NUMBER:\***

821,552,557

**DATE AGENCY ESTABLISHED:\***

5/24/2017

**AMOUNT OF GRANT REQUEST:\***

\$ 20,000.00

**Please provide your agency's core mission statement (Maximum 50 words)\***

Shower the People's mission is to provide access to a hot shower to the homeless in our community.

**Briefly describe the program/project or reason you are requesting funds (max 150 words)\***

Shower the People (STP) is an all-volunteer, non-profit mobile shower program that provides access to a free shower to the homeless in our community. Our shower sites have been a welcoming, safe, clean and reliable spot for the homeless to shower for the past 5 years. Currently we have 4 sites in SLO and one site in Grover Beach. All of our current sites are often at capacity, providing anywhere from 15 to 30+ showers a day, 5 days a week. The number of showers we have provided to date in 2022 is 5,381. In 2021 the Total number of showers given was 3,304. This year's sharp increase was causing us to turn some folks who wanted a shower away at the end of our shift. Our response was to add an additional shower site in San Luis. The new Saturday site has been active since September. The need for showers in our community remains great.

We believe a shower not only helps homeless individuals to be clean and presentable but it also lifts their mood and outlook on life. Some of our regular shower guests hold jobs. Our goal and desire is to continue our shower program in the community as long as it is necessary and useful.

**Please describe your grant request in detail (max 250 words)\***

Our Human Services Grant request is for the funding needed in FY 2023-24 that will allow us to maintain and keep our current shower program operational at our sites in the City of San Luis Obispo.

From January through November 2022 STP has provided shower services to a Total of 5,381 people. In 2021 STP provided showers to 2,824 in the City of San Luis. In 2022 we have provided showers to 4,450 at our sites in San Luis. The large increase in folks wanting showers this year in San Luis persuaded us to open an additional site in San Luis in September. The addition of the Saturday site appears to have been effective in taking the strain off of the other City sites where we were turning some folks away without a shower at the end of the shift.

Our shower program consists of a mobile trailer that has three fully contained private shower units, each with a toilet, mirror and shower. Each guest is able to take a 15 minute shower after which the unit is thoroughly cleaned, sanitized and prepared by our volunteers for the next guest. Our shower guests receive a new T-shirt, new boxers, new socks, a toothbrush/toothpaste, comb, razor and hand disinfectant. The towels and washcloths are provided to us every week by the Arroyo Grande Community Hospital. We use a biodegradable soap and shampoo.

Shower the People is an all-volunteer program. Currently we have 40 volunteers. Most of our volunteers work at our sites, but other folks help in numerous ways; by ordering and storing the products we give away, maintaining our trailer and van, working on communications and our social media, and by collecting and formatting our data. Each site has an onsite driver, supervisor, intake person and 3 cleaners.

Shower the People is governed by a Board of Directors made up of 7 members of our community.

**Itemize how your agency would use the GIA award. \***

(refer back to "Funding Decisions" Section on page 1 on the directions)

85% of our funding in 2022 was used for program/operations costs. These include the new underwear and hygiene products that we give to our shower guests, the gas, propane and maintenance for our mobile shower and van, the trailer and van insurance, disinfectant/gloves/masks, and volunteer recognition and training.

14% of our funding went to administrative costs, liability insurance, software and administrative supplies. 1% went to fundraising software and supplies.

If awarded, our grant funds would be used to cover the cost of operations associated with our City of San Luis sites in FY 2023-24

**Please describe creative approaches your agency takes to achieve the Agency's mission. \***

Shower the People maintains sites that are welcoming, safe, clean and reliable. Our sites are in areas that are accessible to the homeless; near bus routes, main streets, and in parking lots. Our partner churches and County Library in the downtown area of SLO support us by allowing us to use their water and electricity to run our showers and the bathroom facilities for our volunteers. The Methodist Church of SLO allows us to park our trailer/van in their safe parking area at the church. STP is always exploring new places and new ways to provide showers to the homeless.

**Please describe the interaction or collaboration between your Agency and other local non-profits who serve similar clientele. \***



This year Shower the People was part of the Cities Homeless Service Providers Group that met to discuss the Cities Strategic Plan on Homelessness.

The Public Health Department has held two major drives to vaccinate our shower guests at our sites for both flu and COVID. During the last drive this November the public health nurse gave 25 flu and covid shots to our guests.

STP partners with CAPSLO Supportive Services for Veterans, The Salvation Army, Transitions Mental Health, The County Nurse Navigator, and Dignity Health's Street Medicine Team.

Both 40 Prado and 5CHC notify the showers when the warming stations are open. We post a sign to that affect on our Van at the sites.

For the last 4 years Shower the People has offered free showers at the annual Veteran's Stand Down, providing our shower services to the veterans attending the event.

**How will your program and the citizens of San Luis Obispo benefit as a result of this grant? \***

According to the 2022 Point in Time Report there are 1,448 homeless in the County and 80% of them are unsheltered; living in the streets, encampments or in cars. There are no free showers available to the public in the City of San Luis.

Offering a person the opportunity to shower is a simple step to improve that person's life. A 15 minute hot shower with good soap and clean, new underwear to put on afterwards changes and improves an individual's appearance, mood and outlook on life. Being clean leads to better health. Being clean also better allows folks to access stores, community services, churches, apply for jobs or training opportunities, to find housing or to return to their family.

