

**COUNTY OF RIVERSIDE
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

APPLICATION FOR CITY OF Lake Elsinore

2024-2025 CDBG ALLOCATION

I. GENERAL INFORMATION

Applying Organization Name: Boys & Girls Club of Southwest County

Type of Organization: Non-Profit Organization ☒ Faith Based Organization ☐
 For-Profit Organization ☐ Institution of Higher Education ☐

Organization Address: 16275 Grand Avenue

City: Lake Elsinore

Zip Code: 92530

Mailing Address: PO Box 892349

City: Temecula

Zip Code: 92589

Telephone Number: [REDACTED]

Fax Number: N/A

Executive Director: Carly Bennett-Valle

Telephone Number: [REDACTED]

E-mail: [REDACTED]

Program Manager: Joe Sorenson

Telephone Number: [REDACTED]

E-mail: [REDACTED]

Grant Writer: Carly Bennett-Valle

Address (If different from above): _____

Telephone Number: [REDACTED]

E-mail: [REDACTED]

II. ORGANIZATIONAL HISTORY (This is applicable only if you are a non-profit organization)

Date Organization founded: 8/27/1990

Date Organization incorporated as a non-profit organization (Attach Articles of Incorporation and Bylaws): 8/27/1990

Federal identification number: [REDACTED]

UEI (SAMS) Number: [REDACTED]

Organization Web Address: www.bgcswc.org

Does your Organization expend \$750,000 or more a year in federal funds? Y ☐ or N ☒

Number of paid staff: 45

Number of volunteers: 65

Members/Board of Directors (*Attach*): 24

III. PROJECT ACTIVITY

A. Name of Project: After School/Day Camp Scholarship Program

B. Specific Location of Project

(Attach Project Map - include street address; if a street address has not been assigned provide APN)

Street or APN: 16275 Grand Avenue

City: Lake Elsinore

Zip Code: 92530

C. CDBG Funds Requested: \$10,000 *(total amount for the project only)*

D. Where will the proposed activity occur (be specific as to the geographic boundaries)? If the project involves a new or existing facility, what is the proposed service/benefit area for the facility?

The proposed activity will occur at our Lake Elsinore Clubhouse located in Lakeland Village.

E. In which City (ies)/Communities does the activity occur?

City (ies): **Lake Elsinore**

Community (ies): **Lakeland Village**

NOTE: HWS will make the final determination of the appropriate service area of all proposals.

F. If this project benefits residents of more than one community or jurisdiction, have requests been submitted to those other entitlement jurisdictions? (i.e., County district(s) 1st, 2nd, 3rd, 4th, and/or 5th, City of Palm Springs, City of Moreno Valley, City of Riverside, etc.)

N/A

G. Check ONLY the applicable category your application represents.

- ☒ Public Service
- ☐ Homeless Activities
- ☐ Real Property Acquisition (Must consult with EDA prior to submitting application)
- ☐ Housing
- ☐ Rehabilitation/Preservation (please provide picture of structure)
- ☐ Public Facilities (construction)
- ☐ Infrastructure (i.e. Streets, Sewer, Sidewalk, etc.)
- ☐ Other: (provide description) _____

H. Respond to A & B only if this application is for a public service project.

(a) Is this a NEW service provided by your agency? Yes ☐ No ☒

(b) If service is not new, will the existing public service activity level be substantially increased or improved?

The service will be increased because there is a need for more scholarships and financial assistance. Program quality is always being evaluated and improved.

IV. PROJECT NARRATIVE

A. Provide a detailed Project Description. The description should only address or discuss the specific activities, services, or project that is to be assisted with CDBG funds. If CDBG funds will assist the entire program or activity, then provide a description of the entire program or activity:

The Boys & Girls Club of Southwest County (BGC) has over 30 years of experience working with young people, ages 6-18, from all socio-economic backgrounds and family circumstances. CDBG funds will provide scholarships to at least 10 youth from low-moderate income households, enabling them to participate in the BGC After School/Day Camp Program (the Program). The Program has a formula for success that is installed in every member. Academic Success + Healthy Lifestyles + Character and Leadership = Great Futures . To meet these priority outcomes, trained, professional staff members, supervise, encourage, and implement activities in the following areas: (1) Healthy & Life Skills, (2) Sports, Fitness & Recreation, (3) Culture & Art, (4) Academic & Career, (5) Service Learning. The Program runs every school day from 2:30pm-6:30pm and 7am-6:30pm during day camps. Additionally, BGC offers a healthy meal and snack every afternoon. The Program empowers youth towards a great future by surrounding them with the opportunities and resources needed to succeed.

