

# Overview

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**Case Id:** 30261

**Name:** Community Action Partnership of San Luis

**Address:** 46 Prado Road, San Luis Obispo, CA 93401

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## Overview

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Please provide the following information.



County of San Luis  
Obispo  
Public Service Grants  
Program

Department of Social Services  
Adult and Homeless Services Branch  
PO Box 8119  
San Luis Obispo, CA 93403-8119  
[SS\\_HomelessGrants@co.slo.ca.us](mailto:SS_HomelessGrants@co.slo.ca.us)

For each Public Services (including Minor Home Repair) funding source, an overview is available that includes program description, federal award information, eligible applicants, eligible activities, eligible beneficiaries, and reporting in the County of San Luis Obispo Notice of Funding Availability, 2025 Action Plan:

- Section II.C for Community Development Block Grant (CDBG) Overview
- Section II.D for Emergency Solutions Grant (ESG) Overview
- Section II.E for HOME-TBRA Investment Partnerships Program (HOME) Overview
- Section II.F for Permanent Local Housing Allocation (PLHA) Overview
- Section II.H for General Fund Support (GFS) Overview

## A. Applicant Information

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Case Id: 30261

Name: Community Action Partnership of San Luis

Address: 46 Prado Road, San Luis Obispo, CA 93401

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### A. Applicant Information

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Please provide the following information.

#### PRIMARY APPLICANT INFORMATION-LEAD AGENCY

##### A.1. Organization Name

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

##### A.2. Type of Organization

Non-Profit

##### A.2.b. Please upload the following documentation:

Attachment A - Proof of Active SAM.gov Registration **\*Required**

*\*\*No files uploaded*

##### A.3. UEI Number: For more information, visit [SAM.GOV](https://sam.gov)

GBL8FWWWCLC5

##### A.4. Address

1030 Southwood Drive San Luis Obispo, CA 93401

##### A.5. Is the organization faith based?

No

##### A.6. Date of Incorporation

12/09/1965

##### A.6.a. Please upload the following documentation:

Attachment B – Incorporation Documents **\*Required**

*\*\*No files uploaded*

Attachment C – Organization Mission Statement **\*Required**

*\*\*No files uploaded*

**A.7. Required Acknowledgement of Insurance Requirements. Has your organization read and understood the insurance requirements listed in “Example Exhibit D – General Conditions” in the Library?**

Yes

##### A.8. Annual Operating Budget

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\$119,771,028.00

**A.9. Number of Paid Staff**

947

**A.10. Number of Volunteers**

681

**CONTACT INFORMATION**

**A.11. Contact Person Name**

Elizabeth "Biz" Steinberg

**A.12. Contact Person Title**

Chief Executive Officer

**A.13. Phone Number**

(805) 544-4355

**A.14. Email**

esteinberg@capslo.org

## B. Applicant Capacity

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## B. Applicant Capacity

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Please provide the following information.

### **B.1. Describe the organization's history of receiving and managing grants from County/State/Federal sources.**

In addition to the majority of the agency's funding through the federal Office of Head Start, CAPSLO has long history of receiving and managing grants to address unmet needs for the homeless. It has annually received the following County of SLO grants: CDBG since 2002, ESG funding since 2004, General Fund since 2012, and more recently Coordinated Entry, CESH, PLHA, HHAP and HOME-ARP grants. As the county's designated Community Action Agency, CAPSLO receives State funding through the Community Services Block Grant from the CA Community Services District. In 2017, CAPSLO was awarded a federal Substance Abuse and Mental Health Services Administration (SAMHSA) grant for providing services to dual-diagnosed, chronically homeless individuals in its SLO-Hub program, one of only 20 grants awarded nationally. In 2024, SLO-Hub was funded for another five-year cycle.

### **B.2. Describe how the organization participates in HMIS, Coordinated Entry, and the San Luis Obispo County Continuum of Care.**

CAPSLO has been the Management Entity for the SLO Continuum of Care (CoC) Coordinated Entry System (CES) since 2016, often taking a leadership role in assisting other agencies as they have joined in recent years. In addition to the Coordinated Entry assessment, the CoC partners provide a comprehensive spectrum of services for those experiencing or at risk of homelessness, including outreach, shelter, housing navigation, and supportive services. Last year CAPSLO transitioned all CES activities from the CAPSLO internal database to the SLO CoC HMIS system. This grant year, CAPSLO will employ additional staffing to better fulfill CES's needs, such as implementing a Community Queue that makes shelter program referrals. CAPSLO worked closely with the SLO CoC to establish the first officially designated HSOC Coordinated Entry Committee, which will continue to provide guidance and oversight. At the same time, CAPSLO revises the CES guidance and policies. CAPSLO will work with SLO County DSS and HSOC to reach out to other homeless services providers to expand SLO CoC CES.

### **B.3. Briefly describe your organization's auditing requirements, including those for the proposed project. As outlined in 2 CFR § 200.500 and 24 CFR § 5.801**

CAPSLO undergoes an agency-wide, rigorous audit process annually by the firm of Brown Armstrong Certified Public Accountants. The process includes inquiry and observation to understand and evaluate CAPSLO's internal controls, confirmations, interim testing and compliance audits, and substantive procedural analysis. Critical audit areas include compliance with federal and state awards, expenses for program and support services, accounts payable and accrued liabilities, program revenue and unearned deferred revenue, cash, property and equipment, and long-term debt. A summary of the audit is formally presented by Brown Armstrong to both the Audit and Finance Committees of the Board, as well as the full Board of Directors and senior management. Additionally, CAPSLO Homeless Services participates in County of San Luis Obispo CDBG and other HUD program reviews and desk audits as required.

#### **B.3.a. Please upload the following documentation:**

Attachment D - Most Recent Audit \*Required

*\*\*No files uploaded*

**B.4. Describe the organization's experience delivering related programs/projects.**

In 1989, CAPSLO established its Homeless Services Division, providing day services, overnight sheltering, case management and a variety of other services using Whole Person Care to meet the needs of homeless individuals and families in SLO County. For example, CAPSLO opened the County's first Warming Center in 2009 and the first Safe Parking Program in 2010. Since 2017 its SLO-Hub program has offered counseling and addiction services to dual diagnosed individuals. In 2019, CAPSLO completed construction and began operating the new 40 Prado Homeless Services Center (40P HSC), offering day and night emergency shelter services, meals, showers, health screenings at the on-site clinic, recuperative care for those recently released from the hospital, animal kennels, a community garden, internet access, and a mail and message center to facilitate job searches. CAPSLO adheres to Housing First, Low Barrier, Harm Reduction, and Trauma-Informed Care approaches. CAPSLO also operates the Supportive Services for Veteran Families (SSVF) Program which is designed to provide a range of supportive services to address barriers to stable housing for low-income Veterans and those at risk of becoming homeless, and to assist Veterans who are homeless make a successful transition to permanent housing. With the commitment to providing participants with easier access to care, CAPSLO has worked diligently to collaborate with service providers to bring necessary services on-site.

**B.5. How will you document and maintain income status or presumed benefit status of each beneficiary in compliance with regulations?**

CAPSLO's digital client intake forms document, maintain, and store this data into the Client Track database. Income verification for CDBG/ESG beneficiaries is provided in accordance with 24 CFR Part 5. Client Track is an advanced case management and housing solution system acquired by CAPSLO. This tracking system is HMIS-compliant and is used to collect and manage client data associated with assessments on and referrals for individual clients at a higher level of detail than the county's HMIS. CAPSLO has also participated in the county's HMIS since its inception and currently has trained program staff and a license for operation. CAPSLO uses the program for client file management, case management coordination, and service reporting. All client information is stored in Client Track's secure cloud-based system to ensure confidentiality.

**B.6. Briefly describe your agency's record keeping system with relevance to the proposed project.**

CAPSLO participates in the County's Homeless Management Information System (HMIS) as required, and also utilizes its own database, Client Track, to collect client data that does not require HMIS entry, such as the CenCal-funded Recuperative Care Programming, and to keep and store client files that include demographic data (race/ethnicity, gender, age, disability and military status), family information (household size and income), attendance, services accessed, individual daily client activities and incidents, services provided, meals, and referrals. As of October 1, 2024, the County's Clarity system will be Homeless Services' primary database.

**B.7. Identify all budgeted funds for project related costs. Include leveraged funding to exhibit financial sustainability of the project beyond the grant term if awarded.**

Approximately 67% of CAPSLO Homeless Services' \$2.5 million 2024 budget is received from various state and local government grants; the remainder is private donations, Friends of 40 Prado fundraising, and corporate giving. A \$5 million grant from the Day One Foundation in 2022 is earmarked for the new 46 Prado Family Campus and is restricted to housing families, who comprise only 20% of all shelter clients, leaving a gap for shelter operations. CAPSLO still struggles with sustaining the growing operations of the Prado Homeless Services Center, and depends on state and local government funding for operational expenses. Donor fatigue and donor competition for homeless services are causing other private sources of revenue, such as Friends of 40 Prado fundraising, to decrease.

**B.8. Does your organization comply with the Generally Accepted Accounting Principles?**

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**As outlined in 2 CFR § 200**

Yes

**Required Acknowledgement for Federal Grants or Contracts**

**B.9. Does your organization certify that, if awarded funds, it will comply with the requirements as shown as [Example Exhibit D-General Conditions](#) and [Example Exhibit E- Special Conditions](#)?**

Yes

## C. Proposed Project & Project Details

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### C. Proposed Project & Project Details

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Please provide the following information.

#### C.1. Name of Proposed Project

CAPSLO Prado Homeless Services Center (Prado HSC) 2025-26

#### C.2. Project/Program Address

46 Prado Road San Luis Obispo, CA 93401

#### C.3. Areas Served-Select all that apply

- City of Arroyo Grande
- City of Atascadero
- City of Grover Beach
- City of Morro Bay
- City of Paso Robles
- City of Pismo Beach
- City of San Luis Obispo
- Unincorporated Community
- Countywide

#### C.4. Provide a brief narrative of the proposed project, including projected outcomes:

The Prado HSC in San Luis Obispo offers an access center and 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, animal kennels, a community garden, laundry, Safe Parking, internet access, and a mail and message center to facilitate job and housing searches. Case managers and staff assist clients in creating individualized plans with set goals and objectives to obtain housing and self-sufficiency. CAPSLO provides shelter for 130-150 households through hoteling, shelter beds, and the Overflow and Warming Center Programs. General Fund Support will be directed towards Access Center Services at Prado HSC. Participants who are only receiving Access Center services can stay at Prado HSC until 10pm, allowing them to have dinner, attend support groups, and plan with staff on their goals. Prado HSC is operating an expanded Warming Center program, with a capacity of 50 beds, which now operates year-round, and is only dependent on the weather, not time of the year. PLHA funding will be directed towards the Housing Focused Shelter program, described in detail in question C.6.

**Attachment E – If applicable, attach most recent annual performance report**

*\*\*No files uploaded*

**C.5. What is the level of need for this activity within SLO County? Please include data to support your answer.**

San Luis Obispo County consistently ranks among one of the most expensive areas to live in the nation, with the current median home cost at \$1,000,000, while the median income is \$78,481 annually. United Way's 2023 Real Cost Measure shows a combined income of \$97,882 is necessary for a family comprised of two adults and two children to meet basic needs, while two adults working minimum wage jobs would earn \$52,000 per year. The rental vacancy rate has fluctuated between 2-5% over the last ten years, making affordable rentals scarce, and causing even more families to be extremely cost-burdened, or doubling/tripling up to pay rent. CAPSLO's Prado Homeless Services Center (Prado HSC) routinely serves over 1,000 unhoused individuals per year. The 2024 San Luis Obispo County biennial Point-in-Time homeless enumeration report, The San Luis Obispo Community Report, showed 1,175 homeless individuals in San Luis Obispo County in January 2024. Of those, 800 were unsheltered, living on the streets, in encampments, or in vehicles. Of those who were unsheltered, 28.8% reported behavioral health illnesses, and 34.3% reported Substance Use Disorder. When asked about their barriers to housing, 25.8% reported physical disabilities, 8.8% reported medical issues, and 33.6% reported psychiatric disabilities. The county's overnight shelters are filled to capacity every night, and families with children are given priority to beds. Those living at and below the poverty level are the most affected, as the cost of Fair Market Value housing far exceeds their income.

**C.5.a. Please upload the following documentation:**

**Attachment F – Timeline: Attach a timeline for key steps of project implementation. \*Required**

*\*\*No files uploaded*

**C.6. Is this effort new, continuing, or expanding? Please describe.**

The effort is continuing, and expanding with a new approach. CAPSLO will be continuing its new Housing-Focused Shelter Program (HFSP) with a 90-Day Bed Program, which was launched last year. This housing-first model is focused on connecting clients to housing through rapid engagement with Housing Navigation and problem-solving services. These supplemental services are provided to all participants in the shelter program. Those participating in the Housing Focused Shelter Program are focused on securing housing, working with their assigned Housing Navigators and assigned Homeless Services Workers to address any barriers they encounter in their stay at Prado HSC, finding steady employment and/or income, and obtaining all necessary documents for housing. Having a secure place to sleep each night allows clients to better focus on working with their Case Manager and Housing Navigator, who assists clients in developing a housing plan. If appropriate, 30-day extensions are approved for clients who are unable to meet with a Housing Navigator or for those who need more time to secure housing, but have been following through with program requirements. This new system consists of 87 individual and 28 family beds, with 8 of the beds serving as night-by-night shelter beds that can either be filled by the outreach team or through the Recuperative Care program (serving individuals who have recently been discharged from hospitals and would otherwise recover on the street). Participants who are only receiving Access Center services (formerly Day Center) are now able to stay at Prado HSC until 10 pm, allowing them to have dinner, attend support groups, and plan with staff on their goals. In addition, Prado HSC is operating an expanded Warming Center program, with a capacity of 50 beds, which now operates year-round, and is only dependent on the weather, not time of the year.

**C.7. Describe how the project will align with a (or multiple) Line(s) of Effort to support the [San Luis Obispo Countywide Plan to Address Homelessness \(2022-2027\)](#).**

LOE1: Create affordable and appropriately designed housing opportunities and shelter options for underserved populations – With the increasing number of unhoused individuals in SLO County, the Prado Homeless Services Center

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(HSC) is now at capacity every night. Families are given shelter priority or individuals, but families are approximately only 20% of shelter participants. Prado HSC continues to be the largest shelter program in SLO CoC, providing emergency shelter for 1,230 non-duplicated individuals in SLO County in FY 23-24. LOE 2: Focus efforts to reduce or eliminate the barriers to housing stability for those experiencing homelessness or at risk of homelessness, including prevention, diversion, supportive services, and housing navigation efforts - At CAPSLO, case managers and housing staff assist clients in creating individualized plans with set goals and objectives to obtain housing and self-sufficiency. They screen clients to establish which individuals have the greatest need. For eviction prevention assistance, clients must provide proof of emergency need, participate in the Case Management program and show that they can afford the monthly rent once housed. Case managers continue to work with their housed clients for six months after placement, further supporting their success. LOE 3: Improve and expand data management efforts through HMIS and coordinated entry system to strengthen data-driven operational guidance and strategic oversight. CAPSLO is supporting and is involved with County efforts to strengthen the CES by replacing the current HMIS data system. The CES is implementing a new Community Queue, so that any CoC participating agency can place an individual on the list for the next available housing opportunity. LOE4: Create, identify, and streamline funding and resources - CAPSLO is working with CenCal Health to utilize HHIP funding through CalAIM for Enhanced Case Management and Recuperative Care. In addition, CAPSLO received private funding for homeless families with children. LOE5: Strengthen Regional Collaboration – CAPSLO’s long-standing tradition of partnering with organizations to enhance and not duplicate services aligns with LOE5. CAPSLO routinely works with other organizations including those within the SLO Supportive Housing Consortium, and actively advocates with the partner organizations that provide permanent housing. CAPSLO staff identify the best options for the most complicated and challenging situations presented and most often this includes extensive partnerships with other organizations. In its strategic planning process, CAPSLO is intentionally aligning with the San Luis Obispo Countywide Plan to Address Homelessness, 2022-2027. LOE6: Build public engagement through information-sharing and partnership - Monthly Town Hall sessions are being held at Prado HSC, allowing for clients to ask questions, air concerns, and provide input regarding the new approach and other issues. Whenever possible, CAPSLO incorporates peer leadership, especially in outreach activities.

**C.8. Select all population(s) expected to be served through this project:**

- Adults with children**
- Adults without children**
- Elderly/Senior**
- Parenting Youth**
- Persons Experiencing Chronic Homelessness**
- Persons At Risk of Homelessness**
- Veterans**
- Domestic Violence Survivors**
- Persons with Disabilities**
- Unaccompanied Youth (under 25 years of age)**
- Individuals with Co-occurring Disorders (Substance Use and Mental Health)**

**Low – Moderate Income Persons or Households**

**C.9. How does your program/service complement and collaborate with existing efforts in the County? Describe how the program/project will increase capacity of services/housing for persons experiencing homelessness and at-risk persons in the County.**

CAPSLO has a long-standing tradition of partnering with organizations to enhance, not duplicate, services. With the commitment to providing participants with easier access to care, CAPSLO has worked diligently to collaborate with service providers to bring necessary services on-site. As previously noted, CAPSLO is the Management Entity in Coordinated Entry and frequently contracts with ECHO, 5CHC, and SLO Legal Aid Foundation. CAPSLO's commitment to and role within CES has allowed it to align programming changes with the strategic goals of the SLO CoC.