**The HRC has identified their main funding priority as: Homeless prevention including affordable and alternative housing, supportive services and transitional housing. Does your grant request meet this funding priority? \***

Yes  No

**Which other priority of the non-ranked HRC funding priorities does your request support? Please check the appropriate boxes:**

- Hunger and malnutrition prevention
- Supportive physical and mental health services for those in need
- Services for seniors and/or people with disabilities in need
- Supportive and developmental services for children and youth in need
- Services encouraging diversity, equity, and inclusivity in marginalized communities

**What is the project's total budget? \***

\$ 50,000.00

**What is your agency's entire total annual budget? \***

(for the local chapter if a widespread organization)

\$ 50,000.00

**What percentage of your agency's entire total annual budget comes from private (non- governmental) donations? \***

50%

**What are those private funding sources?**

Churches, individual donations, businesses, non-profits

**What percentage of your agency's entire total annual budget comes from public (governmental) donations?**

50%

**What are those public funding sources?**

Cities of Arroyo Grande, Pismo Beach, Grover Beach (new), San Luis Obispo and the County of San Luis Obispo

**Have you seen growth or decline in your funding sources over the past year?**

Growth in governmental funding

**If so, how much? From what type of sources?**

Increase in amounts funded from added grant from City of Grover Beach, increase in other City grants, and an increase in County Grant for a total of \$15,000.

**Did you receive any funds to mitigate financial impacts associated with COVID-19? If so, how much? From what type of sources?**

5Cities Homeless Coalition County Grant funded us \$1,600 toward our PPE expenses

**Will this grant satisfy a match grant requirement, or leverage funding from another grantor?**

No

**If so, how much? From what funding sources?**

**Is this grant request for a new program, or continuation of an existing program?**

Continuation of an existing program.

In the table below briefly list 1-3 methods of evaluation and indicators of success.

**Methods of Evaluation**

**Indicators of Success**

Tracking Attendance (Sample answer)	100 Attendees Per Session (Sample answer)
Tracking # of showers given in City of San Luis Obispo	4,000/year

Using the chart below briefly explain if your agency plans to collaborate with other agencies and partners on this project. Give specific examples and specify other collaborators:

**Name of Partner**

**Activity/Service They Provide for This Project**

ABC Dance Club (Sample answer)	Free Use of Dance Hall (Sample answer)
SLO County Library	Free Shower Site
ABC Dance Club (Sample answer)	Free Use of Dance Hall (Sample answer)
Unitarian Universalist Church of SLO	Free Shower Site twice a week
ABC Dance Club (Sample answer)	Free Use of Dance Hall (Sample answer)
United Church of Christ SLO	Free Shower Site.

What is the total number of residents served by your agency and program?

	<b># of residents served by your program July 2022- June 2023</b>	<b># of residents served by your agency July 2022- June 2023</b>	<b>Projected # of residents your program will serve July 2023- June 2024</b>	<b>Projected # of residents your agency will serve July 2023- June 2024</b>
<b>City of SLO</b>	4,450	same	4,000 to 4,500	same
<b>Outside City limits</b>	933		1,000 - 1,500	

Total Served 5,383

5,000 - 6,000

If your agency is submitting more than one application for a grant, please rank the applications in the order of priority.

**Application name**

1

**Please attach any documents here 1**

STP Org Chart 2022.pdf

1.11MB

**Please attach any documents here 2**

501c3.pdf

297.6KB

**Please attach any documents here 3**

2023 Budget Report.pdf

41.93KB

**Please attach any documents here 4**

STP Financial Statement 2022.pdf

273.09KB

Eligibility Checklist: (Please review the checklist at the beginning of this application and make sure you have followed all guidelines and included all required documents)

**Signature**



I certify that the information contained in this application is, to the best of my knowledge, true and accurate; that our agency subscribes to the Human Relations Commission's "Statement of Purpose and Bylaws" which creates an environment within the City in which all persons can enjoy equal rights and opportunities regardless of race, religion, sex, national origin, sexual orientation, age, physical, mental or economic status; and that this application is submitted with the Board of Director's full knowledge and endorsement.

**Print Name: \***

Gwen Watkins

**Title \***

President

**Signature \***

**Date \***

12/27/2022

**EXHIBIT B**

**Human Services Grant Program  
MID-YEAR REPORT**

**Due: January 10, 2024**

**Organization:** \_\_\_\_\_

**Program:** \_\_\_\_\_

**Administrator's Report:** *(A brief synopsis of the activities of the reporting period, including a statement of the activities, service or programs provided as described in Exhibit B (your grant application) using the Grants-In-Aid provided, and any changes that have occurred during the reporting period.)*

**Statistical Report:** *(This section should include the number of clients served, their cities of origin, the nature of services provided, as well as any other statistics which are kept by the agency. The total number of clients served also should be broken down by the type of service received.)*

**Financial report:** *(A financial statement detailing how the City's grant money has been expended or plan to be expended.)*

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
E-mail

**Please limit to no more than 2 pages.** Once signed, please scan and e-mail to Nestor Veloz-Passalacqua, DEI Manager, (nveloz@slocity.org)

**Human Services Grant Program  
YEAR-END REPORT**

**Due: July 10, 2024**

**Organization:** \_\_\_\_\_

**Program:** \_\_\_\_\_

**Administrator's Report:** *(A brief synopsis of the activities of the reporting period, including a statement of the activities, service or programs provided as described in Exhibit B (your grant application) using the Grants-In-Aid provided, and any changes that have occurred during the reporting period.)*

**Statistical Report:** *(This section should include the number of clients served, their cities of origin, the nature of services provided, as well as any other statistics which are kept by the agency. The total number of clients served also should be broken down by the type of service received.)*

**Financial report:** *(A financial statement detailing how the City's grant money has been expended or plan to be expended.)*

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
E-mail

**Please limit to no more than 2 pages.** Once signed, please scan and e-mail to Nestor Veloz-Passalacqua, DEI Manager, (nveloz@slocity.org)

**HUMAN RELATIONS COMMISSION AGREEMENT FOR  
HUMAN SERVICES GRANT PROGRAM**

THIS AGREEMENT, dated 5/12/2023 | 6:15 PM PDT for the convenience of the parties hereto, is between the City of San Luis Obispo, a chartered municipal corporation (referred to herein as CITY), and Smart Share Housing Solutions, Inc. (referred to herein as GRANTEE).