- B. Provide a detailed description of the proposed use of the CDBG funds only (e.g. client scholarships, purchase of specific equipment, rent, supplies, utilities, salaries, etc.):

CDBG funds will be used for 10 scholarships for children from low-moderate income households to help offset the cost of the Program. The full fee for the Program is \$190/month per child; however, BGC offers scholarships for up to 100% off the normal fee to families who qualify. For a family receiving a scholarship, the fee paid may be as little as \$50/month or less.

- C. What are the goals and objectives of the project, service, or activity? How will you measure and evaluate the success of the project to meet these goals and objectives (measures should be qualitative)?

The BGC services were developed to assist youth by providing a safe and supervised environment for children who might otherwise be left home alone. The goals of the Program are to ensure all youth who walk through our doors are academically successful, exhibit good character and citizenship and are living a healthy lifestyle. Our objective is to provide an average of 150 visits to 10 youth from low-moderate income households with CDBG fun assistance. Each spring a survey administered to BGC members to measure the impact of Clubs across the country in a consistent manner using a common set of research, informed indicators, and outcomes. BGC uses a data management system recommended by Boys & Girls Club of America to track program usage, scholarships, income, age, ethnicity, schools, etc. Firsthand accounts from Club kids and parents can also be provided to show how individuals and families benefited from the Program. The above will be used to evaluate the success of the project.

- D. Please identify the project milestones using an Estimated Timeline for Project Implementation:

July 2024-August 2024: Begin recruitment of members and identify 10 youth to receive scholarships for the program.

August 2024-May 2025: Provide BGC After School Programming to 10 youth receiving scholarships.

V. PROJECT BENEFIT

- A. Indicate the number of people or households that will directly benefit from your proposal using CDBG funds: *Note: This is based on the expected number of clients to be served if the County funds your project for the requested amount.*

10 youth members and their families.

- B. Indicate the number of unduplicated clients that will be served regardless of city residency; and the number of unduplicated Murrieta clients that the program will serve:

(An unduplicated client is counted only once, no matter how many direct services the client receives during a funding year)

10 youth members.

- C. Length of proposed CDBG-funded activities or service (weeks, months, year):

45 weeks.

- D. Service will be provided to (check one or more):

☐ Men

☐ Women

☒ Children (Range of children's ages : 6-17)

☐ Homeless (Number of beds at facility : _____)

☐ Seniors

☐ Severely Disabled Adults

☐ Migrant Farm Workers

☐ Families

- E. What methods will be used for community involvement to assure that all who might benefit from the project are provided an opportunity to participate?

BGC works closely with the Lake Elsinore Unified School District and other non-profits and community organizations to publicize and recruit members through flyers, print media, group presentations, online newsletters, social media, the organization's website, etc.

- F. What evidence is there of a long-term commitment to the proposal? Describe how you plan to continue the work (project) after the CDBG funds are expended?

BGC has been providing direct service to youth in Southwest Riverside County for more than 30 years. We have operated and provided Club services in the Lakeland Village community since 2017 and we remain committed to area youth and families. We will continue to provide needed service once CDBG funds are expended through ongoing fundraising efforts, grants, and special events.

VI. National Objective

All CDBG-funded activities must meet at least one of the following National Objectives of the CDBG program. Indicate the category of National Objective to be met by your activity.

CATEGORY A: Benefit to low-moderate income persons (must be documented). Please choose either subcategory 1 or 2:

1. Limited Clientele:

The project serves clientele that will provide documentation of their family size, income, and ethnicity. Identify the procedure you currently have in place to document that at least 51% of the clientele you serve are low-moderate income persons.

BGC requires income verification at the time of application for a scholarship.

Required documentation includes copies of the last two current pay stubs and bank statements, as well as a copy of the previous year's federal tax return, verification of social service benefits and a letter of need. BGC will use the County of Riverside's financial guidelines for the CDBG program (as prescribed through EDA) and require current CDBG paperwork to be completed at the time of application. The information will be updated at least annually for all participants.

2. Clientele presumed to be principally low- and moderate-income persons:

The following groups are presumed by HUD to meet this criterion. You will be required to submit a certification from the client (s) that they fall into one of the following presumed categories.