**C.10. Describe any consultation with local jurisdictions to gain support for the project. Describe any support you have from local jurisdictions.**

CAPSLO Homeless Services Division works with the Cities of Pismo Beach and San Luis Obispo to support their efforts in addressing homelessness. Currently, the City of Pismo Beach funds a small grant to support general operations at the Prado Homeless Services Center. The City of San Luis Obispo, in addition to its CDBG allocation, also supports homeless services operations through its General Fund for Safe Parking and Warming Center, as well as homeless prevention through the Human Relations Commission's Grants-in-Aid.

**Attachment G – Letters of Support: Please attach any letters of support or commitment from local governments or community partners.**

*\*\*No files uploaded*

**C.11. Describe how you will ensure that the proposed project is accessible to communities of color which are disproportionately impacted by homelessness, particularly Black, Latinx, Asian, Pacific Islander, and Native and Indigenous communities. If you have previously received a grant to serve any of the affected communities, please provide a brief description of those grant activities and the outcomes you achieved.**

From its beginnings at a Nipomo Head Start Center in 1965, CAPSLO has championed cultural competency with policies, procedures, and staff in place to work with clients who speak different languages and have cultural practices different from the majority population. More than half of agency staff are Hispanic/Latinx, many of whom are bilingual, and 70% of CAPSLO clients are Latinx. CAPSLO's board of directors and board committees reflect the racial and ethnic population of the community it serves. The Homeless Services Division serves disproportionately impacted communities at or exceeding the county's Census count, and utilizes bilingual staff and agency translation services to address disparities in languages and culture.

**C.13. Indicate the predicted, unduplicated performance outcome listed below:**

| Population  | Number of Individuals Served | Number of Households Served |
|---|------------------------------|-----------------------------|
| Number of unsheltered persons to become sheltered                           | 830                          | 0                           |
| Number of people experiencing homelessness to be entering permanent housing | 172                          | 0                           |
| Number of people experiencing Chronic Homelessness served                   | 368                          | 0                           |
| Number of persons At-Risk of Homelessness served                            | 48                           | 0                           |
| Number of Unaccompanied Youth served  | 0                            | 0                           |
| Number of Youth At-Risk of Homelessness served                              | 10                           | 0                           |

|  |       |   |
|--|-------|---|
| Number of persons in families with children served | 129   | 0 |
| Total  | 1,557 | 0 |

## D. Funding & Eligible Activities

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Address: 46 Prado Road, San Luis Obispo, CA 93401

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### D. Funding & Eligible Activities

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Please provide the following information.

#### D.1. Total Funding Requested

\$819,985.00

#### D.1.a. Please upload the following documentation:



[Attachment H – Budget, Leveraged-Funds, and Budget Narrative](#): Attach a Budget and Budget Narrative for the project for which you are applying. The budget narrative should include FTEs to be provided. Please include the value of any matching funding. **\*Required**

*\*\*No files uploaded*

#### D.2. Are you requesting HOME-TBRA funds?

No

#### D.3. Are you requesting CDBG funds?

Yes

#### D.3.a. Amount of CDBG funds requested:

\$170,035.00

#### D.3.b. Please indicate the amount you are requesting for each jurisdiction:

| Jurisdiction    | Amount       |
|-----------------|--------------|
| Arroyo Grande   | \$0.00       |
| Atascadero      | \$0.00       |
| Morro Bay       | \$0.00       |
| Paso Robles     | \$0.00       |
| Pismo Beach     | \$0.00       |
| San Luis Obispo | \$85,000.00  |
| County          | \$85,035.00  |
| Total           | \$170,035.00 |

#### D.3.c. Estimated number of unduplicated persons to benefit from CDBG funds:

1,458

#### D.3.d. Estimated number of unduplicated households to benefit from CDBG funds:

582

#### D.3.e. Please select the national objective that best applies to the proposed project.

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Please refer to "[Basically CDBG](#)" or the "[CDBG Guide to National Objectives and Eligible Activities](#)" for more information regarding CDBG national objectives.

Low Moderate Income

**LOW/MODERATE INCOME:** Select which criteria the proposed project intends to qualify under to meet the Low/Moderate Income objective.

Low/Moderate Income Clientele

**D.3.f. Identify all eligible activities that apply to the proposed project:**

- Public Services -General
- Operating Costs of Homeless/AIDS Patients Programs
- Senior Services
- Handicapped Services
- Legal Services
- Youth Services
- Transportation Services
- Substance Abuse Services
- Services for Battered and Abused Spouses
- Crime Awareness or Neighborhood Cleanups
- Fair Housing Activities
- Tenant/Landlord/Housing Counseling
- Child Care Services
- Health Services
- Services for Abused and Neglected Children
- Mental Health Services
- Job Training and Job Placement Services
- Subsistence Payments, Homeless Assistance, Rental Housing Subsidies or Security Deposits
- Assistance to microenterprises (technical assistance, business support services, and other similar services to owners of microenterprises or persons developing microenterprises)
- Minor Home Repair

**D.3.g. Explain how the proposed project meets the selected National Objective:**

The proposed project meets the National Objective because 100% of the beneficiaries of the proposed activities will be Low/Moderate income persons. The specific group of persons the proposed project will serve are homeless

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persons. CAPSLO requests documentation of family/individual income for clients of the 40 Prado Homeless Services Center. This meets the CDBG primary National Objective, since more than 70% of funds received will be expended on activities that benefit Low/Moderate income clients.

**D.3.h. Will the services offered by your organization increase or expand as a result of CDBG assistance?**

Yes

**Explain how your services will increase or expand as a result of CDBG assistance:**

CAPSLO anticipates serving more individuals at the shelter than last year as a result of CDBG assistance.

**D.3.i. Describe how the project will directly benefit the populations identified.**

The Prado Homeless Services Center directly benefits low-income and very low-income populations who are homeless by providing shelter, providing basic needs such as showers and meals, and engaging them in a partnership with community outreach programs to set them on a path to housing. CAPSLO's system of diversion and case management ensures that homeless individuals across the county are connected to social security benefits, physical and behavioral health care, community resources, available employment training and workforce development programs, and other supportive services that promote long-term health and housing stability.

**D.4. Are you requesting PLHA funds?**

Yes

**D.4.a. Amount of PLHA funds requested:**

\$249,950.00

**D.4.b. Estimated number of unduplicated persons to benefit from PLHA funds:**

550

**D.4.c. Estimated number of unduplicated households to benefit from PLHA funds:**

220

**D.4.d. Identify all eligible activities that apply to the proposed project:**

- Rapid Re-Housing
- Rental Assistance
- Supportive/Case Management
- Operating and Capital Costs for Navigation Centers
- Operating and Capital Costs for Emergency Shelters
- Operating and Capital Costs for New Construction, Rehabilitation, and Preservation of Permanent and Transitional Housing

**D.4.e. Describe all eligible activities that apply to the proposed project:**

CAPSLO will be continuing its new Housing-Focused Shelter Program (HFSP) with a 90-Day Bed Program, which was launched last year. This housing-first model is focused on connecting clients to housing through rapid engagement with Housing Navigation and problem-solving services. These supplemental services are provided to all participants in

the shelter program. Those participating in the Housing Focused Shelter Program are focused on securing housing, working with their assigned Housing Navigators and assigned Homeless Services Workers to address any barriers they encounter in their stay at Prado HSC, finding steady employment and/or income, and obtaining all necessary documents for housing. Having a secure place to sleep each night allows clients to better focus on working with their Case Manager and Housing Navigator, who assists clients in developing a housing plan. If appropriate, 30-day extensions are approved for clients who are unable to meet with a Housing Navigator or for those who need more time to secure housing, but have been following through with program requirements. This new system consists of 87 individual and 28 family beds, with 8 of the beds serving as night-by-night shelter beds that can either be filled by the outreach team or through the Recuperative Care program (serving individuals who have recently been discharged from hospitals and would otherwise recover on the street).

**D.5. Are you requesting ESG funds?**

Yes

**D.5.a. Amount of ESG funds requested:**

\$100,000.00

**Attachment K – ESG Policies and Procedures for each activity you are applying for \*Required**

*\*\*No files uploaded*

**D.5.b. Identify all eligible activities and their amounts that apply to the proposed project:**

| Eligible Activities     | Amount              | Approximate Persons Served |
|-------------------------|---------------------|----------------------------|
| Emergency Shelter       | \$100,000.00        | 550                        |
| Street Outreach         | \$0.00              | 339                        |
| Rapid Re-Housing        | \$0.00              | 0                          |
| Homelessness Prevention | \$0.00              | 48                         |
| HMIS                    | \$0.00              | 938                        |
| <b>Total</b>            | <b>\$100,000.00</b> | <b>1,875</b>               |

**D.5.c. ESG Matching Funds (1:1 Match Required)**

| Funding Source | Amount              |
|----------------|---------------------|
| CDBG Funding   | \$100,000.00        |
| <b>Total</b>   | <b>\$100,000.00</b> |

**D.6. Are you requesting General Fund Support funds?**

Yes

**D.6.a. Amount of GFS funds requested:**

\$300,000.00

**D.6.b. Estimated number of unduplicated persons to benefit from GFS funds:**

1,100

**D.6.c. Estimated number of unduplicated households to benefit from GFS funds:**

**D.6.d. Identify all eligible activities that apply to the proposed project:**

- Emergency Shelters
- Warming Centers
- Safe Parking
- Street Outreach
- Essential Services for Persons Experiencing Homelessness
- Tenant Based Rental Assistance-TBRA

**D.6.e. Describe all eligible activities that apply to the proposed project:**

This funding will be directed towards Access Center Services at Prado Homeless Services Center (Prado HSC) in San Luis Obispo. offers an access center (formerly Day Center) with meals, showers, health screenings at the CHC on-site clinic, services to dual-diagnosed individuals, recuperative care for those recently released from the hospital, animal kennels, a community garden, laundry, internet access, and a mail and message center to facilitate job and housing searches. Case managers and staff assist clients in creating individualized plans with set goals and objectives to obtain housing and self-sufficiency. Participants who are only receiving Access Center services are now able to stay at Prado HSC until 10pm, allowing them to have dinner, attend support groups, and plan with staff on their goals. In addition, Prado HSC is operating an expanded Warming Center program, with a capacity of 50 beds, which now operates year-round, and is only dependent on the weather, not time of the year.



## E. Required Documents

Completed by [planning@capslo.org](mailto:planning@capslo.org) on 10/6/2024 1:30 PM

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## E. Required Documents

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Please provide the following information.

---

### Documentation

---

Attachment L – Supplemental Documentation

*\*\*No files uploaded*

## Submit

Completed by [planning@capslo.org](mailto:planning@capslo.org) on 10/6/2024 1:31 PM

**Case Id:** 30261

**Name:** Community Action Partnership of San Luis

**Address:** 46 Prado Road, San Luis Obispo, CA 93401

---

## Submit

---

Please provide the following information.

The applicant certifies that all information contained in this application, and supporting documentation, given for the purpose of obtaining assistance, is true and complete to the best of the applicant's knowledge.

I hereby certify that our organization has complied with all applicable laws and regulations pertaining to the application and is an eligible applicant for the requested funding. The organization proposes to provide the program services or complete the project identified in this application. If this application is approved and this organization receives the requested funding this organization agrees to adhere to all relevant Federal, State, and local regulations and other assurances as required by the Commission.

I hereby certify that the organization is fully capable of fulfilling its obligation under this application, as stated herein.

I further certify that the information provided in this Funding Application is correct, accurate, and complete.

In addition, the content of the application shall be incorporated as part of the written agreement and, as such, will be used to monitor performance. Activities, commitments, and representations described in the written agreement that are not subsequently made a part of the program/project as funded shall be considered a material contract failure and may result in a repayment of all awarded funds and/or suspension from participation in future funding rounds.

### Authorized Representative Signature

Elizabeth "Biz" Steinberg

*Electronically signed by [planning@capslo.org](mailto:planning@capslo.org) on 10/6/2024 1:21 PM*

### Authorized Representative Title

Chief Executive Officer

# Overview

Completed by grants@pshhc.org on 10/3/2024 2:42 PM

**Case Id:** 30243

**Name:** PSSH Public Service Grant - 2025

**Address:** 1060 Kendall Road, San Luis Obispo, CA 93401

---

## Overview

---

Please provide the following information.



County of San Luis  
Obispo  
Public Service Grants  
Program

Department of Social Services  
Adult and Homeless Services Branch  
PO Box 8119  
San Luis Obispo, CA 93403-8119  
[SS\\_HomelessGrants@co.slo.ca.us](mailto:SS_HomelessGrants@co.slo.ca.us)

For each Public Services (including Minor Home Repair) funding source, an overview is available that includes program description, federal award information, eligible applicants, eligible activities, eligible beneficiaries, and reporting in the County of San Luis Obispo Notice of Funding Availability, 2025 Action Plan:

- Section II.C for Community Development Block Grant (CDBG) Overview
- Section II.D for Emergency Solutions Grant (ESG) Overview
- Section II.E for HOME-TBRA Investment Partnerships Program (HOME) Overview
- Section II.F for Permanent Local Housing Allocation (PLHA) Overview
- Section II.H for General Fund Support (GFS) Overview

## A. Applicant Information

Completed by grants@pshhc.org on 10/4/2024 2:51 PM

Case Id: 30243

Name: PSSH Public Service Grant - 2025

Address: 1060 Kendall Road, San Luis Obispo, CA 93401

---

### A. Applicant Information

---

Please provide the following information.

#### PRIMARY APPLICANT INFORMATION-LEAD AGENCY

##### A.1. Organization Name

People's Self-Help Housing

##### A.2. Type of Organization

Non-Profit

##### A.2.b. Please upload the following documentation:

Attachment A - Proof of Active SAM.gov Registration **\*Required**

*\*\*No files uploaded*

##### A.3. UEI Number: For more information, visit [SAM.GOV](https://sam.gov)

95-2750154

##### A.4. Address

1060 Kendall Road San Luis Obispo, CA 93401

##### A.5. Is the organization faith based?

No

##### A.6. Date of Incorporation

07/21/1971

##### A.6.a. Please upload the following documentation:

Attachment B – Incorporation Documents **\*Required**

*\*\*No files uploaded*

Attachment C – Organization Mission Statement **\*Required**

*\*\*No files uploaded*

##### A.7. Required Acknowledgement of Insurance Requirements. Has your organization read and understood the insurance requirements listed in “Example Exhibit D – General Conditions” in the Library?

Yes

##### A.8. Annual Operating Budget

Printed By: Nathan Lenski on 10/9/2024

\$15,975,685.00

**A.9. Number of Paid Staff**

231

**A.10. Number of Volunteers**

100

**CONTACT INFORMATION**

**A.11. Contact Person Name**

Laura Gaisie

**A.12. Contact Person Title**

Grants Specialist

**A.13. Phone Number**

(805) 548-2357

**A.14. Email**

grants@pshhc.org

## B. Applicant Capacity

Completed by grants@pshhc.org on 10/3/2024 3:12 PM

Case Id: 30243

Name: PSSH Public Service Grant - 2025

Address: 1060 Kendall Road, San Luis Obispo, CA 93401

---

## B. Applicant Capacity

---

Please provide the following information.

### B.1. Describe the organization's history of receiving and managing grants from County/State/Federal sources.

People's Self-Help Housing (PSHH) has a substantial history of receiving and managing funds from County/State/Federal sources. Over the past five years, PSSH has managed and implemented various federally funded projects, demonstrating financial capacity, feasibility, and sustainability. Key highlights of PSSH's experience include: • Community Development Block Grant (CDBG) funding from Ventura County and City for over 5 years to provide Supportive Housing Program (SHP) services • County of San Luis Obispo Continuum of Care funding in FYE23-24 • Multi-year CDBG funding from San Luis Obispo County jurisdictions for SHP services • \$200,000 ARPA award in 2023 for SHP services in San Luis Obispo County • City of Santa Barbara funding for SHP services at Victoria Hotel and Heath House • Capital CDBG funding from Santa Maria for Education Department learning center rehab • Regular regional, state and federal grants and forgivable loans to the Multifamily Housing Development Department for new affordable housing properties • Over \$1 million in Paycheck Protection Program (PPP) funding • Recurring HUD Technical Assistance funding • Recurring HUD Service Coordinators in Multifamily Housing funding

### B.2. Describe how the organization participates in HMIS, Coordinated Entry, and the San Luis Obispo County Continuum of Care.