**WITNESSETH:**

WHEREAS, GRANTEE has requested CITY to contribute to the Affordable Housing Production: ADUs and Waterman Village as submitted in its application to the CITY on January 27, 2023.

WHEREAS, the Services will be available to residents of the City, thereby serving both a public and municipal purpose.

NOW, THEREFORE, CITY and GRANTEE for and in consideration of the mutual benefits, promises, and agreements set forth herein, do agree as follows:

1. GRANTEE will make its Services, as described in its application (the "Application"), incorporated by reference and attached as Exhibit A, available to CITY residents from July 1, 2023 to June 30, 2024.
2. GRANTEE will provide CITY with a mid-year report, due January 10, 2024, and final program report, due July 10, 2024, summarizing administrative, financial, and client Service activities. Said reports shall be in the form of "Exhibit B," attached hereto.
3. GRANTEE and all its agents, representatives, or participants in any manner in the performance of its obligations and duties hereunder shall be employees, or volunteers for GRANTEE. They shall not, for any purpose, be considered employees or agents of the CITY.
4. GRANTEE agrees to hold CITY harmless and to defend CITY against, from, and in any claim, action, proceeding, or hearing wherein there is an allegation charging liability on the part of the CITY as a result of any act or omission, negligent or otherwise, by GRANTEE.
5. CITY agrees to pay GRANTEE a one-time only grant, in the sum of \$8,400, to be used for the Services as described in the Application. The grant will be paid in one installment when a signed contract is received.
6. The Department Head – Administration may terminate this agreement at his sole discretion, after a public hearing and upon ten (10) days written notice to GRANTEE. Said termination shall be effective thirty (30) days after CITY mails notice of termination of agreement to GRANTEE. Any funds not paid pursuant to paragraph 5 above shall revert to CITY upon said termination.

- 7. GRANTEE hereby certifies and agrees that it will comply with the Human Relations Committee "Bylaws," which creates an environment within the City in which all persons can enjoy equal rights and opportunities regardless of race, religion, sex, national origin, sexual orientation, age, physical, mental, or economic status.
- 8. For purposes of notice under this agreement, all notices shall be considered effective upon being sent by certified mail to the following addresses:

CITY:

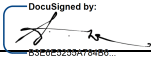
City of San Luis Obispo  
 919 Palm Street  
 San Luis Obispo, CA 93401  
 Attn: Greg Hermann, Assistant City Manager

GRANTEE:

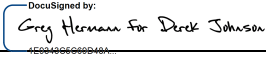
Smart Share Housing Solutions, Inc.  
 PO Box 15034  
 San Luis Obispo, CA 93406  
 Attn: Anne Wyatt  
 anne@smartsharehousingolutions.org

**IN WITNESS WHEREOF**, the parties hereto have executed this agreement by their proper officers duly authorized:

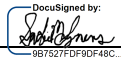
Grantee

By:   
 Anne Wyatt, Executive Director

CITY OF SAN LUIS OBISPO, A MUNICIPAL CORPORATION

By:   
 Greg Hermann, Assistant City Manager

APPROVED AS TO FORM:

By:   
 Christine Dietrick, City Attorney

## 2023-24 Human Services Grant (formally GIA) Application



**AGENCY:\***

Smart Share Housing Solutions, Inc.

**PROJECT/PROGRAM NAME:\***

Affordable housing production: homeshares, ADUs, THOWs and micro village Waterman Village

**Address\***

Street Address

PO Box 15034

Address Line 2

City

San Luis Obispo

Postal / Zip Code

93406

State / Province / Region

CA

Country

US

**Email:\***

anne@smartsharehousingolutions.org

(This person will receive notifications regarding grant decisions, contract execution, and reporting requirements)

**WEBSITE:**

<https://www.smartsharehousingolutions.org/>

**WHO PREPARED THIS APPLICATION:\***

Anne R. Wyatt

**PHONE:\***

8052155474

**FEDERAL TAX ID NUMBER:\***

823,151,265

**DATE AGENCY ESTABLISHED:\***

11/15/2017

**AMOUNT OF GRANT REQUEST:\***

\$ 11,820.00

**Please provide your agency's core mission statement (Maximum 50 words)\***

Mission: Creating Housing Solutions by Connecting People & Homes

Smart Share Housing Solutions aims to use existing resources efficiently, with its three housing programs: HomeShareSLO; ADU SLO and Co-Living Collaborative.

Creative use of existing resources is a core agency ethic.

**Briefly describe the program/project or reason you are requesting funds (max 150 words)\***



Funds are requested to:

1) Continue provision of HomeShareSLO housing services to residents in the city of SLO, assisting mostly lower income single seniors to age in place through renting their extra bedroom. Added rooms at below market rents add to the community's stock of affordable housing and prevent homelessness. Staff time and screening fees are required for client intake, screening, matching and support.