The activity will benefit (check one or more)

- | | |
|---|---|
| <input type="checkbox"/> Abused children | <input type="checkbox"/> Homeless persons |
| <input type="checkbox"/> Battered spouses | <input type="checkbox"/> Illiterate adults |
| <input type="checkbox"/> Elderly persons | <input type="checkbox"/> Persons living with AIDS |
| <input type="checkbox"/> Severely disabled adults | <input type="checkbox"/> Migrant Farm workers |

a. Describe the clientele above to be served by this activity:

b. Discuss how this project directly benefits low- and moderate- income residents:

CATEGORY B: Area Benefit - The project or facility serves, or is available to, ALL persons located within an area where at least 51% of the residents are low/moderate-income. *(Applicant is welcome to contact a County of Riverside, HWS CDBG Program Manager for Census Information)*

2010 Census Tract and Block Group numbers:

Total population in Census Tract(s) / block group(s): _____

Total percentage of low-moderate population in Census Tract(s) / block group(s): _____

CATEGORY C: Activities undertaken to create or retain permanent jobs, at least 51% of which will be made available to or held by low/moderate-income persons.

Proposed Job Creation/Retention

Total Jobs Expected to Create: _____

Total Jobs Expected to Retain: _____

CATEGORY D: Activities that provide assistance to micro-enterprise owners/developers who are low/moderate-income.

Proposed Assistance to Businesses

New Businesses expected to assist: _____

Existing Businesses expected to assist: _____

Enter Total Businesses expected to assist: _____

VII. FINANCIAL INFORMATION

A. Proposed Project Budget

Complete the following annual program budget to begin July 1, 2024. If your proposed CDBG-funded activity will start on a date other than July 1, 2024, please indicate starting date. **Provide total Budget information and distribution of CDBG funds in the proposed budget.**

The budgeted items are for the specific activity for which you are requesting CDBG funding - **NOT** for the budget of the "entire" organization or agency. (Note: CDBG funds requested must match amount requested in Project Activity, C above.)

(EXAMPLE: The Valley Senior Center is requesting funding for a new Senior Nutritional Program. The total cost of the program is \$15,000 and \$10,000 in CDBG funds is being requested for operating expenses associated with the proposed activity. The total Activity/Project Budget will include \$5,000 of other non-CDBG funding and \$10,000 in CDBG funds for a Grand Total of \$15,000).

	TOTAL ACTIVITY/ PROJECT BUDGET (Include non-CDBG Funds and CDBG Funds)	CDBG FUNDS REQUESTED-Only
I. Personnel		
A. Salaries & Wages	\$ <u>160,000</u>	\$ _____
B. Fringe Benefits	\$ _____	\$ _____
C. Consultants & Contract Services	\$ _____	\$ _____
PERSONNEL SUB-TOTAL	\$ <u>160,000</u>	\$ _____

II. Non-Personnel

A. Space Costs	\$ <u>26,000</u>	\$ _____
B. Rental, Lease or Purchase of Equipment	\$ _____	\$ _____
C. Consumable Supplies	\$ <u>4,500</u>	\$ _____
D. Travel	\$ _____	\$ _____
E. Telephone	\$ <u>1,500</u>	\$ _____
F. Utilities	\$ _____	\$ _____
G. Other Costs	\$ <u>46,000</u>	\$ <u>10,000</u>
NON-PERSONNEL SUB-TOTAL:	\$ <u>78,000</u>	\$ <u>10,000</u>

III. Other

A. Architectural/Engineering Design	\$ _____	\$ _____
B. Acquisition of Real Property	\$ _____	\$ _____
C. Construction/Rehabilitation	\$ _____	\$ _____
D. Indirect Costs	\$ _____	\$ _____
E. Other	\$ _____	\$ _____
OTHER SUB-TOTAL:	\$ _____	\$ _____
GRAND TOTAL:	\$ <u>238,000</u>	\$ <u>10,000</u>

B. Leveraging

List other funding sources and amounts (commitments or applications) which will assist in the implementation of this activity. Current and pending evidence of leveraging commitments/applications must be submitted with application. (Attach)

Federal:

State/Local:

Private: (Grants) Mission Youth Outreach - \$4,000
Private Grants - \$20,000

Fees: (Program Fee) Program Service Fees - \$126,000

Donations:

Other: (Events) Special Events - \$78,000

- C. What type of long-term financial commitment is there to the proposal? Describe how you plan to continue the work (project) after the CDBG funds are expended?