Last year, PSSH received San Luis Obispo Continuum of Care (CoC) funding to bring all homeless set-aside units and their residents' units online with HMIS over the next year. This includes new County units opening during the grant period, which includes our rejoining of Continuum of Care in FY23-24, and the addition of Tiburon Place with 68 units and 10 homeless set-aside units. PSSH is set to increase its HMIS participation by incorporating more homeless set-aside units, which will improve data entry and uphold quality standards. The Compliance Department will handle HMIS data entry, while all vacancies in HMIS-participating units will be filled through CES referrals, following Housing First principles. As a member of the San Luis Obispo County Continuum of Care, PSSH will persist in providing Supportive Services, Rental Assistance, and Permanent Housing, employing effective strategies such as Housing First principles, Progressive Engagement, and efforts to increase income for people experiencing homelessness. Additionally, PSSH has previously participated in these systems as one of the members of the original CoC cohort when the CoC was founded in San Luis Obispo County.

### B.3. Briefly describe your organization's auditing requirements, including those for the proposed project.

#### As outlined in 2 CFR § 200.500 and 24 CFR § 5.801

As a recipient of over \$750,000 in federal funds per year, SHP is required to have a third-party, Single Audit every year. The Accounting and Finance Department uses the Generally Accepted Accounting Principles and operates on a cash basis. All projects operated and financed by the organization and its supporters are subject to the requirements contained within the frameworks of the Single Audit and the Generally Accepted Accounting Principles.

#### B.3.a. Please upload the following documentation:



Attachment D - Most Recent Audit \*Required

*\*\*No files uploaded*

**B.4. Describe the organization's experience delivering related programs/projects.**

PSHH has provided SHP services to our residents, free of charge, for over 18 years. These services help retain residents, even when they are in danger of losing their home due to lease violations and nonpayment of rent. SHP helps keep resident evictions near zero. SHP usage in San Luis Obispo County is still up more than 40% compared to pre-pandemic levels, and SHP's clinical social workers have assisted over 70% of San Luis Obispo County households in the past 12 months.

**B.5. How will you document and maintain income status or presumed benefit status of each beneficiary in compliance with regulations?**

PSHH collects and verifies information on family size, income, disability, and senior status in accordance with federal HUD and USDA regulations as part of a household's application process prior to move in at a PSHH property. Once residing at a PSHH rental property, every household's income and size is recertified annually including those receiving services through Supportive Housing Program (SHP), for which grant funding is sought. In most cases, household income may not exceed 50% of the Area Median Income (AMI) at move-in. Household size, income, disability, and senior status information is stored in PSHH's resident database, which is easily cross referenced with the client database maintained by the Supportive Housing Program.

**B.6. Briefly describe your agency's record keeping system with relevance to the proposed project.**

PSHH uses two databases, relevant to the program. The first is the organization's resident database, maintained by the Property Management Department. This database stores information on every PSHH household, including household members, ages, race and ethnicity, income at move-in, and income level at the most recent recertification. The second database is the SHP program database, used to store case management records, and is maintained by PSHH clinical social workers. This database includes case files and notes, which are tagged for specific services provided during instances of service, and it is easily cross referenced with the resident database. These tags (crisis intervention, healthcare services, food assistance, transportation, counseling services, and legal issues) are relevant to various outcomes, outputs, and funder reports.

**B.7. Identify all budgeted funds for project related costs. Include leveraged funding to exhibit financial sustainability of the project beyond the grant term if awarded.**

Please see attached budget for available and leveraged funds.

**B.8. Does your organization comply with the Generally Accepted Accounting Principles?**

**As outlined in 2 CFR § 200**

Yes

**Required Acknowledgement for Federal Grants or Contracts**

**B.9. Does your organization certify that, if awarded funds, it will comply with the requirements as shown as [Example Exhibit D-General Conditions](#) and [Example Exhibit E- Special Conditions](#)?**

Yes

## C. Proposed Project & Project Details

Case Id: 30243

Name: PSSH Public Service Grant - 2025

Address: 1060 Kendall Road, San Luis Obispo, CA 93401

Completed by grants@pshhc.org on 10/4/2024 10:31 AM

---

### C. Proposed Project & Project Details

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Please provide the following information.

#### C.1. Name of Proposed Project

Supportive Housing for San Luis Obispo residents

#### C.2. Project/Program Address

1060 Kendall Road San Luis Obispo, CA 93401

#### C.3. Areas Served-Select all that apply

- City of Arroyo Grande
- City of Atascadero
- City of Grover Beach
- City of Morro Bay
- City of Paso Robles
- City of Pismo Beach
- City of San Luis Obispo
- Unincorporated Community

#### Name of Unincorporated Community:

Avila Beach, Cambria, Los Osos, Oceano, Templeton

- Countywide

#### C.4. Provide a brief narrative of the proposed project, including projected outcomes:

PSSH will provide clinical social services and case management of the Supportive Housing Program (SHP) to residents of PSSH's 29 affordable rental properties in San Luis Obispo County. The vast majority of households are classified as very-low income, earning 50% or less AMI. Services are being held virtually and onsite at the properties where residents live, weekdays between 9 am and 6 pm. Services are free, confidential, and always optional, and are provided by licensed and associate clinical social workers (LCSWs and ACSWs) with a master's degree in counseling or social services. Services prevent homelessness among some of the region's most vulnerable residents while enhancing housing stability and resiliency.



**Attachment E – If applicable, attach most recent annual performance report**

*\*\*No files uploaded*

**C.5. What is the level of need for this activity within SLO County? Please include data to support your answer.**

The need for the Supportive Housing Program (SHP) in San Luis Obispo (SLO) County is critical due to the shortage of affordable housing and the high percentage of vulnerable populations facing housing instability. According to the California Housing Partnership’s 2023 Housing Needs Report, SLO County requires an additional 13,000 affordable rental homes to meet the needs of its low-income residents. The shortage disproportionately affects very low and extremely low-income households, which make up a significant portion of PSHH’s resident population. Given that the majority of PSHH’s households earn 50% or less of the Area Median Income (AMI), they are particularly vulnerable to economic fluctuations, eviction, and homelessness. Additionally, the 2023 San Luis Obispo County Point-in-Time (PIT) count recorded over 1,450 homeless individuals, an increase from previous years. Many of these individuals are struggling with mental health challenges, substance abuse issues, or are transition-age youth—all populations that benefit from PSHH’s Supportive Housing Program. PSHH’s SHP addresses these critical needs by offering free, confidential, and voluntary supportive services to residents who are at risk of homelessness and housing instability, enhancing resident’s ability to remain stably housed.

**C.5.a. Please upload the following documentation:**

**Attachment F – Timeline: Attach a timeline for key steps of project implementation. \*Required**

*\*\*No files uploaded*

**C.6. Is this effort new, continuing, or expanding? Please describe.**

This is a continuing and an expanding effort. SHP has been a service provided for over 18 years. Over the next twelve months, PSHH is opening at least two new properties to occupancy, which will grow demand for the program, including our most recent project at Calle Joaquin which will serve 76 units.

**C.7. Describe how the project will align with a (or multiple) Line(s) of Effort to support the [San Luis Obispo Countywide Plan to Address Homelessness \(2022-2027\)](#).**

1) Create affordable and appropriately designed housing opportunities and shelter options for underserved populations. (Through unit turnover.) 2) Focus efforts to reduce or eliminate the barriers to housing stability for those experiencing homelessness or at risk of homelessness, including prevention, diversion, supportive services, and housing navigation efforts. (Via SHP services.) 3) Improve and expand data management efforts through HMIS and coordinated entry system to strengthen data-driven operational guidance and strategic oversight. (Through SHP's new HMIS participation) 4) Create, identify, and streamline funding and resources. (Via leveraging of project funding.) 5) Strengthen Regional Collaboration. 6) Build public engagement through information-sharing and partnership. (Via SHP stakeholder and partnership relationship building.)

**C.8. Select all population(s) expected to be served through this project:**

**Adults with children**

**Adults without children**

**Elderly/Senior**

**Parenting Youth**

- Persons Experiencing Chronic Homelessness
- Persons At Risk of Homelessness
- Veterans
- Domestic Violence Survivors
- Persons with Disabilities
- Unaccompanied Youth (under 25 years of age)
- Individuals with Co-occurring Disorders (Substance Use and Mental Health)
- Low – Moderate Income Persons or Households

**C.9. How does your program/service complement and collaborate with existing efforts in the County? Describe how the program/project will increase capacity of services/housing for persons experiencing homelessness and at-risk persons in the County.**

SHP complements and collaborates with existing efforts by connecting PSHH residents with community partnerships and programs that augment onsite services and promote health and housing stability. We continually strive to forge new partnerships and deepen existing relationships with public agencies, such as SLO County Public Health, the Department of Social Services, and the Housing Authority of SLO. Our clinical case managers and social workers routinely coordinate appointments for our residents, assist them with intake processes, and accompany them at appointments as necessary, providing mediation, language support, and service navigation assistance to ensure more equitable and seamless service provision. SHP staff remain apprised of emerging regulations, updates to income restrictions, and eligibility requirements at these public agencies. Our program also complements DHHS services by helping PSHH residents anticipate and mitigate challenges before they occur, thereby reducing staff time and program resources invested by DHHS.

**C.10. Describe any consultation with local jurisdictions to gain support for the project. Describe any support you have from local jurisdictions.**

SHP is currently supported by City of Morro Bay CDBG and portions of the project have been approved for County of San Luis Obispo Continuum of Care funding. The project is also supported by the City of San Luis Obispo municipal grant funds, County CBO/PHG funding, and County ARPA funds. County CDBG capital funding has been provided to many PSHH properties during construction, with the supportive services offered by SHP serving as a critical component of funding decisions.

**Attachment G – Letters of Support: Please attach any letters of support or commitment from local governments or community partners.**

*\*\*No files uploaded*

**C.11. Describe how you will ensure that the proposed project is accessible to communities of color which are disproportionately impacted by homelessness, particularly Black, Latinx, Asian, Pacific Islander, and Native and Indigenous communities. If you have previously received a grant to serve any of the affected communities, please provide a brief description of those grant activities and the outcomes you achieved.**

This program serves all demographics listed, with a disproportionate number of Latinx households. Latinx households account for 80% of clients served. PSHH has previously received grant funding for SHP, allowing us to better serve these populations, reducing homelessness among those served. Services are provided in English and Spanish, with live

telephone translation available in any language as needed via a contracting vendor. All PSHH households receive information about SHP services upon move-in. Residents also receive referrals to SHP via the onsite property manager anytime a household experience challenges that threaten family security. If residents are in danger of eviction, social workers proactively attempt to contact the resident to begin or re-initiate services.

**C.13. Indicate the predicted, unduplicated performance outcome listed below:**

| <b>Population</b>   | <b>Number of Individuals Served</b> | <b>Number of Households Served</b> |
|---|-------------------------------------|------------------------------------|
| Number of unsheltered persons to become sheltered                           | 0                                   | 0                                  |
| Number of people experiencing homelessness to be entering permanent housing | 10                                  | 10                                 |
| Number of people experiencing Chronic Homelessness served                   | 0                                   | 0                                  |
| Number of persons At-Risk of Homelessness served                            | 1400                                | 500                                |
| Number of Unaccompanied Youth served  | 5                                   | 5                                  |
| Number of Youth At-Risk of Homelessness served                              | 5                                   | 5                                  |
| Number of persons in families with children served                          | 600                                 | 600                                |
| <b>Total</b>  | <b>2,020</b>                        | <b>1,120</b>                       |

## D. Funding & Eligible Activities

Completed by grants@pshhc.org on 10/4/2024 2:48 PM

Case Id: 30243

Name: PSSH Public Service Grant - 2025

Address: 1060 Kendall Road, San Luis Obispo, CA 93401

---

### D. Funding & Eligible Activities

---

Please provide the following information.

#### D.1. Total Funding Requested

\$63,647.00

#### D.1.a. Please upload the following documentation:



**Attachment H – Budget, Leveraged-Funds, and Budget Narrative:** Attach a Budget and Budget Narrative for the project for which you are applying. The budget narrative should include FTEs to be provided. Please include the value of any matching funding. **\*Required**

*\*\*No files uploaded*

#### D.2. Are you requesting HOME-TBRA funds?

No

#### D.3. Are you requesting CDBG funds?

Yes

#### D.3.a. Amount of CDBG funds requested:

\$63,647.00

#### D.3.b. Please indicate the amount you are requesting for each jurisdiction:

| Jurisdiction    | Amount      |
|-----------------|-------------|
| Arroyo Grande   | \$0.00      |
| Atascadero      | \$0.00      |
| Morro Bay       | \$0.00      |
| Paso Robles     | \$0.00      |
| Pismo Beach     | \$0.00      |
| San Luis Obispo | \$13,647.00 |
| County          | \$50,000.00 |
| Total           | \$63,647.00 |

#### D.3.c. Estimated number of unduplicated persons to benefit from CDBG funds:

1,400

#### D.3.d. Estimated number of unduplicated households to benefit from CDBG funds:

500

#### D.3.e. Please select the national objective that best applies to the proposed project.

Printed By: Nathan Lenski on 10/9/2024

10 of 14

Please refer to "[Basically CDBG](#)" or the "[CDBG Guide to National Objectives and Eligible Activities](#)" for more information regarding CDBG national objectives.

Low Moderate Income

**LOW/MODERATE INCOME:** Select which criteria the proposed project intends to qualify under to meet the Low/Moderate Income objective.

Limited Clientele

**D.3.f. Identify all eligible activities that apply to the proposed project:**

- Public Services -General
- Operating Costs of Homeless/AIDS Patients Programs
- Senior Services
- Handicapped Services
- Legal Services
- Youth Services
- Transportation Services
- Substance Abuse Services
- Services for Battered and Abused Spouses
- Crime Awareness or Neighborhood Cleanups
- Fair Housing Activities
- Tenant/Landlord/Housing Counseling
- Child Care Services
- Health Services
- Services for Abused and Neglected Children
- Mental Health Services
- Job Training and Job Placement Services
- Subsistence Payments, Homeless Assistance, Rental Housing Subsidies or Security Deposits
- Assistance to microenterprises (technical assistance, business support services, and other similar services to owners of microenterprises or persons developing microenterprises)
- Minor Home Repair

**D.3.g. Explain how the proposed project meets the selected National Objective:**

Over 95% of clients served meet CDBGs LMI requirements, compared to the 51% required for Low Moderate Limited Clientele. Client income is certified according to HUD standards upon move-in and recertified annually thereafter.

Printed By: Nathan Lenski on 10/9/2024

11 of 14

**D.3.h. Will the services offered by your organization increase or expand as a result of CDBG assistance?**

Yes

**Explain how your services will increase or expand as a result of CDBG assistance:**

CDBG assistance will enable growth of the program to include new properties opening soon within the County of San Luis Obispo. Additionally, the social service landscape has changed since the COVID pandemic with SHP service rates among PSHH households in the County of SLO up 40% compared to pre-pandemic rates. We anticipate the rate of program utilization to continue increasing for the foreseeable future, but even if rates were to drop, client needs are changing and SHP will still increase program partnerships and relationships in order to provide new and modified services that better serve clientele.

**D.3.i. Describe how the project will directly benefit the populations identified.**

This program does not offer services to a presumed benefit population as PSHH "Require(s) documentation on family size and income in order to show that at least 51 percent of the clientele are LMI" per HUD's "Basically CDBG 3.2.2" (page 3.8).

**D.4. Are you requesting PLHA funds?**

No

**D.5. Are you requesting ESG funds?**

No

**D.6. Are you requesting General Fund Support funds?**

No

## E. Required Documents

Completed by grants@pshhc.org on 10/4/2024 2:55 PM

**Case Id:** 30243

**Name:** PSSH Public Service Grant - 2025

**Address:** 1060 Kendall Road, San Luis Obispo, CA 93401

---

### E. Required Documents

---

Please provide the following information.

---

#### Documentation

---

Attachment L – Supplemental Documentation

*\*\*No files uploaded*

## Submit

Completed by grants@pshhc.org on 10/4/2024 2:56 PM

**Case Id:** 30243

**Name:** PSSH Public Service Grant - 2025

**Address:** 1060 Kendall Road, San Luis Obispo, CA 93401

---

## Submit

---

Please provide the following information.

The applicant certifies that all information contained in this application, and supporting documentation, given for the purpose of obtaining assistance, is true and complete to the best of the applicant's knowledge.

I hereby certify that our organization has complied with all applicable laws and regulations pertaining to the application and is an eligible applicant for the requested funding. The organization proposes to provide the program services or complete the project identified in this application. If this application is approved and this organization receives the requested funding this organization agrees to adhere to all relevant Federal, State, and local regulations and other assurances as required by the Commission.

I hereby certify that the organization is fully capable of fulfilling its obligation under this application, as stated herein.

I further certify that the information provided in this Funding Application is correct, accurate, and complete.

In addition, the content of the application shall be incorporated as part of the written agreement and, as such, will be used to monitor performance. Activities, commitments, and representations described in the written agreement that are not subsequently made a part of the program/project as funded shall be considered a material contract failure and may result in a repayment of all awarded funds and/or suspension from participation in future funding rounds.