2) Increase production of affordable accessory dwelling units (ADUs) and tiny houses on wheels (THOWs) in backyards. These can provide affordable, energy efficient housing without public subsidy, yet development and construction is daunting. Community workshops in Smart Share's new demonstration THOW in San Luis Obispo will educate and inspire residents.

3) The Waterman Village, twenty 100% affordable homes around a restored historic adobe on Dana St. will house vulnerable residents. Smart Share requests funds for drainage planning to protect the historic adobe and proposed affordable homes.

**Please describe your grant request in detail (max 250 words) \***

HomeShareSLO creates housing by assisting providers with unused bedrooms in choosing a suitable, screened housemate, and establishing a homeshare arrangement. While not limited to low income, 96% of homeshare seekers and 71% of providers are low income. Financial benefits to current SLO City matched clients total roughly \$91,200/yr, in income to providers and savings to seekers. The program requires staff time for outreach and to screen program clients and provide client support. In order to make a homeshare match, 6 to 10 homeshare clients have to be screened, at a cost of approximately \$150-\$200 per intake, or roughly \$2000 per homeshare match.

Smart Share's ADU SLO program will be "showing off" its new demonstration tiny house on wheels (THOW) from roughly March to December 2023 at the SLO Grange Hall on Broad St. Smart Share has welcomed thousands of visitors into ADUs and THOWs at multiple past events and demonstrations, including its 2019 Tiny House Expo. Activities have inspired and assisted City residents to construct ADUs. Grant funding would support 10 educational workshops in 2023, free to City residents.

The Waterman Village is under development in a prime central location at 466 Dana St. In addition to restoring the existing boarded up Rosa Butron de Canet adobe into a lively community hub, the project will create 20 efficient, affordable homes for City working people and seniors. The site sits near the confluence of two rivers in a floodplain, so drainage planning is essential.

**Itemize how your agency would use the GIA award. \***

(refer back to "Funding Decisions" Section on page 1 on the directions)

HomeShareSLO:

Client Screening fees \$42 x 15 SLO City resident client intakes=\$630;

Intake processing 15 City residents@ \$150 (5 staff hrs @\$30/hr) per application=\$2250

Matching and match monitoring support for 5-15 SLO City matched clients=18 staff hours @\$30/hr=\$540;

TOTAL \$3420

ADU Workshops x 10

Outreach/PR- 3 hrs/event@\$35/hr=\$105

Planning/coordination: 3 hrs/event@\$35/hr=\$105

Materials/supplies: \$100/event

Site prep/GUILD HALL fees: \$300 for 3events larger than 25=\$900

Event costs: 2 staff x 4 hrs@\$35/hr=\$280

Total: \$590/event x 10 events=\$5900 plus use fees for larger events \$900=\$6800 total, and this request is for 50% of total event costs=\$3400.

Waterman Village drainage plans: architectural rendering and civil engineering fees, expected to be in the range of \$8,000 to \$15,000, and this request is for \$5000 grant contribution toward costs.

Total request: \$11,820

**Please describe creative approaches your agency takes to achieve the Agency's mission. \***

SmartShare programs find creative ways to work with existing housing stock and developed parcels to better meet the needs of our community, whether through changing the way we live in homes or through adapting our homes in cost-effective ways to house more people affordably.

Homesharing makes use of underutilized rooms to create a safe home for housing seekers priced out of the local market, while helping homeowners and renters with an extra bedroom to age in place by bringing much-needed income and social connections to their daily life. Creating a successful homeshare match is a human-based, time-intensive challenge, but when a stable match is achieved, a 3 bd/2 ba home housing one isolated senior has become a comfortable home for two residents, each with their own private living space, plus opportunity to connect and help each other. Homesharing fills a critical gap particularly for vulnerable clients, senior women and the disabled, who don't feel confident or safe using Craigslist to find a housemate. The program helps seniors age-in-place, promotes better health, lowers isolation and allows pets to have homes, too. As a result clients show a reduced need for health and social services and other city services.

Empty backyards and underutilized garages provide further opportunities for creative approaches to recast them into housing as ADUs and JADUs and spaces to park a tiny house on wheels. City owned parcels, such as the Waterman Village's Rosa Butron de Canet adobe at 466 Dana St, offer opportunities for urban infill and historic structure adaptive re-use and present opportunities for sustainable living centers and co-living.

**Please describe the interaction or collaboration between your Agency and other local non-profits who serve similar clientele. \***

Smart Share collaborates and shares resources with many national, statewide, county and city nonprofit agencies and government entities. Agency staff sit on and participate in HSOC Housing Committee, Housing Consortium, Area Agency for the Aging, Adult Services Policy Council, Housing Trust Fund, National Shared Housing Resource Center, Casita Coalition and other homeless service, housing and senior serving networks sharing technical resources, meeting spaces, referrals, outreach, training, education and support.

Additionally, staff meet regularly with and collaborate with Wilshire Community Services, Hospice SLO, SLO Village, Ecologists and Alzheimers Association, which have similar clients and interests. Smart Share is partnering with the SLO Guild Hall on the demonstration tiny home project and workshops.

Importantly, none of the programs offered by Smart Share duplicate any other local programs or services.

**How will your program and the citizens of San Luis Obispo benefit as a result of this grant? \***

Funding will continue support for housing and homeless prevention programs and allow Smart Share to continue serving SLO City residents to find affordable housing, and those who seek our services to find a screened housemate and assistance in setting up a homeshare arrangement. It will help us support the existing homeshare matches in SLO that bring financial benefits to participants of \$91,200/yr, while improving their quality of life (81% report better quality of life, 92% are able to live more affordably, 85% say homesharing has been a good or great experience.)