BGC has been providing direct service to youth in Southwest Riverside County for over 30 years. The Murrieta location opened in 2017 and was serving on average approximately 100 youth per day (pre-COVID). We continue to rebuild to pre-COVID enrollment numbers, we are currently serving 50 members at this location, of which approximately 50% qualify for scholarship/financial assistance. BGC Board and staff are committed to raising funds through ongoing fundraising efforts, grants, and events to assist families in need.

- D. Provide a summary by line item of your organization's previous year's income and expense statement. (Attach)

See attachment

- E. Does this project benefit residents of more than one community or jurisdiction, have requests been submitted to those other jurisdictions? Yes ☐ No ☒

If yes, identify sources and indicate outcome.

If no, please explain.

Only serves Lake Elsinore residents.

- F. Was this project or activity previously funded with CDBG? Yes ☒ No ☐

If yes, when?

FY2023-2024; FY2022-2023; FY2021-2022; FY2020-2021; FY2019-2020

Is this activity a continuation of a previously funded (CDBG) project? Yes ☒ No ☐

If yes, explain:

There is a continuous need to support low-moderate households. The need for support to these families is growing.

VIII. MANAGEMENT CAPACITY

- A. Describe your organization's experience in managing and operating project or activities funded with CDBG or other Federal funds.

BGC has managed CDBG funds in at least one of its service areas (Temecula, Murrieta, Lake Elsinore) since FY 2006-2007 and currently manages CDBG funds in all three cities. In addition, BGC has currently and for many years managed Federal Office of Justice Program grants.

B. Management Systems

Does your organization have written and adopted management systems (i.e., policies and procedures) including personnel, procurement, property management, record keeping, financial management, etc.?

BGC has written policies and procedures that are approved by the Board of Directors. The organization also has an independent audit conducted annually, which includes assessment of internal controls and policies.

C. Capacity

Please provide the names and qualifications of the person(s) that will be primarily responsible for the implementation and completion of the proposed project.

Carly Bennett-Valle, CEO/CFO - Carly has over 7 years experience with Boys & Girls Club and more than 15 years of experience with non-profit management. Carly has experience in managing federal and state funded grants.

Joe Sorenson, Chief Operations Officer - Joe has been with BGC since January 2019. Has has managed CDBG and Federal Office of Justice Programs during his tenure.

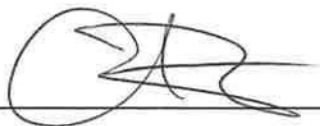
Ren Miguel, Lake Elsinore Clubhouse Director - Ren has over 2 years of experience implementing and supervising program activities at our Lake Elsinore Clubhouse.

IX. APPLICATION CERTIFICATION

Undersigned hereby certifies that (check box after reading each statement and digitally sign the document):

1. The information contained in the project application is complete and accurate. ✓
2. The applicant agrees to comply with all Federal and County policies and requirements imposed upon the project or activity funded by the CDBG program. ✓
3. The applicant acknowledges that the Federal assistance made available through the CDBG program funding will not be used to substantially reduce prior levels of local, (NON-CDBG) financial support for community development activities. ✓
4. The applicant fully understands that any facility built or equipment purchased with CDBG funds shall be maintained and/or operated for the approved use throughout its economic life, pursuant to CDBG regulation. ✓
5. If CDBG funds are approved, the applicant acknowledges that sufficient non-CDBG funds are available or will be available to complete the project as described within a reasonable timeframe. ✓
6. On behalf of the applying organization, I have obtained authorization to submit this application for CDBG funding. (DOCUMENTATION ATTACHED Minute Action and/or written Board Approval signed by the Board President) ✓

DATE: 10/11/2023

Signature: 

Print Name/Title Carly Bennett-Valle, CEO/CFO
Authorized Representative: _____

CHECK-LIST:

The following required documents listed below have been attached. Any missing documentation to the application will be cause for the application to be reviewed as INELIGIBLE.

Yes	No	ATTACHMENT
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. Members/Board of Directors
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. Articles of Incorporation and Bylaws
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3. Project Activity Map
<input type="checkbox"/>	<input type="checkbox"/>	4. Project Benefit, Category B, Low Mod Area Maps (Attach if applicable)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5. Leveraging (Current evidence of commitment)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	6. Income and Expense Statement
<input checked="" type="checkbox"/>	<input type="checkbox"/>	7. Management Capacity (Detailed organizational chart)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	8. Board Written Authorization approving submission of application