### Authorized Representative Signature

Laura Gaisie

*Electronically signed by grants@pshhc.org on 10/4/2024 2:56 PM*

### Authorized Representative Title

Grants Specialist



# Overview

Completed by [janna.nichols@5chc.org](mailto:janna.nichols@5chc.org) on 10/3/2024 3:55 PM

**Case Id:** 30246

**Name:** 5Cities Homeless Coalition - 2025

**Address:** 100 S 4TH ST, GROVER BEACH, CA 93433

---

## Overview

---

Please provide the following information.



County of San Luis  
Obispo  
Public Service Grants  
Program

Department of Social Services  
Adult and Homeless Services Branch  
PO Box 8119  
San Luis Obispo, CA 93403-8119  
[SS\\_HomelessGrants@co.slo.ca.us](mailto:SS_HomelessGrants@co.slo.ca.us)

For each Public Services (including Minor Home Repair) funding source, an overview is available that includes program description, federal award information, eligible applicants, eligible activities, eligible beneficiaries, and reporting in the County of San Luis Obispo Notice of Funding Availability, 2025 Action Plan:

- Section II.C for Community Development Block Grant (CDBG) Overview
- Section II.D for Emergency Solutions Grant (ESG) Overview
- Section II.E for HOME-TBRA Investment Partnerships Program (HOME) Overview
- Section II.F for Permanent Local Housing Allocation (PLHA) Overview
- Section II.H for General Fund Support (GFS) Overview

## A. Applicant Information

Completed by [janna.nichols@5chc.org](mailto:janna.nichols@5chc.org) on 10/6/2024 1:16 PM

Case Id: 30246

Name: 5Cities Homeless Coalition - 2025

Address: 100 S 4TH ST, GROVER BEACH, CA 93433

---

### A. Applicant Information

---

Please provide the following information.

#### PRIMARY APPLICANT INFORMATION-LEAD AGENCY

##### A.1. Organization Name

5Cities Homeless Coalition

##### A.2. Type of Organization

Non-Profit

##### A.2.b. Please upload the following documentation:

Attachment A - Proof of Active SAM.gov Registration **\*Required**

*\*\*No files uploaded*

##### A.3. UEI Number: For more information, visit [SAM.GOV](https://sam.gov)

KR8JGGKBKEP9

##### A.4. Address

100 S 4TH ST GROVER BEACH, CA 93433

##### A.5. Is the organization faith based?

No

##### A.6. Date of Incorporation

03/03/2009

##### A.6.a. Please upload the following documentation:

Attachment B – Incorporation Documents **\*Required**

*\*\*No files uploaded*

Attachment C – Organization Mission Statement **\*Required**

*\*\*No files uploaded*

##### A.7. Required Acknowledgement of Insurance Requirements. Has your organization read and understood the insurance requirements listed in “Example Exhibit D – General Conditions” in the Library?

Yes

##### A.8. Annual Operating Budget

Printed By: Nathan Lenski on 10/9/2024

\$7,360,000.00

**A.9. Number of Paid Staff**

52

**A.10. Number of Volunteers**

200

**CONTACT INFORMATION**

**A.11. Contact Person Name**

JANNA NICHOLS

**A.12. Contact Person Title**

Executive Director

**A.13. Phone Number**

(180) 547-1740

**A.14. Email**

janna.nichols@5chc.org

## B. Applicant Capacity

Completed by [janna.nichols@5chc.org](mailto:janna.nichols@5chc.org) on 10/6/2024 1:20 PM

**Case Id:** 30246

**Name:** 5Cities Homeless Coalition - 2025

**Address:** 100 S 4TH ST, GROVER BEACH, CA 93433

---

## B. Applicant Capacity

---

Please provide the following information.

### **B.1. Describe the organization's history of receiving and managing grants from County/State/Federal sources.**

Currently 5CHC is contracted through 44 local, federal and state grants to provide nearly \$7 million in services. Through multiple grant monitoring activities to review 5CHC program and expenditure compliance for all local, state and federal grants, 5CHC has consistently received high praise for program quality and outcomes; reporting; compliance; and timeliness; and has never received a significant finding in an audit. Through CARES Act CV funds, 5CHC expended more than \$5 Million in services and facility development since 2021, including subcontracting with multiple other providers and ensuring their compliance. 5CHC is timely in providing required reports and its billing process, meeting all required expenditure deadlines. 5CHC's outcomes consistently exceed agreed upon program metrics.

### **B.2. Describe how the organization participates in HMIS, Coordinated Entry, and the San Luis Obispo County Continuum of Care.**

5CHC has participated in HMIS since 2014 and has staff dedicated to this fulfill this activity in addition to program staff. In the past year more than 5 of the Coalition's staff have worked with the County to assess and invest in a new HMIS system, including the on-going HSOC Data Workgroup. 5CHC Executive Director is a member of the HMIS Project Steering Committee. The agency's Executive Director is currently an active member of HSOC, the Continuum of Care oversight body. 5CHC staff regularly participate in all standing committees and work groups. 5CHC is an engaged HSOC member, far exceeding the meeting attendance threshold of the HSOC bylaws, for both committee and full HSOC meetings. Historically 5CHC's Executive Director volunteered to serve as chair of both the Data/Finance and Service Coordination committees, and volunteered on the steering committee for the County's Homeless Services Strategic Plan. Beginning in 2019 5CHC joined with CAPSLO to participate in Coordinated Entry as a key intake partner. Annually 5CHC has far exceeded the number of CE's completed per contract requirements. 5CHC staff are among the most active members of the HSOC Coordinated Entry Advisory Committee, and the various workgroups addressing Coordinated Entry reform efforts. 5Cities Homeless Coalition has been a regional lead in every Point in Time Count conducted in the county since 2013, helping to both plan for the count as well as ensure effective regional volunteer recruitment and implementation. In each count, 5CHC has dedicated 10 or more staff members to assist in the count. Recently 5Cities Homeless Coalition, working with the CoC, has re-initiated a Transitional-Age Youth Advisory Board. The Youth Board held its inaugural meeting, under 5CHC's leadership, in September. The group is working to define its role, processes for YAB participation and membership, work plan topics and calendar, with the intent of presenting some recommendations to HSOC in the Spring of 2025.

### **B.3. Briefly describe your organization's auditing requirements, including those for the proposed project.**

#### **As outlined in 2 CFR § 200.500 and 24 CFR § 5.801**

5CHC complies with all applicable federal laws, statutes, and regulations including the uniform financial reporting standards (24 CFR § 5.801) and the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200). 5CHC annually engages multiple monitoring reviews for various government contracts. 5CHC has never received a significant finding in any monitoring review. 5CHC also contracts for an independent audit annually. For the past two years, since 2021-22 (due to increased federally sourced income) 5CHC has contracted for a

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4 of 16

more rigorous “Single Audit”. 5CHC's Single Audit for 2022-23 is attached; as in the prior year, there were no significant findings by the auditor. 5CHC has engaged a local accounting firm, Glenn-Burdette, to undertake an audit for our most recent fiscal year 2023-24. This audit is expected to be completed by February 2025.

**B.3.a. Please upload the following documentation:**

**Attachment D - Most Recent Audit \*Required**

*\*\*No files uploaded*

**B.4. Describe the organization’s experience delivering related programs/projects.**

Through three interim housing navigation centers and one drop-in access service center, 5Cities Homeless Coalition (5CHC) assists people experiencing homelessness and those at risk of homelessness to obtain and retain housing by offering a spectrum of wrap-around supportive services including coordinated entry and diversion (including funding for immediate needs and relocation); street outreach; emergency shelter and interim housing; and housing stabilization services to obtain or retain housing (including application fees, deposit, rent, past rent, utility assistance and case management). 5Cities Homeless Coalition began offering services in 2012, initially at a single office location. Since that time, 5CHC has expanded with a multi-service access center and three navigation centers. 5CHC’s programs have expanded in partnership with our community to include a comprehensive array of services to meet the needs of the continuum. 5CHC has built its program looking at best practices from multiple providers; including a special focus of hiring those with lived experience as homeless and/or incarcerated. 5CHC endeavors to build trust, develop a sense of community, and respect. We serve as a client advocate, reducing barriers to services, follow evidence based-models of care, motivational interviewing. See 5CHC's year-end service report (2023-24), and examples of recently submitted program reports (by funding source) in the supplemental documents.

**B.5. How will you document and maintain income status or presumed benefit status of each beneficiary in compliance with regulations?**

5CHC has several methods for verifying income. Initial steps include self-certification of income by the client during intake assessment. This is followed by documentation collection, in which clients provide proof of income (e.g. employment pay stubs, Cash-Aid report, child support, SSA Benefits award letter, etc.). If a client is working a cash-only job, we allow them to submit an employment verification form signed by their employer with appropriate contact information. Once documents are collected, case managers complete the Income Calculation sheet which calculates gross income for the household; calculations are then approved by the program supervisor. Annual gross income is used to determine AMI level based on household size. 5CHC understands documentation collection may be a barrier to some households and assists in whatever ways possible to obtain necessary documentation. Those verified to be currently homeless with no income documentation are presumed to be low-income. Re-determination for program eligibility occurs every 3 months for homelessness prevention clients and annually for rapid re-housing clients.

**B.6. Briefly describe your agency’s record keeping system with relevance to the proposed project.**

In keeping with our policies and procedures for this program, all client files are compiled and maintained according to a detailed program activity checklist, utilizing standard forms for all services. Included in this are reference notes for any required periodic updates or re-certifications. All applicable information is entered in HMIS at program entry, exit, and as appropriate for the project. 5CHC has staff dedicated to reviewing all client files regularly for accuracy and completeness. All payment requests include a detail of the client info, activity, funding source, and purpose. These requests for financial assistance become part of the client file and are cross referenced for appropriate documentation in the invoicing process. 5CHC also maintains a client walk-in and call log at our Access Center, noting the purpose of the call/visit. This is updated daily and is maintained by 5CHC’s Coordinated Entry, Resource and Referral Specialists. Data from this log is often used to cross-reference prior contact with an individual who was not previously entered into a

project in HMIS by 5CHC. All files are maintained electronically on 5CHC's secure server, which is securely backed up daily off-site.

**B.7. Identify all budgeted funds for project related costs. Include leveraged funding to exhibit financial sustainability of the project beyond the grant term if awarded.**

It should be noted that the sustainability of this program is wholly determined by funding levels. As the majority of funds are spent on direct financial assistance, averaging approximately \$3,000 per household, the success of the program and its future sustainability, are dependent on funding support for which there are limited sources. Sources: CDBG, HOME, and CalAIM (HHIP 3). Additionally in-kind matching funds will be provided through case management services by Consortium members. The impact of CalAIM's soon to roll-out "Transitional Rent" Community Support is not yet clear, as eligibility and guidelines are yet to be finalized.

**B.8. Does your organization comply with the Generally Accepted Accounting Principles?**

**As outlined in 2 CFR § 200**

Yes

**Required Acknowledgement for Federal Grants or Contracts**

**B.9. Does your organization certify that, if awarded funds, it will comply with the requirements as shown as [Example Exhibit D-General Conditions](#) and [Example Exhibit E- Special Conditions](#)?**

Yes

## C. Proposed Project & Project Details

Case Id: 30246

Name: 5Cities Homeless Coalition - 2025

Address: 100 S 4TH ST, GROVER BEACH, CA 93433

Completed by *janna.nichols@5chc.org* on 10/6/2024 1:48 PM

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### C. Proposed Project & Project Details

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Please provide the following information.

#### C.1. Name of Proposed Project

Homeless Prevention – Countywide Services

#### C.2. Project/Program Address

100 S 4TH ST GROVER BEACH, CA 93433

#### C.3. Areas Served-Select all that apply

- City of Arroyo Grande
- City of Atascadero
- City of Grover Beach
- City of Morro Bay
- City of Paso Robles
- City of Pismo Beach
- City of San Luis Obispo
- Unincorporated Community

#### Name of Unincorporated Community:

All eligible communities in San Luis Obispo County.

- Countywide

#### C.4. Provide a brief narrative of the proposed project, including projected outcomes:

5CHC seeks to continue its highly successful Homeless Prevention program to help families at-risk of homeless remain in their home, with an anticipated 165 households receiving assistance. 5CHC's track record has demonstrated that less than 2% of those served in the prior 24 months have fallen into homelessness after receiving assistance.

- Attachment E – If applicable, attach most recent annual performance report

*\*\*No files uploaded*

#### C.5. What is the level of need for this activity within SLO County? Please include data to support your answer.

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It is abundantly documented that stable housing, health and self-sufficiency are the keys to addressing the challenges of homelessness. 5CHC is a community leader in providing these services to residents of San Luis Obispo County who are experiencing homelessness or who are at-risk; however, we are seeing an alarming spike in requests for assistance. According to a 2022 data analysis by Porch, an online home improvement and home-buying advice website, the San Luis Obispo area is the now second least affordable small metro area in the entire United States. It is estimated that, just since the on-set of COVID, that area rental rates have increased more than 30%. The high cost of housing here in San Luis Obispo County is approximately 53% higher than the national average, according to Zillow with the median rental rate having increased \$400. One of the six policy recommendations made in the UCSF study, California Statewide Study of People Experiencing Homelessness, is to “expand targeted homelessness prevention (e.g., financial support, legal assistance) at service settings (e.g., social service agencies, healthcare settings, domestic violence services, community organizations) for both leaseholders and non-lease holders. Expand prevention and transition services at institutional exits (jails, prisons). Expand and strengthen eviction protections.” More than 80% of participants in this study, who were experiencing homelessness, believed receiving a one-time payment of \$5,000-\$10,000 would have prevented their homelessness. Those experiencing homelessness who lack rental history, have poor credit, lower income, or criminal history are especially challenged in the current housing market. 5CHC has utilized landlord incentives in prior projects and it has proved to be a vital component to secure housing for this population. 5CHC has assisted 77 individuals re-gain housing, who would not have otherwise been able to secure housing, with the landlord incentive program. Beyond assisting with rental assistance to prevent eviction, 5CHC also puts considerable resources towards utility assistance, car repairs, food assistance, etc. that are often symptomatic of growing financial instability. Without early intervention these issues can easily compound and lead to increased housing instability and risk of homelessness. For the current year these requests have skyrocketed, as several utility assistance programs were cut (both federally and by the State). In fiscal year 2023-24, 5CHC invested more than \$500,000 in direct financial assistance, plus case management services, to help 479 residents (206 households) throughout San Luis Obispo County to keep their home and not fall into homelessness (see 5CHC’s year-end report fy 23-24). The average investment per household is less than \$2,800. In tracking the outcomes of this program, less than 2% of those served in the last 24 months have fallen into homelessness. 5CHC attempted to include multiple hyperlinks in this response to provide requested data. These hyperlinks are available upon request.

**C.5.a. Please upload the following documentation:**

**Attachment F – Timeline: Attach a timeline for key steps of project implementation. \*Required**

*\*\*No files uploaded*

**C.6. Is this effort new, continuing, or expanding? Please describe.**

While this is a continuing program, 5CHC is seeking increased support. For the current fiscal year (24-25) funding for homeless prevention services was reduced by more than \$200,000. This equates to approximately a reduction in 5CHC’s ability to assist approximately 75 families.

**C.7. Describe how the project will align with a (or multiple) Line(s) of Effort to support the [San Luis Obispo Countywide Plan to Address Homelessness \(2022-2027\)](#).**

The proposed project is directly aligned with Line of Effort 2 and Line of Effort 3 in the plan. Line of Effort 2: Focus efforts to reduce or eliminate the barriers to housing stability for those experiencing homelessness or at risk of homelessness, including prevention, diversion, supportive services, and housing navigation efforts. In particular this program addresses Line of Effort 2.D. which calls for preventing “homelessness through expanded diversion efforts (also known as housing problem solving or family reunification) and homeless prevention capacity.” In order to stem the flow of those falling into homelessness in our county, and reach the County’s goal of reducing homelessness by 50%, additional resources are necessary to ensure fewer people enter the homeless services system. Homeless



prevention is one of the most cost-effective strategies to reduce the incidence of homelessness in a community. According to the 2023 study by Notre Dame University's Wilson Sheehan Lab for Economic Opportunities (LEO), in addition to helping individuals and families maintain their housing, the LEO study suggests this community-wide prevention program is cost-effective and yields benefits to the broader community. Researchers estimated that the Homelessness Prevention System produces \$2.47 in estimated benefits for every \$1 dollar spent on emergency financial assistance. 5CHC attempted to include multiple hyperlinks in this response to provide requested data. These hyperlinks are available upon request.