It will also provide support to help guide City residents in providing housing on existing lots in the form of ADUs and THOWs and for new housing projects in development, such as Waterman Village, a 100% low-income affordable, car-free, housing micro-village, neighborhood park and historic adaptive reuse project, bringing use to a long vacant and derelict historic resource in the City's central core.

**The HRC has identified their main funding priority as: Homeless prevention including affordable and alternative housing, supportive services and transitional housing. Does your grant request meet this funding priority? \***

Yes  No

**Which other priority of the non-ranked HRC funding priorities does your request support? Please check the appropriate boxes:**

- Hunger and malnutrition prevention
- Supportive physical and mental health services for those in need
- Services for seniors and/or people with disabilities in need
- Supportive and developmental services for children and youth in need
- Services encouraging diversity, equity, and inclusivity in marginalized communities

**What is the project's total budget? \***

\$ 11,820.00

**What is your agency's entire total annual budget? \***

(for the local chapter if a widespread organization)

\$ 152,000.00

**What percentage of your agency's entire total annual budget comes from private (non- governmental) donations? \***

60%

**What are those private funding sources?**

more than 200 private donors; church/faith based; foundation; agency reserves

**What percentage of your agency's entire total annual budget comes from public (governmental) donations?**

40%

**What are those public funding sources?**

State of CA (CalHome); County of San Luis Obispo (CBO/ARPA), City of Arroyo Grande (ARPA), City of Plsma Beach, City of San Luis Obispo

**Have you seen growth or decline in your funding sources over the past year?**

growth

**If so, how much? From what type of sources?**

The ADU SLO program received ARPA funding from the City of Arroyo Grande--3 year funding of \$38,000, and the Waterman Village project received pre-development funding and pledges of approximately \$800,000 from more than 200 private donors and \$50,000 from the County of San Luis Obispo

**Did you receive any funds to mitigate financial impacts associated with COVID-19? If so, how much? From what type of sources?**

The agency received no covid mitigation funds in the last fiscal year. The agency did receive roughly \$25,000 to help support operations in 2020/21.

**Will this grant satisfy a match grant requirement, or leverage funding from another grantor?**

Yes and Yes

**If so, how much? From what funding sources?**

This funding is essential to provide the match requirement for our CalHome grant for homesharing, as the state funding requires a one-to-one match. Also,private donor pledges for the Waterman Villlage require match funding from the City. The ADU educational workshop funding will be leveraged with contract funding from 3C-REN, which will allow for reduced planning and publicity costs for the City supported events.

**Is this grant request for a new program, or continuation of an existing program?**

New projects--ADU SLO demonstration THOW workshops and Waterman Villlage development; Exiting program--Homeshareslo

In the table below briefly list 1-3 methods of evaluation and indicators of success.

**Methods of Evaluation**

**Indicators of Success**

Tracking Attendance (Sample answer)

100 Attendees Per Session (Sample answer)

tracking attendance

12 SLO City resident attendees per session

Tracking Attendance (Sample answer)

100 Attendees Per Session (Sample answer)

clients screened & signed up for Homesharing

15 clients screened & signed up

Tracking Attendance (Sample answer)

100 Attendees Per Session (Sample answer)

matched in homeshares

5 SLO City homeshare matches

Using the chart below briefly explain if your agency plans to collaborate with other

agencies and partners on this project. Give specific examples and specify other collaborators:

Name of Partner	Activity/Service They Provide for This Project
ABC Dance Club (Sample answer) SLO Guild Hall	Free Use of Dance Hall (Sample answer) Free use of parking space for demonstration THOW
ABC Dance Club (Sample answer) 3C-REN	Free Use of Dance Hall (Sample answer) Contract funding for energy efficient housing workshops in demonstration THOW
ABC Dance Club (Sample answer) County of San Luis Obispo	Free Use of Dance Hall (Sample answer) Additional funding for the Waterman Village pre-development expenses

What is the total number of residents served by your agency and program?

	# of residents served by your program July 2022- June 2023	# of residents served by your agency July 2022- June 2023	Projected # of residents your program will serve July 2023- June 2024	Projected # of residents your agency will serve July 2023- June 2024
City of SLO	90	90	160	160
Outside City limits	230	230	450	450
<b>Total Served</b>	<b>320</b>	<b>320</b>	<b>610</b>	<b>610</b>

If your agency is submitting more than one application for a grant, please rank the applications in the order of priority.

**Application name**

1

**Please attach any documents here 1**

Org Chart & BOD.pdf	293.13KB
Dec 2022 P&L(1).pdf	39.79KB
Dec 2022 Bal Sheet(1).pdf	37KB
2022 Cash Flow(1).pdf	34.44KB
IRS-tax-exempt-determination--Smart Share .pdf	410.98KB
Smart Share Estimated Project Budget.pdf	230.39KB

**Please attach any documents here 2**

**Please attach any documents here 3**

**Please attach any documents here 4**

have followed all guidelines and included all required documents)

## Signature



I certify that the information contained in this application is, to the best of my knowledge, true and accurate; that our agency subscribes to the Human Relations Commission's "Statement of Purpose and Bylaws" which creates an environment within the City in which all persons can enjoy equal rights and opportunities regardless of race, religion, sex, national origin, sexual orientation, age, physical, mental or economic status; and that this application is submitted with the Board of Director's full knowledge and endorsement.

**Print Name: \***

Anne R. Wyatt

**Title \***

Executive Director

**Signature \***

A handwritten signature in black ink, appearing to read "Anne R. Wyatt", written on a light gray rectangular background.