**C.8. Select all population(s) expected to be served through this project:**

- Adults with children
- Adults without children
- Elderly/Senior
- Parenting Youth
- Persons Experiencing Chronic Homelessness
- Persons At Risk of Homelessness
- Veterans
- Domestic Violence Survivors
- Persons with Disabilities
- Unaccompanied Youth (under 25 years of age)
- Individuals with Co-occurring Disorders (Substance Use and Mental Health)
- Low – Moderate Income Persons or Households

**C.9. How does your program/service complement and collaborate with existing efforts in the County? Describe how the program/project will increase capacity of services/housing for persons experiencing homelessness and at-risk persons in the County.**

5CHC Homeless Services program is integrated in the local Continuum of Care (CoC), focusing on collaboration and strategic action. Homeless Prevention strategies are one of the initial efforts provided, throughout the compendium of services. 5CHC receives referrals from agencies across the service continuum, not solely those who provide Coordinated Entry assessments. In an effort to build core competencies of service providers within the CoC, 5CHC collaborates with area partners on evidence-based trainings (Mental Health First Aid, Trauma-Informed Care, Motivational Interviewing, etc.) 5CHC also has a program of providing staff trainings monthly with other service professionals and partner agencies. 5CHC seeks to streamline services through collaborative work with service providers throughout the County. By coordinating efforts and providing consistent services throughout the County, 5CHC ensures the ability to maximize resources and prevent duplication of services and benefits.

**C.10. Describe any consultation with local jurisdictions to gain support for the project. Describe any support you have from local jurisdictions.**

Please see the attached letters of support from South County cities of Grover Beach, Pismo Beach and Grover Beach. While 5CHC works most closely with these jurisdictions, 5CHC homeless prevention efforts have been provided

county-wide, as demonstrated in the table below. 2023-24 Homeless Prevention Assistance Per Jurisdiction Arroyo Grande Households: 33 Total: \$134,173 % of Dollars Spent in this Jurisdiction: 26% Pismo Beach Households: 8 Total: \$20,920 % of Dollars Spent in this Jurisdiction: 4% SLO Households: 23 Total: \$83,169 % of Dollars Spent in this Jurisdiction: 16% Morro Bay Households: 5 Total: \$22,423 % of Dollars Spent in this Jurisdiction: 4% Atascadero Households: 10 Total: \$30,292 % of Dollars Spent in this Jurisdiction: 6% Paso Robles Households: 38 Total \$144,665 % of Dollars Spent in this Jurisdiction: 28% County Households: 18 Total: \$75,500 % of Dollars Spent in this Jurisdiction: 15%

**Attachment G – Letters of Support: Please attach any letters of support or commitment from local governments or community partners.**

*\*\*No files uploaded*

**C.11. Describe how you will ensure that the proposed project is accessible to communities of color which are disproportionately impacted by homelessness, particularly Black, Latinx, Asian, Pacific Islander, and Native and Indigenous communities. If you have previously received a grant to serve any of the affected communities, please provide a brief description of those grant activities and the outcomes you achieved.**

5CHC has a policy of promoting inclusiveness and diversity to enrich its programmatic effectiveness, which is reflected in the composition and language skills of our staff. 5CHC has received multiple awards through UnDocuSupport, and worked extensively on the 2020 Census to survey hard-to-reach populations. 5CHC is a member of the Diversity Coalition San Luis Obispo County. 5CHC maintains strong partnerships with other members of the UndocuSupport Coalition and fosters relationships with new and emerging efforts to serve the immigrant population, such as Immigrant Hope – Arroyo Grande.

**C.13. Indicate the predicted, unduplicated performance outcome listed below:**

| Population  | Number of Individuals Served | Number of Households Served |
|---|------------------------------|-----------------------------|
| Number of unsheltered persons to become sheltered                           |                              |                             |
| Number of people experiencing homelessness to be entering permanent housing |                              |                             |
| Number of people experiencing Chronic Homelessness served                   |                              |                             |
| Number of persons At-Risk of Homelessness served                            | 426                          | 165                         |
| Number of Unaccompanied Youth served  |                              |                             |
| Number of Youth At-Risk of Homelessness served                              |                              |                             |
| Number of persons in families with children served                          |                              |                             |
| Total   | 426                          | 165                         |

## D. Funding & Eligible Activities

Completed by janna.nichols@5chc.org on 10/6/2024 2:07 PM

Case Id: 30246

Name: 5Cities Homeless Coalition - 2025

Address: 100 S 4TH ST, GROVER BEACH, CA 93433

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### D. Funding & Eligible Activities

---

Please provide the following information.

#### D.1. Total Funding Requested

\$881,049.00

#### D.1.a. Please upload the following documentation:



**Attachment H – Budget, Leveraged-Funds, and Budget Narrative:** Attach a Budget and Budget Narrative for the project for which you are applying. The budget narrative should include FTEs to be provided. Please include the value of any matching funding. **\*Required**

*\*\*No files uploaded*

#### D.2. Are you requesting HOME-TBRA funds?

Yes

#### D.2.a. Amount of HOME-TBRA funds requested:

\$769,779.00

#### D.2.b. Estimated number of unduplicated persons to benefit from HOME-TBRA funds:

372

#### D.2.c. Estimated number of unduplicated households to benefit from HOME-TBRA funds:

144

#### D.2.d. Provide proposed funding amounts and approximate number of households to be served:

| Funding Type             | Amount | Approximate Households Served |
|--------------------------|--------|-------------------------------|
| Rental Subsidy           | \$0.00 | 371                           |
| Utility Deposit Subsidy  | \$0.00 |                               |
| Security Deposit Subsidy | \$0.00 |                               |
| Total                    | \$0.00 | 371                           |

#### D.2.e. Please describe your organization's client application, intake, and preliminary assessment process.

5CHC is a member of the Coordinated Entry collaborative, a system utilized by Homeless Service Providers throughout the County that provides a standardized intake assessment and referrals to ensure a more consistent and streamlined experience for those seeking services. During this initial intake, clients complete a comprehensive needs assessment, identify barriers to employment or housing, and develop an immediate action plan. Additionally, this assessment provides an opportunity to identify what services or resources a client is already connected to in an effort to reduce duplication of services. Clients are screened for homeless status (homeless certification forms) and income eligibility.

**D.2.f. Describe your organizational collaboration with other local organizations to assist TBRA income eligible households.**

5CHC engages with a broad spectrum of community partners to provide housing assistance, working extensively with the more than 20 member organizations of the Supportive Housing Consortium. In particular 5CHC partners with ECHO and CAPSLO, as part of the coordinated entry system. Additionally, 5CHC has built an even more extensive referral network with the Legal Assistance Foundation, and Family Resource Centers throughout the County, and Family Care Network. 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 prevent duplication of services and benefits.

**D.2.g. HOME-TBRA Matching Funds**

| Funding Source   | Amount       |
|--|--------------|
| In-Kind Case Management - Supportive Housing Consortium Estimate \$38.57/hour (including fringe) X 500 Hours | \$192,445.00 |
| Total  | \$192,445.00 |

**Please upload the following documentation:**

**Attachment I – Match Certification Letter: 25% match required for HOME TBRA \*Required**

*\*\*No files uploaded*

**Attachment J – HOME-TBRA Policies and Procedures**

*\*\*No files uploaded*

**D.3. Are you requesting CDBG funds?**

Yes

**D.3.a. Amount of CDBG funds requested:**

\$9.00

**D.3.b. Please indicate the amount you are requesting for each jurisdiction:**

| Jurisdiction    | Amount      |
|-----------------|-------------|
| Arroyo Grande   | \$9,600.00  |
| Atascadero      | \$3,600.00  |
| Morro Bay       | \$3,000.00  |
| Paso Robles     | \$17,150.00 |
| Pismo Beach     | \$5,000.00  |
| San Luis Obispo | \$9,920.00  |
| County          | \$13,000.00 |
| Total           | \$61,270.00 |

**D.3.c. Estimated number of unduplicated persons to benefit from CDBG funds:**

30

**D.3.d. Estimated number of unduplicated households to benefit from CDBG funds:**

11

D.3.e. Please select the national objective that best applies to the proposed project.

Please refer to "[Basically CDBG](#)" or the "[CDBG Guide to National Objectives and Eligible Activities](#)" for more information regarding CDBG national objectives.

Low Moderate Income

**LOW/MODERATE INCOME:** Select which criteria the proposed project intends to qualify under to meet the Low/Moderate Income objective.

Limited Clientele

D.3.f. Identify all eligible activities that apply to the proposed project:

- Public Services -General
- Operating Costs of Homeless/AIDS Patients Programs
- Senior Services
- Handicapped Services
- Legal Services
- Youth Services
- Transportation Services
- Substance Abuse Services
- Services for Battered and Abused Spouses
- Crime Awareness or Neighborhood Cleanups
- Fair Housing Activities
- Tenant/Landlord/Housing Counseling
- Child Care Services
- Health Services
- Services for Abused and Neglected Children
- Mental Health Services
- Job Training and Job Placement Services
- Subsistence Payments, Homeless Assistance, Rental Housing Subsidies or Security Deposits
- Assistance to microenterprises (technical assistance, business support services, and other similar services to owners of microenterprises or persons developing microenterprises)
- Minor Home Repair

D.3.g. Explain how the proposed project meets the selected National Objective:

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Assistance will be provided to benefit a clientele who are generally presumed by HUD to be principally L/M income persons - those who are homeless. This population is among those who are currently presumed by HUD to be made up principally of L/M income persons: Reference: §570.208(a)(2)(i)(A) Additionally, as some assistance will be provided to those of imminent threat of homelessness, 5CHC's program additionally requires information on family size and income so that it is evident that at least 51% of the clientele are persons whose family income does not exceed the L/M income limit. Reference: §570.208(a)(2)(i)(B) and (C)

**D.3.h. Will the services offered by your organization increase or expand as a result of CDBG assistance?**

Yes

**Explain how your services will increase or expand as a result of CDBG assistance:**

While this is a continuing program, 5CHC is seeking increased support. For the current fiscal year (24-25) funding for homeless prevention services was reduced by more than \$200,000. This equates to approximately a reduction in 5CHC's ability to assist approximately 75 families.

**D.3.i. Describe how the project will directly benefit the populations identified.**

Funding will be used to provide short-term rental assistance, coupled with supportive services, to enable low-income families to remain in their home and not fall into homelessness. 5CHC has documented that less than 2% of those served in the last 24 months in this program have fallen into homelessness.

**D.4. Are you requesting PLHA funds?**

No

**D.5. Are you requesting ESG funds?**

No

**D.6. Are you requesting General Fund Support funds?**

No

## E. Required Documents

Completed by [janna.nichols@5chc.org](mailto:janna.nichols@5chc.org) on 10/6/2024 2:08 PM

**Case Id:** 30246

**Name:** 5Cities Homeless Coalition - 2025

**Address:** 100 S 4TH ST, GROVER BEACH, CA 93433

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## E. Required Documents

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Please provide the following information.

---

### Documentation

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Attachment L – Supplemental Documentation

*\*\*No files uploaded*

## Submit

Completed by [janna.nichols@5chc.org](mailto:janna.nichols@5chc.org) on 10/6/2024 2:08 PM

**Case Id:** 30246

**Name:** 5Cities Homeless Coalition - 2025

**Address:** 100 S 4TH ST, GROVER BEACH, CA 93433

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## Submit

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Please provide the following information.

The applicant certifies that all information contained in this application, and supporting documentation, given for the purpose of obtaining assistance, is true and complete to the best of the applicant's knowledge.

I hereby certify that our organization has complied with all applicable laws and regulations pertaining to the application and is an eligible applicant for the requested funding. The organization proposes to provide the program services or complete the project identified in this application. If this application is approved and this organization receives the requested funding this organization agrees to adhere to all relevant Federal, State, and local regulations and other assurances as required by the Commission.

I hereby certify that the organization is fully capable of fulfilling its obligation under this application, as stated herein.

I further certify that the information provided in this Funding Application is correct, accurate, and complete.

In addition, the content of the application shall be incorporated as part of the written agreement and, as such, will be used to monitor performance. Activities, commitments, and representations described in the written agreement that are not subsequently made a part of the program/project as funded shall be considered a material contract failure and may result in a repayment of all awarded funds and/or suspension from participation in future funding rounds.

### Authorized Representative Signature

Janna Nichols

*Electronically signed by [janna.nichols@5chc.org](mailto:janna.nichols@5chc.org) on 10/6/2024 2:08 PM*

### Authorized Representative Title

Executive Director



# Overview

Completed by [planning@capslo.org](mailto:planning@capslo.org) on 10/1/2024 3:50 PM

**Case Id:** 30248

**Name:** CAPSLO Energy Services - 2025

**Address:** 3970 Short St., Suite 110, San Luis Obispo, CA

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## Overview

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Please provide the following information.



County of San Luis  
Obispo  
Public Service Grants  
Program

Department of Social Services  
Adult and Homeless Services Branch  
PO Box 8119  
San Luis Obispo, CA 93403-8119  
[SS\\_HomelessGrants@co.slo.ca.us](mailto:SS_HomelessGrants@co.slo.ca.us)

For each Public Services (including Minor Home Repair) funding source, an overview is available that includes program description, federal award information, eligible applicants, eligible activities, eligible beneficiaries, and reporting in the County of San Luis Obispo Notice of Funding Availability, 2025 Action Plan:

- Section II.C for Community Development Block Grant (CDBG) Overview
- Section II.D for Emergency Solutions Grant (ESG) Overview
- Section II.E for HOME-TBRA Investment Partnerships Program (HOME) Overview
- Section II.F for Permanent Local Housing Allocation (PLHA) Overview
- Section II.H for General Fund Support (GFS) Overview

## A. Applicant Information

Completed by [planning@capslo.org](mailto:planning@capslo.org) on 10/1/2024 3:51 PM

Case Id: 30248

Name: CAPSLO Energy Services - 2025

Address: 3970 Short St., Suite 110, San Luis Obispo, CA

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### A. Applicant Information

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Please provide the following information.

#### PRIMARY APPLICANT INFORMATION-LEAD AGENCY

##### A.1. Organization Name

Community Action Partnership of San Luis Obispo County, Inc.

##### A.2. Type of Organization

Non-Profit

##### A.2.b. Please upload the following documentation:

Attachment A - Proof of Active SAM.gov Registration **\*Required**

*\*\*No files uploaded*

##### A.3. UEI Number: For more information, visit [SAM.GOV](https://sam.gov)

GBL8FWVCLC5

##### A.4. Address

1030 Southwood Dr. San Luis Obispo, CA 93401

##### A.5. Is the organization faith based?

No

##### A.6. Date of Incorporation

12/09/1965

##### A.6.a. Please upload the following documentation:

Attachment B – Incorporation Documents **\*Required**

*\*\*No files uploaded*

Attachment C – Organization Mission Statement **\*Required**

*\*\*No files uploaded*

##### A.7. Required Acknowledgement of Insurance Requirements. Has your organization read and understood the insurance requirements listed in “Example Exhibit D – General Conditions” in the Library?

Yes

##### A.8. Annual Operating Budget

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\$119,771,028.00

**A.9. Number of Paid Staff**

947

**A.10. Number of Volunteers**

682

**CONTACT INFORMATION**

**A.11. Contact Person Name**

Elizabeth "Biz" Steinberg

**A.12. Contact Person Title**

Chief Executive Officer

**A.13. Phone Number**

(180) 554-4435

**A.14. Email**

esteinberg@capslo.org

## B. Applicant Capacity

Completed by [planning@capslo.org](mailto:planning@capslo.org) on 10/1/2024 4:03 PM

Case Id: 30248

Name: CAPSLO Energy Services - 2025

Address: 3970 Short St., Suite 110, San Luis Obispo, CA

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## B. Applicant Capacity

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Please provide the following information.

### B.1. Describe the organization's history of receiving and managing grants from County/State/Federal sources.

Since its inception in 1965, CAPSLO has received and successfully managed a variety of grants that address the unmet needs of low-income and vulnerable individuals and families through County, State, and Federal sources. County grants include but are not limited to CBO/PHG, Departments of CDBG, Social Services (DSS), Public Health, Behavioral Health, Probation, ESG, General Funds, and more recently Coordinated Entry, CESH, and PLHA grants. State grants include but are not limited to the Office of Emergency Services, Office of Child Abuse Prevention, Department of Education, Department of Social Services, and Community Services and Development (CSD), which designates the organization as a Community Action Agency because it distributes funds from the Community Services Block Grant (CSBG). Federal - The majority of CAPSLO's funding comes from the Administration for Children and Families, Office of Head Start, which the agency has been receiving since 1965, but also Substance Abuse and Mental Health Services Administration (SAMHSA) and the Department of Veteran Affairs. The Energy Division, the focus of this application, receives funding from CSD for the Low-Income Home Energy Assistance Program (LIHEAP), Department of Energy for the Weatherization Assistance Program (DOE WAP) and Bipartisan Infrastructure Law Weatherization Assistance Program (Bil WAP), the Area Agency on Aging, PG&E, SoCalGas, City of Pismo Beach, and City of Santa Maria.

### B.2. Describe how the organization participates in HMIS, Coordinated Entry, and the San Luis Obispo County Continuum of Care.

This is not applicable to Energy Services' Minor Home Program, but CAPSLO's Homeless Services Division does participate in HMIS, Coordinated Entry, and the San Luis Obispo County Continuum of Care.

### B.3. Briefly describe your organization's auditing requirements, including those for the proposed project. As outlined in 2 CFR § 200.500 and 24 CFR § 5.801

CAPSLO undergoes an agency-wide, rigorous audit process annually by the firm of Brown Armstrong Certified Public Accountants. The process includes inquiry and observation to understand and evaluate CAPSLO's internal controls, confirmations, interim testing and compliance audits, and substantive procedural analysis. Critical audit areas include compliance with federal and state awards, expenses for program and support services, accounts payable and accrued liabilities, program revenue and unearned deferred revenue, cash, property and equipment, and long-term debt. A summary of the audit is formally presented by Brown Armstrong to both the Audit and Finance Committees of the Board as well as the full Board of Directors and senior management annually.

#### B.3.a. Please upload the following documentation:

Attachment D - Most Recent Audit **\*Required**

*\*\*No files uploaded*

### B.4. Describe the organization's experience delivering related programs/projects.

CAPSLO's Energy Services Division has provided weatherization, energy conservation, and utility assistance programs for

the county since 1978, with the Minor Home Repair program added in 1995. Minor Home Repair provides basic home repairs to seniors in San Luis Obispo and Northern Santa Barbara counties. The program is targeted at low-income and disabled seniors who otherwise would not have sufficient resources to get the repairs done themselves. This specific project has been funded through county and city CDBG funds for over 20 years, albeit not consecutively, and the Area Agency on Aging since at least 2003.

**B.5. How will you document and maintain income status or presumed benefit status of each beneficiary in compliance with regulations?**

Energy Services will collect income documentation from all household members and documentation of home ownership as part of the enrollment process for each beneficiary. All documents will be kept in client files along with a completed application.

**B.6. Briefly describe your agency's record keeping system with relevance to the proposed project.**

Client and household demographic data is captured, including household income, size, disability status, age, services provided, etc. Appropriate income documentation is required, which includes one of the following: recent pay-stubs, bank statements, income tax returns, or proof of participation in an approved alternative low-income program (provided the income thresholds are equal to or lower than the HUD identified income levels). All copies of client household data are kept in client files, and recorded in Hancock Software, the Energy Service's program database, and in CAPSLO's agency-wide database, ClientTrack.

**B.7. Identify all budgeted funds for project related costs. Include leveraged funding to exhibit financial sustainability of the project beyond the grant term if awarded.**

CDBG Funds – County of San Luis Obispo \$95,000 Area Agency on Aging (leveraged) 8,000 LIHEAP (leveraged) 18,000 Total Funding \$121,000 CDBG Funds City of Pismo Beach \$22,000 Area Agency on Aging (leveraged) 1,200 LIHEAP (leveraged) 3,400 Total Funding \$26,600 CDBG Funds City of San Luis Obispo \$45,000 Area Agency on Aging (leveraged) 2,500 LIHEAP (leveraged) 7,200 Total Funding \$54,700

**B.8. Does your organization comply with the Generally Accepted Accounting Principles?**

**As outlined in 2 CFR § 200**

Yes

**Required Acknowledgement for Federal Grants or Contracts**

**B.9. Does your organization certify that, if awarded funds, it will comply with the requirements as shown as [Example Exhibit D-General Conditions](#) and [Example Exhibit E- Special Conditions](#)?**

Yes

## C. Proposed Project & Project Details

Case Id: 30248

Name: CAPSLO Energy Services - 2025

Address: 3970 Short St., Suite 110, San Luis Obispo, CA

Completed by [planning@capslo.org](mailto:planning@capslo.org) on 10/3/2024 7:38 AM

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### C. Proposed Project & Project Details

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Please provide the following information.

#### C.1. Name of Proposed Project

Minor Home Repair

#### C.2. Project/Program Address

3970 Short St., Suite 110 San Luis Obispo, CA 93401

#### C.3. Areas Served-Select all that apply

- City of Arroyo Grande
- City of Atascadero
- City of Grover Beach
- City of Morro Bay
- City of Paso Robles
- City of Pismo Beach
- City of San Luis Obispo
- Unincorporated Community
- Countywide

#### C.4. Provide a brief narrative of the proposed project, including projected outcomes:

CAPSLO's Minor Home Repair provides necessary home repair and access-improvement services for low- and very low-income households, including elderly and disabled individuals residing in single-family homes, mobile homes, and multi-family units. Home repairs covered under the program include carpentry, plumbing, and electrical work as well as the installation of grab bars, handrails, accessible bathrooms and showers, wheelchair ramps and lifts and other safety improvements. These repairs are carried out by Energy staff who work under CAPSLO's contractor's license #623259. Projected outcome: 100% of the 54 very low- and low-income, including elderly and disabled, individuals served through the Minor Repair program's CDBG funds, will remain independent and in their permanent, stable housing. This outcome is measured through a survey upon completion of services.

- Attachment E – If applicable, attach most recent annual performance report

*\*\*No files uploaded*

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**C.5. What is the level of need for this activity within SLO County? Please include data to support your answer.**

SLO County's population is older than the state's: the county's share of those 60+ is 29.6% compared to the state at 23.4%. This means that more older people will be staying in their homes for as long as they can because of limited financial resources; they will need their homes to be as safe, energy efficient and accessible as possible in order to stay there. Many of these individuals reside in housing that is substandard and in need of repairs. Both affordable housing and residential care for seniors is very limited in the county, especially for very low- and low-income individuals. The primary unmet need faced by program clients are accessibility improvements to their homes or larger home repairs that cannot be covered by other funding sources. The average waiting list for minor home repair is 40 households in SLO County. Each person or household waits 4-6 weeks until they are served. Clients requesting services are ranked in order of priority taking into consideration health and safety, disability, economic need, and age. Within these categories, clients who are severely disabled, lower income, or who do not have other resources or family members who can assist them are prioritized.

**C.5.a. Please upload the following documentation:**

**Attachment F – Timeline: Attach a timeline for key steps of project implementation. \*Required**

*\*\*No files uploaded*

**C.6. Is this effort new, continuing, or expanding? Please describe.**

This is a continuing effort. The need for home repair and improvements to make the home more accessible for elderly and disabled individuals is ongoing. These funds will allow us to continue to provide services to those in need, keeping them safely housed and independent.

**C.7. Describe how the project will align with a (or multiple) Line(s) of Effort to support the [San Luis Obispo Countywide Plan to Address Homelessness \(2022-2027\)](#).**

Minor Home Repair aligns best with the county's "Line of Effort 2: Focus efforts to reduce or eliminate the barriers to housing stability for those experiencing homelessness or at risk of homelessness, including prevention, diversion, supportive services, and housing navigation efforts." This project is a supportive service for one of the county's identified beneficiary groups -- older adults/medically fragile. This project keeps this population safely housed and helps prevent homelessness due to substandard housing and accessibility issues.

**C.8. Select all population(s) expected to be served through this project:**

- Adults with children
- Adults without children
- Elderly/Senior
- Parenting Youth
- Persons Experiencing Chronic Homelessness
- Persons At Risk of Homelessness
- Veterans
- Domestic Violence Survivors

- Persons with Disabilities**
- Unaccompanied Youth (under 25 years of age)**
- Individuals with Co-occurring Disorders (Substance Use and Mental Health)**
- Low – Moderate Income Persons or Households**

**C.9. How does your program/service complement and collaborate with existing efforts in the County? Describe how the program/project will increase capacity of services/housing for persons experiencing homelessness and at-risk persons in the County.**

Minor Home Repair is a unique service provided in the community that collaborates with other County programs serving seniors, such as DSS and In-Home Support Services. This program, along with County senior-serving programs, cross-refer to one another when additional support services are identified. Programs work together to ensure the safety and independence of the seniors in SLO County. The entire country is faced with an aging population, with many elderly seniors on a fixed income experiencing limited financial resources. As noted in C.5, as people age in their homes, there is a growing need to address disability and limitations along with substandard conditions and need for repair that arise. Additionally, both affordable housing and residential care for seniors is very limited in the county, especially for very low- and low-income individuals. Because demand consistently exceeds available funding, there is a waiting list for these services.

**C.10. Describe any consultation with local jurisdictions to gain support for the project. Describe any support you have from local jurisdictions.**

This program has consistently been supported by local jurisdictions, evidenced by the many years of CDBG funding received by both SLO County and City of Pismo Beach.

**Attachment G – Letters of Support: Please attach any letters of support or commitment from local governments or community partners.**

*\*\*No files uploaded*

**C.11. Describe how you will ensure that the proposed project is accessible to communities of color which are disproportionately impacted by homelessness, particularly Black, Latinx, Asian, Pacific Islander, and Native and Indigenous communities. If you have previously received a grant to serve any of the affected communities, please provide a brief description of those grant activities and the outcomes you achieved.**

All CAPSLO programs have a focus of serving low-income, vulnerable populations of all different races and backgrounds. CAPSLO serves a high percentage of Hispanic individuals and families, making up 72% of all clients served in 2023, significantly higher than the overall SLO County percentage of 23.2%. Staff are hired who are bilingual/bicultural in Spanish and English in order to best serve clients in their primary language. Fifty percent of staff identify as Hispanic. In addition, program materials are available in English and Spanish. CAPSLO is seeing an increase in services to Mixteco speaking clients, and if needed, translation services are accessed in order for staff to be able to assist monolingual speaking individuals. In terms of accessibility, there are several CAPSLO programs, including Minor Home Repair, that provide services directly in the communities and in client's homes. These services help remove barriers to access for underserved and isolated community members.

**C.13. Indicate the predicted, unduplicated performance outcome listed below:**

| Population  | Number of Individuals Served | Number of Households Served |
|---|------------------------------|-----------------------------|
| Number of unsheltered persons to become sheltered | 0                            | 0                           |



|   |   |   |
|---|---|---|
| Number of people experiencing homelessness to be entering permanent housing | 0 | 0 |
| Number of people experiencing Chronic Homelessness served                   | 0 | 0 |
| Number of persons At-Risk of Homelessness served                            | 0 | 0 |
| Number of Unaccompanied Youth served  | 0 | 0 |
| Number of Youth At-Risk of Homelessness served                              | 0 | 0 |
| Number of persons in families with children served                          | 0 | 0 |
| Total   | 0 | 0 |

## D. Funding & Eligible Activities

Completed by [planning@capslo.org](mailto:planning@capslo.org) on 10/4/2024 4:44 PM

Case Id: 30248

Name: CAPSLO Energy Services - 2025

Address: 3970 Short St., Suite 110, San Luis Obispo, CA

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### D. Funding & Eligible Activities

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Please provide the following information.

#### D.1. Total Funding Requested

\$162,000.00

#### D.1.a. Please upload the following documentation:



**[Attachment H – Budget, Leveraged-Funds, and Budget Narrative](#)**: Attach a Budget and Budget Narrative for the project for which you are applying. The budget narrative should include FTEs to be provided. Please include the value of any matching funding. **\*Required**

*\*\*No files uploaded*

#### D.2. Are you requesting HOME-TBRA funds?

No

#### D.3. Are you requesting CDBG funds?

Yes

#### D.3.a. Amount of CDBG funds requested:

\$162,000.00

#### D.3.b. Please indicate the amount you are requesting for each jurisdiction:

| Jurisdiction    | Amount       |
|-----------------|--------------|
| Arroyo Grande   | \$0.00       |
| Atascadero      | \$0.00       |
| Morro Bay       | \$0.00       |
| Paso Robles     | \$0.00       |
| Pismo Beach     | \$22,000.00  |
| San Luis Obispo | \$45,000.00  |
| County          | \$95,000.00  |
| Total           | \$162,000.00 |

#### D.3.c. Estimated number of unduplicated persons to benefit from CDBG funds:

54

#### D.3.d. Estimated number of unduplicated households to benefit from CDBG funds:

27

#### D.3.e. Please select the national objective that best applies to the proposed project.

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Please refer to "[Basically CDBG](#)" or the "[CDBG Guide to National Objectives and Eligible Activities](#)" for more information regarding CDBG national objectives.

Low Moderate Income

**LOW/MODERATE INCOME:** Select which criteria the proposed project intends to qualify under to meet the Low/Moderate Income objective.

Housing

**D.3.f. Identify all eligible activities that apply to the proposed project:**

- Public Services -General
- Operating Costs of Homeless/AIDS Patients Programs
- Senior Services
- Handicapped Services
- Legal Services
- Youth Services
- Transportation Services
- Substance Abuse Services
- Services for Battered and Abused Spouses
- Crime Awareness or Neighborhood Cleanups
- Fair Housing Activities
- Tenant/Landlord/Housing Counseling
- Child Care Services
- Health Services
- Services for Abused and Neglected Children
- Mental Health Services
- Job Training and Job Placement Services
- Subsistence Payments, Homeless Assistance, Rental Housing Subsidies or Security Deposits
- Assistance to microenterprises (technical assistance, business support services, and other similar services to owners of microenterprises or persons developing microenterprises)
- Minor Home Repair

**D.3.g. Explain how the proposed project meets the selected National Objective:**

The proposed project meets the National objective because 100% of beneficiaries of the proposed activities will be very low, low, and moderate income persons, including seniors and disabled individuals. CAPSLO requests

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11 of 14

documentation of family/individual income for clients of the minor home program.

**D.3.h. Will the services offered by your organization increase or expand as a result of CDBG assistance?**

Yes

**Explain how your services will increase or expand as a result of CDBG assistance:**

This funding request expands to the City of San Luis Obispo to reach an additional 16 individuals in eight households in addition to continuing to serve County and the City of Pismo Beach residents.

**D.3.i. Describe how the project will directly benefit the populations identified.**

The program benefits very low-income and low-income individuals and households, including seniors and the disabled, by completing essential accessibility improvements, health and safety repairs, and other repairs with the goal of helping vulnerable members of the community remain in their homes. In some cases, there is an immediate difference in the clients' lives by providing access into and out of their homes, making them less dependent on others, and providing independence and freedom to individuals who previously did not have a way to enter and exit their homes without assistance.

**D.4. Are you requesting PLHA funds?**

No

**D.5. Are you requesting ESG funds?**

No

**D.6. Are you requesting General Fund Support funds?**

No

## E. Required Documents

Completed by [planning@capslo.org](mailto:planning@capslo.org) on 10/4/2024 4:48 PM

**Case Id:** 30248

**Name:** CAPSLO Energy Services - 2025

**Address:** 3970 Short St., Suite 110, San Luis Obispo, CA

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## E. Required Documents

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Please provide the following information.

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### Documentation

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Attachment L – Supplemental Documentation

*\*\*No files uploaded*

## Submit

Completed by [planning@capslo.org](mailto:planning@capslo.org) on 10/4/2024 4:49 PM

**Case Id:** 30248

**Name:** CAPSLO Energy Services - 2025

**Address:** 3970 Short St., Suite 110, San Luis Obispo, CA

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## Submit

---

Please provide the following information.

The applicant certifies that all information contained in this application, and supporting documentation, given for the purpose of obtaining assistance, is true and complete to the best of the applicant's knowledge.

I hereby certify that our organization has complied with all applicable laws and regulations pertaining to the application and is an eligible applicant for the requested funding. The organization proposes to provide the program services or complete the project identified in this application. If this application is approved and this organization receives the requested funding this organization agrees to adhere to all relevant Federal, State, and local regulations and other assurances as required by the Commission.

I hereby certify that the organization is fully capable of fulfilling its obligation under this application, as stated herein.

I further certify that the information provided in this Funding Application is correct, accurate, and complete.

In addition, the content of the application shall be incorporated as part of the written agreement and, as such, will be used to monitor performance. Activities, commitments, and representations described in the written agreement that are not subsequently made a part of the program/project as funded shall be considered a material contract failure and may result in a repayment of all awarded funds and/or suspension from participation in future funding rounds.

### Authorized Representative Signature

Elizabeth "Biz" Steinberg

*Electronically signed by [planning@capslo.org](mailto:planning@capslo.org) on 10/4/2024 4:48 PM*

### Authorized Representative Title

Chief Executive Officer

# Overview

Completed by mleal@haslo.org on 10/3/2024 6:56 PM

**Case Id:** 30262

**Name:** San Luis Obispo Nonprofit Housing Corporation -

**Address:** 1422 Monterey Street , San Luis Obispo, CA

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## Overview

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Please provide the following information.



County of San Luis  
Obispo  
Affordable Housing  
Program

Department of Social Services  
Adult and Homeless Services Branch  
PO Box 8119  
San Luis Obispo, CA 93403-8119  
[SS\\_HomelessGrants@co.slo.ca.us](mailto:SS_HomelessGrants@co.slo.ca.us)

For each Affordable Housing funding source, an overview is available that includes program description, federal award information, eligible applicants, eligible activities, eligible beneficiaries, and reporting in the [County of San Luis Obispo Notice of Funding Availability, 2025 Action Plan](#):

- Section II.C for Community Development Block Grant (CDBG) Overview
- Section II.E for HOME Investment Partnerships Program (HOME) Overview
- Section II.F for Permanent Local Housing Allocation (PLHA) Overview
- Section II.G for Title 29 Overview
- Section II.H for General Fund Support (GFS) Overview

## A. Applicant Information

Completed by mleal@haslo.org on 10/3/2024 7:11 PM

Case Id: 30262

Name: San Luis Obispo Nonprofit Housing Corporation -

Address: 1422 Monterey Street , San Luis Obispo, CA

---

### A. Applicant Information

---

Please provide the following information.