**Date \***

1/20/2023

**Human Services Grant Program  
MID-YEAR REPORT**

**Due: January 10, 2024**

**Organization:** \_\_\_\_\_

**Program:** \_\_\_\_\_

**Administrator's Report:** *(A brief synopsis of the activities of the reporting period, including a statement of the activities, service or programs provided as described in Exhibit B (your grant application) using the Grants-In-Aid provided, and any changes that have occurred during the reporting period.)*

**Statistical Report:** *(This section should include the number of clients served, their cities of origin, the nature of services provided, as well as any other statistics which are kept by the agency. The total number of clients served also should be broken down by the type of service received.)*

**Financial report:** *(A financial statement detailing how the City's grant money has been expended or plan to be expended.)*

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
E-mail

**Please limit to no more than 2 pages.** Once signed, please scan and e-mail to Nestor Veloz-Passalacqua, DEI Manager, (nveloz@slocity.org)

**Human Services Grant Program  
YEAR-END REPORT**

**Due: July 10, 2024**

**Organization:** \_\_\_\_\_

**Program:** \_\_\_\_\_

**Administrator's Report:** *(A brief synopsis of the activities of the reporting period, including a statement of the activities, service or programs provided as described in Exhibit B (your grant application) using the Grants-In-Aid provided, and any changes that have occurred during the reporting period.)*

**Statistical Report:** *(This section should include the number of clients served, their cities of origin, the nature of services provided, as well as any other statistics which are kept by the agency. The total number of clients served also should be broken down by the type of service received.)*

**Financial report:** *(A financial statement detailing how the City's grant money has been expended or plan to be expended.)*

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Name

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Date

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E-mail

**Please limit to no more than 2 pages.** Once signed, please scan and e-mail to Nestor Veloz-Passalacqua, DEI Manager, (nveloz@slcity.org)

**HUMAN RELATIONS COMMISSION AGREEMENT FOR  
HUMAN SERVICES GRANT PROGRAM**

THIS AGREEMENT, dated 5/30/2023 | 11:24 AM PDT for the convenience of the parties hereto, is between the City of San Luis Obispo, a chartered municipal corporation (referred to herein as CITY), and United Way of San Luis Obispo County (referred to herein as GRANTEE).

**WITNESSETH:**

WHEREAS, GRANTEE has requested CITY to contribute to the 211 SLO County program as submitted in its application to the CITY on January 27, 2023.

WHEREAS, the Services will be available to residents of the City, thereby serving both a public and municipal purpose.

NOW, THEREFORE, CITY and GRANTEE for and in consideration of the mutual benefits, promises, and agreements set forth herein, do agree as follows:

1. GRANTEE will make its Services, as described in its application (the "Application"), incorporated by reference and attached as Exhibit A, available to CITY residents from July 1, 2023 to June 30, 2024.
2. GRANTEE will provide CITY with a mid-year report, due January 10, 2024, and final program report, due July 10, 2024, summarizing administrative, financial, and client Service activities. Said reports shall be in the form of "Exhibit B," attached hereto.
3. GRANTEE and all its agents, representatives, or participants in any manner in the performance of its obligations and duties hereunder shall be employees, or volunteers for GRANTEE. They shall not, for any purpose, be considered employees or agents of the CITY.
4. GRANTEE agrees to hold CITY harmless and to defend CITY against, from, and in any claim, action, proceeding, or hearing wherein there is an allegation charging liability on the part of the CITY as a result of any act or omission, negligent or otherwise, by GRANTEE.
5. CITY agrees to pay GRANTEE a one-time only grant, in the sum of \$6,850, to be used for the Services as described in the Application. The grant will be paid in one installment when a signed contract is received.
6. The Department Head – Administration may terminate this agreement at his sole discretion, after a public hearing and upon ten (10) days written notice to GRANTEE. Said termination shall be effective thirty (30) days after CITY mails notice of termination of agreement to GRANTEE. Any funds not paid pursuant to paragraph 5 above shall revert to CITY upon said termination.



7. GRANTEE hereby certifies and agrees that it will comply with the Human Relations Committee "Bylaws," which creates an environment within the City in which all persons can enjoy equal rights and opportunities regardless of race, religion, sex, national origin, sexual orientation, age, physical, mental, or economic status.
  
8. For purposes of notice under this agreement, all notices shall be considered effective upon being sent by certified mail to the following addresses:

CITY:


City of San Luis Obispo  
919 Palm Street  
San Luis Obispo, CA 93401  
Attn: Greg Hermann, Assistant City Manager

GRANTEE:

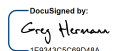
United Way of San Luis Obispo County  
1288 Morro Street, Suite #10  
San Luis Obispo, CA 93401  
Attn: Linda Wingert  
lindawingert@unitedwayslo.org

**IN WITNESS WHEREOF**, the parties hereto have executed this agreement by their proper officers duly authorized:

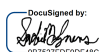
Grantee

By:   
\_\_\_\_\_  
Linda Wingert, CEO

CITY OF SAN LUIS OBISPO, A MUNICIPAL CORPORATION

By:   
\_\_\_\_\_  
Greg Hermann, Assistant City Manager

APPROVED AS TO FORM:

By:   
\_\_\_\_\_  
Christine Dietrick, City Attorney

## 2023-24 Human Services Grant (formally GIA) Application



**AGENCY:\***

United Way of San Luis Obispo County

**PROJECT/PROGRAM NAME:\***

211 SLO County

**Address\***

Street Address

1288 Morro Street, Suite #10

Address Line 2

City

San Luis Obispo

State / Province / Region

CA

Postal / Zip Code

93401

Country

USA

**Email:\***

[lindawingert@unitedwayslo.org](mailto:lindawingert@unitedwayslo.org)