#### PRIMARY APPLICANT INFORMATION-LEAD AGENCY

##### A.1. Organization Name

SLONP

##### A.2. Type of Organization

Non-Profit

##### A.3. UEI Number: For more information, visit [SAM.GOV](https://sam.gov)

DKJWAFNQ2JN4

##### A.3.a. Please upload the following documentation:

Attachment A - Proof of Active SAM.gov Registration **\*Required**

*\*\*No files uploaded*

##### A.4. Address

487 Leff Street San Luis Obispo, CA 93401

##### A.5. Is the organization faith based?

No

##### A.6. Date of Incorporation

10/16/1991

##### A.6.a. Please upload the following documentation:

Attachment B – Organizational Chart **\*Required**

*\*\*No files uploaded*

Attachment C – Incorporation Documents **\*Required**

*\*\*No files uploaded*

Attachment D – General Liability Insurance **\*Required**

*\*\*No files uploaded*

##### A.7. Annual Operating Budget

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\$11,795,000.00

**A.8. Number of Paid Staff**

1

**A.9. Number of Volunteers**

0

**CONTACT INFORMATION**

**A.10. Contact Person Name**

Matt Leal

**A.11. Contact Person Title**

Project Manager

**A.12. Phone Number**

(805) 391-1063

**A.13. Email**

mleal@haslo.org

**FINANCE CONTACT INFORMATION**

**A.14. Finance Contact Person Name**

Ken Litzinger

**A.15. Finance Contact Person Title**

CFO

**A.16. Finance Phone Number**

(805) 594-5304

**A.17. Finance Email**

klitzinger@haslo.org

## B. Applicant Capacity

Completed by mleal@haslo.org on 10/3/2024 7:23 PM

Case Id: 30262

Name: San Luis Obispo Nonprofit Housing Corporation -

Address: 1422 Monterey Street , San Luis Obispo, CA

---

### B. Applicant Capacity

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Please provide the following information.

**B.1. Describe your organization's history of receiving and managing grants from County/State/Federal sources.**

SLONP and The Fort Group have received and managed grants since both organizations incorporation, which totals over 30 years. There have been a variety of grants received and managed including but not limited to; HOME, CDBG, T-29, Project Homekey, AFH, RDA, CARES, ROSS, Decarbonization, and HTF. To manage the variety of grants, there are systems in place to track and manage regulation compliance and reporting to the respective grantor. As the County knows, some of these grants may be set up as soft loans.

**B.2. Briefly list any recent development projects your organization has proposed, is currently working on, and/or has recently completed (regardless of funding source).**

There are about fifteen (15) projects in the pipeline at various stages. Currently, the Anderson Hotel project is being leased up and Shell Beach Senior will follow soon. There are three (3) under construction, including Maxine Lewis, Bridge Street Phase I, and Cleaver and Clark Commons to name a few. Three (2) projects are closing in the next few months, which include Monterey Senior, and Arroyo Terrace. And finally at the pre-development stage there are eight (8) projects, which, two (2) will be requesting funding in this round.

**B.3. Briefly describe your organization's auditing requirements, including those for the proposed project (as outlined in 2 CFR § 200.500 and 24 CFR § 5.801).**

SLONP administers Federal, State, and Local grants, and has strong systems and controls in place. SLONP will provide the record-keeping services for the project. SLONP undergoes annual audits by an independent CPA firm.

**B.3.a. Please upload the following documentation:**

Attachment E - Most Recent Audit **\*Required**

*\*\*No files uploaded*

**B.4. Briefly describe your organization's record keeping system with relevance to the proposed project.**

SLONP owns and operates hundreds of deed restricted housing units in San Luis Obispo County. It is accustomed to keeping detailed records regarding income eligibility for all programs. Additionally, HASLO will be the management agent for this housing. HASLO has many years of experience in maintaining record keeping and accounting in conformity with HUD and State regulations. Staff are certified in low-income housing compliance. Projects are audited annually and reports are provided to all funding sources. Detailed accounting records are maintained for all project costs and audited by third party auditing firms.

**B.5. Describe how your organization will document and maintain income status or presumed benefit status of each beneficiary in compliance with regulations?**

As the managing agent HASLO will perform all income certifications. HASLO has certified compliance specialists on staff with years of experience. At the housing application/intake stage income and asset information will be collected

from each client, with back up documentation. Files will be maintained and available for county inspection. HASLO currently performs income and compliance certifications for over 3,000 clients annually.

**B.6. Describe your project staff’s experience with Section 3 (as outlined in 24 CFR Part 75).**

Our team has worked with County staff closely over the years to satisfy Section 3 as outlined in 24 CFR Part 75. The Director of Construction ensures that Section 3 language is included in the relevant construction documents and requests for proposals for contractors. Our team also provides the annual reports per the County’s request.

**B.6.a. Section 3 Manager Name**

Michael Burke

**B.6.b. Section 3 Manager Title**

Director of Construction and Development

**B.7. If the County allocated funds to your organization in previous years, do any of those funds remain unspent?**

Yes

**B.7.a. Please provide the following information:**

| Project Name    | Funding Source and Year  | Remaining Amount |
|-----------------|--------------------------|------------------|
| Arroyo Terrace  | Title 29 2021            | \$88,928.00      |
| Toscano         | CDBG 2021- Retainer      | \$48,370.00      |
| Shell Beach     | HOME ARP 2022 - Retainer | \$8,927.10       |
| Shell Beach     | HOME 2022 - Retainer     | \$17,818.00      |
| Shell Beach     | T-29 2022 - Retainer     | \$12,737.50      |
| Arroyo Terrace  | 2024 Allocations Coming  | \$0.00           |
| Monterey Senior | 2024 Allocations Coming  | \$0.00           |
|                 |                          | \$176,780.60     |

**B.8. Does your organization comply with the Generally Accepted Accounting Principles as outlined in 2 CFR § 200?**

Yes

## C. Proposed Project & Project Details

Case Id: 30262

Name: San Luis Obispo Nonprofit Housing Corporation -

Address: 1422 Monterey Street , San Luis Obispo, CA

Completed by mleal@haslo.org on 10/4/2024 9:29 PM

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### C. Proposed Project & Project Details

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Please provide the following information.

#### C.1. Name of Proposed Project

Monterey Family Apartments

#### C.2. Project/Program Address(es)

1422 Monterey Street San Luis Obispo, CA 93401

#### C.3. Accessor's Parcel Number(s).

001-137-015, 013

#### C.4. Areas Served-Select all that apply

City of Arroyo Grande

City of Atascadero

City of Morro Bay

City of Paso Robles

City of Pismo Beach

City of San Luis Obispo

City of Grover Beach

Not eligible for CDBG or HOME

Unincorporated Community

#### C.5. Will the project require any acquisitions?

Yes

#### C.5.a. Please upload the following documentation:

Attachment F – Appraisal of Property **\*Required**

*\*\*No files uploaded*

#### C.5.b. What is the proposed purchase amount?

\$3,800,000.00

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**C.5.c. What is the anticipated escrow closing date?**

11/12/2025

**C.6. Will the current owner, residential occupants, and/or commercial occupants be displaced by the project?**

No

**C.7. Provide a complete description of the proposed project and proposed outcomes:**

See C8. and C9. below.

**C.7.a. Number and Unit Type (size) of Proposed Units Created and/or Rehabilitated:**

| Unit Type (Size) | Created Units | Rehabbed Units |
|------------------|---------------|----------------|
| Studio           | 2             |                |
| 1 br             | 22            |                |
| 2 br             | 13            |                |
| 3 br             | 14            |                |

**C.7.b. Of the total number of new units created, how many will be deed-restricted?**

50

**C.7.c. Please upload the following documentation:**

**Attachment H – Timeline: Attach a timeline for key steps of project implementation. Include key steps or phases of project implementation such as, but not limited to, the following: predevelopment, financing, use permitting, construction permitting, demolition, grading, construction finance close, construction milestones, placed in service date, permanent loan conversion, etc. \*Required**

*\*\*No files uploaded*

**Attachment I – Maps, Photos, Drawings, Plans: Upload a complete set of drawings/plans here. Also include any maps or photos available. \*Required**

*\*\*No files uploaded*

**Required for HOME funding; not required but recommended for all other funding.**

**Attachment J – Most Recent Market Study**

*\*\*No files uploaded*

**C.8. Describe site and neighborhood standards including proximity to services, transportation, and employment:**

The project site is located in the northern portion of the City within a mixed-use neighborhood comprised of single-family homes and commercial properties. The project site is accessible from Monterey St. Residents will have access to transit options right along Monterey St. and the site is within walking distance of numerous amenities including Grocery, Pharmacy, Parks, Library, Medical and Senior Services. The site slopes uphill from Monterey St. with approximately 11' of elevation difference. The project minimizes potential impacts to and from adjacent properties by locating commercial activities and open space areas towards Monterey Street and residential uses above the commercial towards the center of the property to provide adequate separation from the existing single-family residences in the adjacent R-2 zoning district. The vicinity is developed with a mix of commercial and residential uses that is conducive to a mixed-use project at this location. The project's proposed common area is located along Monterey Street, which is oriented toward the commercial frontage, minimizing potential adverse impacts from non-

residential project noise to the adjacent residential neighborhood.

**C.9. What is the current zoning designation of the project site?**

The site is zoned C-R & C-R-S (Commercial Retail with a Special Considerations Overlay) . The project has obtained all land use entitlements from the San Luis Obispo Planning Commission for a new 86,180 square foot mixed use project consisting of 55 senior affordable units and 51 family affordable units and 4,336 of commercial space and a three-story parking garage and associated various exceptions, concessions and development waivers.

**C.10. Is the proposed project consistent with the site’s current land use and zoning designation?**

Yes

**C.11. Have necessary Land Use Permits and/or Construction Building Permits been issued?**

Yes

**C.11a. If yes, what is their current expiration date(s)?**

The existing land use entitlements expire November 16, 2025. However, they vest upon issuance of a building permit which is expected to occur in mid-October 2024 as the first phase: Monterey Senior is required to break ground by November 12, 2024.

**C.12. Describe how the project will align with a Line of Effort (or multiple Lines of Effort) to support the [San Luis Obispo Countywide Plan to Address Homelessness \(2022-2027\)](#).**

The project aligns with LOE 1, LOE 4 - The project creates new affordable housing and proposes to use CDBG to support affordable housing, while also leveraging tax credits. (LOE 4(D)(3)) In addition, the City of San Luis Obispo can pool its CDBG with the County to speed up housing development, and thus in this scenario provide local support to address our funding gap.

**C.13. Select all population(s) expected to be served through this project and include number of units expected for each chosen population:**

- Low-/moderate-income households
- Multifamily
- Age Restricted (including seniors)
- Persons Experiencing Homelessness
- Persons with Disabilities
- Person Experiencing Chronic Homelessness
- Farmworkers
- Veterans
- Domestic Violence Survivors
- Unaccompanied Youth (under 25 years of age)

**C.13a. Has your organization previously received a grant to serve any of the populations expected to be served??**

Yes

**If yes, provide a brief description of those grant activities and the outcomes you achieved:**

San Luis Obispo Non-profit Housing Corporation have received multiple previous County Funding awards. SLONP have successfully received grants for several development projects. These projects have positively contributed to the lack of affordable housing in San Luis Obispo County.

**C.14. Please name partner agencies as applicable and describe how they will participate in the delivery of the proposed project:**

The proposed project will complement the county's efforts by providing affordable housing to those that meet the definition of low to moderate income. In our project's case, developing new affordable housing for seniors. The agencies that we collaborate with are a part of the Commission on Aging and include but are not limited to SLO Health Agency, AmeriCorps Seniors, and Adult Services.

**C.15. Does the proposed project have support from the community?**

Yes

**C.15a. Please upload the following documentation:**

Attachment K – Letters of Support

*\*\*No files uploaded*

**C.16. Has an environmental review been completed, CEQA and/or NEPA?**

Yes - CEQA Review Complete

No - CEQA Review Not Complete

Yes - NEPA Review Complete

No - NEPA Review Not Complete

Yes - Both Have Been Completed

No - Neither Have Been Completed

**C.17. Has a Phase I or Phase II environmental assessment been conducted for the property?**

Yes

**C.17a. Please upload the following documentation:**

Attachment L – Environmental Assessment, Phase I or II **\*Required**

*\*\*No files uploaded*

**C.18. Has a Phase I or Phase II archeological/historical survey been conducted at the project site?**

Yes

**C.18a. Please upload the following documentation:**

Attachment M - Archeological/Historical Survey, Phase I or II **\*Required**

*\*\*No files uploaded*

**C.19. List and describe any known hazards-e.g., asbestos, radon, lead-based paint, storage tanks – aboveground, underground. Please enter “N/A” if not applicable.**

Minor asbestos and lead based paint onsite. However, such materials will be removed during the course of abatement and demolition in association with the Senior project which is scheduled to break ground on construction in November 2024.

**C.20. Is the project on a property designated or been determined to be potentially eligible for designation as a local, state, or national historical site?**

No

**C.21. Are the building(s)/structure(s) located on a historic site or within a local historic district?**

No

**C.22. Is the project located within a 100-year and/or 500-year flood zone?**

Yes

**C.22a. If yes, how will the project mitigate potential flooding on the site?**

Not in a 100 year but is in a 500 Year. Project will be built utilizing current construction and stormwater measures.

**C.22b. If yes, does your organization have flood insurance for the project site?**

No

**C.23. Will demolition be required?**

No

**C.24. Are there any existing buildings on the project property that were constructed prior to 1978?**

Yes

**C.24a. Has an asbestos risk assessment report(s) been prepared for the building(s)?**

Yes

**C.24b. Has the building(s) been abated for asbestos?**

No

**C.24c. Has a lead hazard risk assessment report(s) been prepared for the building(s)?**

Yes

**C.24d. Has the building(s) been abated for lead paint?**

No

**C.24e. Will children occupy the building(s)?**

No



## D. Funding & Eligible Activities

Completed by mleal@haslo.org on 10/4/2024 9:57 PM

Case Id: 30262

Name: San Luis Obispo Nonprofit Housing Corporation -

Address: 1422 Monterey Street , San Luis Obispo, CA

---

### D. Funding & Eligible Activities

---

Please provide the following information.

#### D.1. Total Project Funding (include all Sources and Uses of funding)

\$43,315,610.00

##### D.1.a. Please upload the following documentation:

Attachment N - Sources and Uses, including construction sources and permanent sources.: This should include a summary of where the capital used to fund a development will come from (the sources) and what this capital will be used for (the uses). **\*Required**

*\*\*No files uploaded*

Attachment O – Commitment Letters for Funds: Required to demonstrate the 25% HOME matching funds; not required but recommended for all other funding requests.

*\*\*No files uploaded*

##### D.1.b. How do you plan to fund the operation and maintenance costs (if any) associated with this project? Are these funds available now? If not, when will they be available?

The project will size debt reflective of at least a 1.15 debt service coverage ratio for the permanent mortgage. Additionally, we maintain an operating reserve budget for additional contingency. The project will also feature a replacement reserve with regular contributions to ensure long term building operating is maintained.

##### D.1.c. Please upload the following documentation:

Attachment P – Pro Forma (20-year): Required for Rental Housing-Upload 20-Year Pro Forma here to demonstrate continued viability and affordability of the project for at least 20 years. **\*Required**

*\*\*No files uploaded*

#### D.2. Are you requesting HOME funds?

Yes

##### D.2.a. Amount of HOME funds requested:

\$769,779.00

##### D.2.b. Proposed number of HOME-assisted (deed-restricted) units:

3

##### D.2.c. HOME Matching Funds:

| Sources | Amount |
|---------|--------|
|---------|--------|

Printed By: Nathan Lenski on 10/9/2024

11 of 16

|                                      |                |
|--------------------------------------|----------------|
| State CA Infill Infrastructure Grant | \$4,072,232.00 |
| State CA Infill Infrastructure Grant | \$4,072,232.00 |

**D.2.d. Identify all eligible activities that apply to the proposed project:**

- Acquisition
- Rehabilitation
- Relocation
- Demolition
- Site Preparation
- New Construction
- Multi-Family
- Single Family

**D.2.e. Please indicate the number and type of units CREATED**

| Unit Type | 30% AMI | 31 to 50% AMI | 51 to 80% AMI | Unrestricted Resident Manager | 81% and higher AMI |
|-----------|---------|---------------|---------------|-------------------------------|--------------------|
| Studio    | 1       | 1             |               |                               |                    |
| 1-Bedroom | 6       | 9             | 7             |                               |                    |
| 2-Bedroom | 5       | 4             | 4             |                               |                    |
| 3-Bedroom | 6       | 4             | 3             | 1                             |                    |
| Total     | 18      | 18            | 14            | 1                             | 0                  |

**D.2.f. Is your project for REHABILITATION of existing units only?**

No

**D.3. Are you requesting CDBG funds?**

Yes

**D.3.a. Amount of CDBG funds requested:**

\$321,866.00

**D.3.b. Are at least 51% of the units in the project designated as low-/moderate-income units?**

Yes

**D.3.c. How many new deed-restricted units will be constructed with CDBG funds?**

0

**D.3.d. Estimated number of unduplicated households to benefit from CDBG funds:**

| Beneficiary Type | Estimated Number |
|------------------|------------------|
|------------------|------------------|

D.3.e. Please select the national objective that best applies to the proposed project.