(This person will receive notifications regarding grant decisions, contract execution, and reporting requirements)

**WEBSITE:**

[www.211slo.org](http://www.211slo.org)

**WHO PREPARED THIS APPLICATION:\***

Linda Wingert

**PHONE:\***

8055411234

**FEDERAL TAX ID NUMBER:\***

953,459,538

**DATE AGENCY ESTABLISHED:\***

1/5/1980

**AMOUNT OF GRANT REQUEST:\***

\$ 15,000.00

**Please provide your agency's core mission statement (Maximum 50 words)\***

United Way of San Luis Obispo County's mission is to foster structural change by addressing root causes in order to safeguard the future of our community. Our vision is a strong, healthy, compassionate community that gives youth the foundation to thrive and succeed.

**Briefly describe the program/project or reason you are requesting funds (max 150 words)\***

211 SLO County brings people and services together. Free, confidential 211 calls and text messages are answered by knowledgeable, bilingual contact specialists who provide 24-hour referrals and support to those in need of health and human services. When possible, callers are given three referrals for each need they present; this could include shelter, housing, food, health care, transportation, or information pertaining to a local disaster. Callers in crisis or with immediate mental health needs are connected via a warm transfer to appropriate support lines, where trained volunteers and staff are prepared to give more personal help. Individuals and families are connected with important services and programs, giving them the support they need to be productive and healthy community members. All resources are also available online through the public resource directory at [211slo.org](http://211slo.org). People in need can also receive resource information via text by messaging your zip code to 898211.

**Please describe your grant request in detail (max 250 words)\***

A City of SLO HRC grant will support increased operational and personnel costs for 211 SLO County. It is our goal to retain our current staffing levels to ensure quality and accuracy of the resource database.

Local 211 calls and texts are answered by trained contact specialists at a call center in Ventura County operated by Interface Children and Family Services (ICFS). The contracted cost has increased over the last four years due to increased call volume during the pandemic, personnel costs and system improvements. Additionally, our 211 statewide network funding has decreased.

Since 2010, 211 SLO County has received over 64,000 calls. In the past four years, an average of about 30% of calls are from the City of SLO including Cal Poly. 211 SLO County telephone and database software is entirely cloud-based, making it available even in times of disaster. Texting was introduced in 2017, and since then we have seen an increase in use of 2-way texts with 100 anticipated for this year. Users text their zip code to 898211 to begin the request for referrals.

There are over 1,200 active agencies and over 2,000 active programs listed in the 211 SLO County database. A full-time Database Manager maintains the data and assists local agencies with updating and verifying their resources. 211 resource data is available through the public database at 211slo.org. Both a guided search and keyword search are available.

**Itemize how your agency would use the GIA award. \***

(refer back to "Funding Decisions" Section on page 1 on the directions)

\$ 10,000 - Contract with Call Center (operating costs)

\$ 5,000 - 211 Database Software

**Please describe creative approaches your agency takes to achieve the Agency's mission. \***

211 SLO County helps the most vulnerable populations in our community by connecting them to local services, and helping them navigate the social services network. 211 also uses a short-code text system to provide easily accessible information. For example, one could text 'PSPS' to 211211 to get info about Public Safety Power Shutoffs, including tools to see if their residence could be affected, and find accessible resources if they are in a shutoff zone. 211 provides more than just a phone call; it provides an array of services dedicated to helping others connect to the services they need. We also partner with local jurisdictions in times of disaster to support and assist emergency response efforts.

**Please describe the interaction or collaboration between your Agency and other local non-profits who serve similar clientele. \***

United Way of San Luis Obispo County works closely with local nonprofit agencies to ensure that contact resource specialists are providing accurate referrals. Additionally, we have established partnerships with several local agencies which provide community referrals including: Lumina Alliance and Transitions Mental Health Association crisis clients who are gracefully handled with a "warm transfer" from 211, where the call specialist dials the number, staying with the client as the call is transferred.

Because of the sporadic nature of SLO County weather, overnight warming centers are only open when certain conditions are met. The following agencies all notify 211 when warming centers will be open. Clients unsure if the warming center is open can call 211 or text "SLOCountyWarm" to confirm. Partners include Community Action Partnership of San Luis Obispo County (CAPSLO), Los Osos Cares and 5Cities Homeless Coalition.

United Way partners with the following agencies for implementation of our public awareness campaign for 211 SLO County including agency education and updating of agency records: PG&E, County of SLO, City of SLO, KSBY, and American General Media.

Additionally, the SLO County Office of Emergency Services (OES) uses 211 in tandem with the Reverse 911 system. In the event of a disaster, OES personnel has been trained to provide updates to the system, so that call specialists are able to provide feedback to concerned citizens – without tying up the 911 phone line for non-emergency situations.

**How will your program and the citizens of San Luis Obispo benefit as a result of this grant? \***

211 provides information and resource referrals for the top priority funding areas identified by the City of SLO HRC including Housing, Hunger and malnutrition prevention, Supportive physical and mental health services, Services for seniors, veterans and people with disabilities, Supportive, developmental, and care services for children and youth in need, and Services encouraging diversity, equity, and inclusivity in marginalized communities, including access to language services. Approximately 1,500 residents in the City of SLO called 211 last year and received the information and referrals they needed.

When an individual or family needs assistance, often multiple types of help are needed. By calling 211, community members are connected to critical resources and helped to navigate the thousands of resources available to residents. Callers are provided referrals to as many different agencies or services as necessary to ensure their needs are met.

As a result of this grant, 211 SLO County will be sustained and strengthened, therefore providing expanded information and referrals to much needed resources to the residents of San Luis Obispo.

**The HRC has identified their main funding priority as: Homeless prevention including affordable and alternative housing, supportive services and transitional housing. Does your grant request meet this funding priority? \***

Yes  No

**Which other priority of the non-ranked HRC funding priorities does your request support? Please check the appropriate boxes:**

- Hunger and malnutrition prevention
- Supportive physical and mental health services for those in need
- Services for seniors and/or people with disabilities in need
- Supportive and developmental services for children and youth in need
- Services encouraging diversity, equity, and inclusivity in marginalized communities

**What is the project's total budget? \***

\$ 132,563.00

**What is your agency's entire total annual budget? \***

(for the local chapter if a widespread organization)

\$ 1,349,016.89

**What percentage of your agency's entire total annual budget comes from private (non- governmental) donations? \***

93

**What are those private funding sources?**

Individuals, employees, corporations, and special events

**What percentage of your agency's entire total annual budget comes from public (governmental) donations?**

7

**What are those public funding sources?**

State, County and City governments

**Have you seen growth or decline in your funding sources over the past year?**

Yes

**If so, how much? From what type of sources?**

a decline of about \$140,000 from individuals, employees and corporations

**Did you receive any funds to mitigate financial impacts associated with COVID-19? If so, how much? From what type of sources?**

Yes, PPP-\$71,500, ERC-\$84,000

**Will this grant satisfy a match grant requirement, or leverage funding from another grantor?**

No

**If so, how much? From what funding sources?**

**Is this grant request for a new program, or continuation of an existing program?**

Continuation of Existing Program

In the table below briefly list 1-3 methods of evaluation and indicators of success.

Methods of Evaluation	Indicators of Success
Tracking Attendance (Sample answer)	100 Attendees Per Session (Sample answer)
Number of Calls Received	5000
Tracking Attendance (Sample answer)	100 Attendees Per Session (Sample answer)
Use of Online Resource Directory	6000
Tracking Attendance (Sample answer)	100 Attendees Per Session (Sample answer)
Referral to applicable services	75% of callers requesting referrals receiving at least one

Using the chart below briefly explain if your agency plans to collaborate with other agencies and partners on this project. Give specific examples and specify other collaborators:

Name of Partner	Activity/Service They Provide for This Project
ABC Dance Club (Sample answer)	Free Use of Dance Hall (Sample answer)
United Ways of California	Administrative and Operational support and networking

What is the total number of residents served by your agency and program?

	# of residents served by your program July 2022- June 2023	# of residents served by your agency July 2022- June 2023	Projected # of residents your program will serve July 2023- June 2024	Projected # of residents your agency will serve July 2023- June 2024
<b>City of SLO</b>	6652	13312	6700	14000
<b>Outside City</b>	14138	28286	15000	30000
<b>limits</b>				
<b>Total Served</b>	20790	41598	21700	44000

If your agency is submitting more than one application for a grant, please rank the applications in the order of priority.

**Application name**

1

**Please attach any documents here 1**

UWSLO Board Roster and Org Chart 2023.pdf

198.67KB

**Please attach any documents here 2**

5 IRS 501c3 Letter.pdf

36.93KB

**Please attach any documents here 3**

211 City of SLO GIA Grant Application - Program Budget FY 2023-2024.pdf

103.5KB

**Please attach any documents here 4**

UWSLOCFinancialAudit2022.pdf

851.25KB

Eligibility Checklist: (Please review the checklist at the beginning of this application and make sure you have followed all guidelines and included all required documents)

**Signature**



I certify that the information contained in this application is, to the best of my knowledge, true and accurate; that our agency subscribes to the Human Relations Commission's "Statement of Purpose and Bylaws" which creates an environment within the City in which all persons can enjoy equal rights and opportunities regardless of race, religion, sex, national origin, sexual orientation, age, physical, mental or economic status; and that this application is submitted with the Board of Director's full knowledge and endorsement.

**Print Name: \***

Linda Wingert

**Title \***

Chief Operations Officer

**Signature \***

**Date \***

1/27/2023

# Exhibit B

## Human Services Grant Program MID-YEAR REPORT

**Due: January 10, 2024**

**Organization:** \_\_\_\_\_

**Program:** \_\_\_\_\_

**Administrator's Report:** *(A brief synopsis of the activities of the reporting period, including a statement of the activities, service or programs provided as described in Exhibit B (your grant application) using the Grants-In-Aid provided, and any changes that have occurred during the reporting period.)*

**Statistical Report:** *(This section should include the number of clients served, their cities of origin, the nature of services provided, as well as any other statistics which are kept by the agency. The total number of clients served also should be broken down by the type of service received.)*

**Financial report:** *(A financial statement detailing how the City's grant money has been expended or plan to be expended.)*

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
E-mail

**Please limit to no more than 2 pages.** Once signed, please scan and e-mail to Nestor Veloz-Passalacqua, DEI Manager, (nveloz@slocity.org)

**Human Services Grant Program  
YEAR-END REPORT**

**Due: July 10, 2024**

**Organization:** \_\_\_\_\_

**Program:** \_\_\_\_\_

**Administrator's Report:** *(A brief synopsis of the activities of the reporting period, including a statement of the activities, service or programs provided as described in Exhibit B (your grant application) using the Grants-In-Aid provided, and any changes that have occurred during the reporting period.)*

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\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

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Phone

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Signature

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Date

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