Please refer to "[Basically CDBG](#)" or the "[CDBG Guide to National Objectives and Eligible Activities](#)" for more information regarding CDBG national objectives.

Low Moderate Income

**LOW/MODERATE INCOME:** Select which criteria the proposed project intends to qualify under to meet the Low/Moderate Income objective.

Housing

D.3.f. Identify all eligible activities that apply to the proposed project:

- Acquisitions
- Rehabilitation
- Demolition or Clearance
- Site Preparation - In anticipation of a HOME funded project

D.3.g. Explain how the proposed project meets the selected National Objective:

The project meets the National Objective by benefiting low/moderate income households and persons through supporting the creation of affordable housing.

D.3.h. Required Acknowledgement for Federal Grants or Contracts. Does your organization certify that, if awarded funds, it will comply with the requirements as shown as "[Example D-General Conditions](#)" and "[Example Exhibit E-Special Conditions](#)".

Yes

D.4. Are you requesting PLHA funds?

Yes

D.4.a. Amount of PLHA funds requested:

\$76,559.00

D.4.b. How many units will be constructed with PLHA funds?

51

D.4.c. Estimated number of unduplicated households to benefit from PLHA funds:

| Beneficiary Type | Estimated Number |
|------------------|------------------|
|------------------|------------------|

D.4.d. Identify all eligible activities that apply to the proposed project:

- Predevelopment
- Development
- Acquisition
- Rehabilitation

Preservation

**D.4.e. If awarded, how will the funds be used to produce affordable housing?**

These funds will be used to assist with the construction of 51 new affordable family housing units in the City of San Luis Obispo.

**D.5. Are you requesting Title 29 funds?**

Yes

**D.5.a. Amount of Title 29 funds requested by Housing Market Area:**

| Housing Market Area     | Amount      |
|-------------------------|-------------|
| Area 1 - North County   | \$0.00      |
| Area 2 - South County   | \$0.00      |
| Area 3 - Central County | \$17,296.00 |
| Area 4 - North Coast    | \$0.00      |
| Open to All             | \$52,152.00 |
| Total                   | \$69,448.00 |

**D.5.b. How many new deed-restricted units will be created with Title 29 funds?**

0

**D.5.c. Estimated number of unduplicated households to benefit from Title 29 funds:**

| Beneficiary Type | Estimated Number |
|------------------|------------------|
|------------------|------------------|

**D.5.d. Identify all eligible activities that apply to the proposed project:**

Homebuyer Assistance

Rental Housing

**D.5.e. If awarded, how will the funds be used to produce affordable housing?**

These funds will be used to assist with the construction of 51 new affordable family housing units in the City of San Luis Obispo. The funds will be used to cover the new construction hard costs and acquisition. However, because of the large size of the project, additional public funds are needed to make the project competitive for a tax credit award.

## E. Additional Documents

Completed by mleal@haslo.org on 10/4/2024 9:58 PM

**Case Id:** 30262

**Name:** San Luis Obispo Nonprofit Housing Corporation -

**Address:** 1422 Monterey Street , San Luis Obispo, CA

---

## E. Additional Documents

---

Please provide the following information.

---

### Documentation

---

Attachment R – Supplemental Information

*\*\*No files uploaded*

## Submit

Completed by mleal@haslo.org on 10/4/2024 9:58 PM

**Case Id:** 30262

**Name:** San Luis Obispo Nonprofit Housing Corporation -

**Address:** 1422 Monterey Street , San Luis Obispo, CA

---

## Submit

---

Please provide the following information.

The applicant certifies that all information contained in this application, and supporting documentation, given for the purpose of obtaining assistance, is true and complete to the best of the applicant's knowledge.

I hereby certify that our organization has complied with all applicable laws and regulations pertaining to the application and is an eligible applicant for the requested funding. The organization proposes to provide the program services or complete the project identified in this application. If this application is approved and this organization receives the requested funding this organization agrees to adhere to all relevant Federal, State, and local regulations and other assurances as required by the Commission.

I hereby certify that the organization is fully capable of fulfilling its obligation under this application, as stated herein.

I further certify that the information provided in this Funding Application is correct, accurate, and complete.

In addition, the content of the application shall be incorporated as part of the written agreement and, as such, will be used to monitor performance. Activities, commitments, and representations described in the written agreement that are not subsequently made a part of the program/project as funded shall be considered a material contract failure and may result in a repayment of all awarded funds and/or suspension from participation in future funding rounds.

### Authorized Representative Signature

Matt Leal

*Electronically signed by mleal@haslo.org on 10/4/2024 9:58 PM*

### Authorized Representative Title

Project Manager

# Overview

Completed by damini@slocity.org on 10/1/2024 9:32 AM

**Case Id:** 30251

**Name:** City of San Luis Obispo - 2025

**Address:** 990 Palm St, San Luis Obispo, CA 93401

---

## Overview

---

Please provide the following information.



### Neighborly Administration and Capacity Building Application Urban County of San Luis Obispo

Department of Social Services  
Adult and Homeless Services Branch  
PO Box 8119  
San Luis Obispo, CA 93403-8119  
[SS\\_HSDinfo@co.slo.ca.us](mailto:SS_HSDinfo@co.slo.ca.us)

**Please review the Notice of Funding Availability (NOFA) and Application Guidelines before submitting your application. All applications must meet the eligibility criteria and requirements set forth in the NOFA. The Urban County of San Luis Obispo receives funding from local, state, and federal sources including Community Development Block Grant (CDBG), HOME Investment Partnership (HOME), and Emergency Solutions Grant (ESG). Please be aware that the CDBG, HOME, and ESG fund sources are not permitted to support activities or projects located in the City of Grover Beach.**

**Cities participating in the Urban County of San Luis Obispo are eligible to apply for funding from the CDBG grant for Administration and/or Capacity Building projects.**

## A. Applicant Information

Completed by damini@slocity.org on 10/1/2024 9:33 AM

**Case Id:** 30251  
**Name:** City of San Luis Obispo - 2025  
**Address:** 990 Palm St, San Luis Obispo, CA 93401

---

### A. Applicant Information

---

Please provide the following information.

#### PRIMARY APPLICANT INFORMATION-LEAD AGENCY

##### A.1. Organization Name

City of San Luis Obispo

##### A.2. Type of Organization

Government Or Public Entity

##### A.3. UEI Number: For more information, visit [SAM.GOV](https://sam.gov)

VCUGK243NQ71

##### A.3.a. Please upload the following documentation:



Attachment A - Proof of Active SAM.gov Registration **\*Required**

*\*\*No files uploaded*

##### A.4. Address

990 Palm St  
San Luis Obispo, CA 93401

#### CONTACT INFORMATION

##### A.5. Contact Person Name

David Amini

##### A.6. Contact Person Title

Housing Coordinator

##### A.7. Phone Number

(805) 781-7524

##### A.8. Email

damini@slocity.org



## B. Proposed Project & Project Details

**Case Id:** 30251  
**Name:** City of San Luis Obispo - 2025  
**Address:** 990 Palm St, San Luis Obispo, CA 93401

Completed by damini@slocity.org on 10/1/2024 9:34 AM

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### B. Proposed Project & Project Details

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Please provide the following information.

#### B.1. Name of Proposed Project

City of San Luis Obispo - Administration

#### B.2. Project/Program Address

990 Palm St  
San Luis Obispo, CA 93401

#### B.3. Areas Served-Select all that apply

- City of Arroyo Grande
- City of Atascadero
- City of Morro Bay
- City of Paso Robles
- City of Pismo Beach
- City of San Luis Obispo

#### B.4. Proposed Project Type-A separate application must be submitted for each project type.

Administration (24 CFR 570.206)

#### B.5. Provide a brief narrative of the proposed project and how funds will be used for administration or planning and capacity building.

Staff will use CDBG funds for Program Administrative Costs as allowed under § 570.206 of Title 24. Staff will use the method of monitoring the pro rata share of the salary, wages, and related costs of each person whose job includes any program administration assignments. Assignments included in this application include but may not be limited to the following: Providing local officials and citizens with information about the program; Preparing program budgets and schedules, and amendments thereto; Developing systems for assuring compliance with program requirements; Developing interagency agreements and agreements with subrecipients and contractors to carry out program activities; Monitoring program activities for progress and compliance with program requirements; Preparing reports and other documents related to the program for submission to HUD; Coordinating the resolution of audit and monitoring findings; Evaluating program results against stated objectives; and Managing or supervising persons whose primary responsibilities with regard to the program include such assignments.

#### B.6. Required Acknowledgement for Federal Grants or Contracts. Does your organization certify that, if awarded

Printed By: David Amini on 10/25/2024

3 of 7

funds, it will comply with the requirements as shown as [“Example Exhibit D-General Conditions ”](#) and [“Example Exhibit E-Special Conditions ”](#)?

Yes

## C. Funding & Eligible Activities

Completed by mrcastle@co.slo.ca.us on 10/4/2024 8:55 AM

**Case Id:** 30251

**Name:** City of San Luis Obispo - 2025

**Address:** 990 Palm St, San Luis Obispo, CA 93401

---

### C. Funding & Eligible Activities

---

Please provide the following information.

**C.2.a. Please upload the following documentation:**

**Attachment B - Most Recent Audit \*Required**

*\*\*No files uploaded*

## D. Required Documents

Completed by damini@slocity.org on 10/1/2024 9:34 AM

**Case Id:** 30251

**Name:** City of San Luis Obispo - 2025

**Address:** 990 Palm St, San Luis Obispo, CA 93401

---

## D. Required Documents

---

Please provide the following information.

---

### Documentation

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Attachment C - Supplemental Documentation

*\*\*No files uploaded*

## Submit

Completed by damini@slocity.org on 10/1/2024 9:34 AM

**Case Id:** 30251

**Name:** City of San Luis Obispo - 2025

**Address:** 990 Palm St, San Luis Obispo, CA 93401

---

## Submit

---

Please provide the following information.

The applicant certifies that all information contained in this application, and supporting documentation, given for the purpose of obtaining assistance, is true and complete to the best of the applicant's knowledge.

I hereby certify that our organization has complied with all applicable laws and regulations pertaining to the application and is an eligible applicant for the requested funding. The organization proposes to provide the program services or complete the project identified in this application. If this application is approved and this organization receives the requested funding this organization agrees to adhere to all relevant Federal, State, and local regulations and other assurances as required by the Commission.

I hereby certify that the organization is fully capable of fulfilling its obligation under this application, as stated herein.

I further certify that the information provided in this Funding Application is correct, accurate, and complete.

### Authorized Representative Signature

David Amini

*Electronically signed by damini@slocity.org on 10/1/2024 9:34 AM*

### Authorized Representative Title

Housing Coordinator

# Overview

Completed by damini@slocity.org on 10/1/2024 9:12 AM

**Case Id:** 30250

**Name:** City of San Luis Obispo - 2025

**Address:** 990 Palm St, San Luis Obispo, CA 93401

---

## Overview

---

Please provide the following information.



### Neighborhoodly Administration and Capacity Building Application Urban County of San Luis Obispo

Department of Social Services  
Adult and Homeless Services Branch  
PO Box 8119  
San Luis Obispo, CA 93403-8119  
[SS\\_HSDinfo@co.slo.ca.us](mailto:SS_HSDinfo@co.slo.ca.us)

**Please review the Notice of Funding Availability (NOFA) and Application Guidelines before submitting your application. All applications must meet the eligibility criteria and requirements set forth in the NOFA. The Urban County of San Luis Obispo receives funding from local, state, and federal sources including Community Development Block Grant (CDBG), HOME Investment Partnership (HOME), and Emergency Solutions Grant (ESG). Please be aware that the CDBG, HOME, and ESG fund sources are not permitted to support activities or projects located in the City of Grover Beach.**

**Cities participating in the Urban County of San Luis Obispo are eligible to apply for funding from the CDBG grant for Administration and/or Capacity Building projects.**

## A. Applicant Information

Completed by damini@slocity.org on 10/1/2024 9:24 AM

Case Id: 30250

Name: City of San Luis Obispo - 2025

Address: 990 Palm St, San Luis Obispo, CA 93401

---

### A. Applicant Information

---

Please provide the following information.

#### PRIMARY APPLICANT INFORMATION-LEAD AGENCY

##### A.1. Organization Name

City of San Luis Obispo

##### A.2. Type of Organization

Government Or Public Entity

##### A.3. UEI Number: For more information, visit [SAM.GOV](https://sam.gov)

VCUGK243NQ71

##### A.3.a. Please upload the following documentation:

Attachment A - Proof of Active SAM.gov Registration **\*Required**

*\*\*No files uploaded*

##### A.4. Address

990 Palm St

San Luis Obispo, CA 93401

#### CONTACT INFORMATION

##### A.5. Contact Person Name

David Amini

##### A.6. Contact Person Title

Housing Coordinator

##### A.7. Phone Number

(805) 781-7524

##### A.8. Email

damini@slocity.org

## B. Proposed Project & Project Details

**Case Id:** 30250  
**Name:** City of San Luis Obispo - 2025  
**Address:** 990 Palm St, San Luis Obispo, CA 93401

Completed by damini@slocity.org on 10/1/2024 9:27 AM

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### B. Proposed Project & Project Details

---

Please provide the following information.

#### B.1. Name of Proposed Project

City of San Luis Obispo Capacity Building

#### B.2. Project/Program Address

990 Palm St  
San Luis Obispo, CA 93401

#### B.3. Areas Served-Select all that apply

- City of Arroyo Grande
- City of Atascadero
- City of Morro Bay
- City of Paso Robles
- City of Pismo Beach
- City of San Luis Obispo

#### B.4. Proposed Project Type-A separate application must be submitted for each project type.

Planning and Capacity Building (24 CFR 570.205)

#### B.5. Provide a brief narrative of the proposed project and how funds will be used for administration or planning and capacity building.

Under this application, staff will continue to implement Program 1.7 from the 6th Cycle Housing Element which directly benefits homeless and low-income individuals by continuing to support local and regional solutions to homelessness by funding supportive programs, services, and housing solutions. Staff will also continue to implement Program 8.11 from the Housing Element which requires the City's Housing Policies and Programs team to continue to provide resources that support local and regional solutions to meet the needs of homeless. Staff will also continue to support, jointly with other agencies, shelters and programs, for the homeless and displaced individuals. These policies are specifically implemented through the City's Homelessness Response Strategic Plan adopted by City Council in 2023.

#### B.6. Required Acknowledgement for Federal Grants or Contracts. Does your organization certify that, if awarded funds, it will comply with the requirements as shown as ["Example Exhibit D-General Conditions"](#) and ["Example Exhibit E-Special Conditions"](#)?

Yes

Printed By: David Amini on 10/25/2024





## C. Funding & Eligible Activities

Completed by mrcastle@co.slo.ca.us on 10/4/2024 8:54 AM

**Case Id:** 30250

**Name:** City of San Luis Obispo - 2025

**Address:** 990 Palm St, San Luis Obispo, CA 93401

---

### C. Funding & Eligible Activities

---

Please provide the following information.

**C.2.a. Please upload the following documentation:**

**Attachment B - Most Recent Audit \*Required**

*\*\*No files uploaded*

## D. Required Documents

Completed by damini@slocity.org on 10/1/2024 9:30 AM

**Case Id:** 30250

**Name:** City of San Luis Obispo - 2025

**Address:** 990 Palm St, San Luis Obispo, CA 93401

---

## D. Required Documents

---

Please provide the following information.

---

### Documentation

---

Attachment C - Supplemental Documentation

*\*\*No files uploaded*

## Submit

Completed by damini@slocity.org on 10/1/2024 9:31 AM

**Case Id:** 30250

**Name:** City of San Luis Obispo - 2025

**Address:** 990 Palm St, San Luis Obispo, CA 93401

---

## Submit

---

Please provide the following information.

The applicant certifies that all information contained in this application, and supporting documentation, given for the purpose of obtaining assistance, is true and complete to the best of the applicant's knowledge.

I hereby certify that our organization has complied with all applicable laws and regulations pertaining to the application and is an eligible applicant for the requested funding. The organization proposes to provide the program services or complete the project identified in this application. If this application is approved and this organization receives the requested funding this organization agrees to adhere to all relevant Federal, State, and local regulations and other assurances as required by the Commission.

I hereby certify that the organization is fully capable of fulfilling its obligation under this application, as stated herein.

I further certify that the information provided in this Funding Application is correct, accurate, and complete.

### Authorized Representative Signature

David Amini

*Electronically signed by damini@slocity.org on 10/1/2024 9:30 AM*

### Authorized Representative Title

Housing Coordinator