



CITY OF GRAND TERRACE

City Council

AGENDA • January 28, 2025

Council Chambers

Regular Meeting

6:00 PM

Grand Terrace Civic Center • 22795 Barton Road

COMMENTS FROM THE PUBLIC

The public is encouraged to address the City Council on any matter posted on the agenda or on any other matter within its jurisdiction. If you wish to address the City Council, please complete a Request to Speak card located at the front entrance and provide it to the City Clerk. Speakers will be called upon by the Mayor at the appropriate time and each person is allowed three (3) minutes speaking time.

The City wants you to know that you can also submit your comments by email to ccpubliccomment@grandterrace-ca.gov. To give the City Clerk adequate time to print out your comments for consideration at the meeting, please submit your written comments prior to 5:00 p.m.; or if you are unable to email, please call the City Clerk's Office at (909) 954-5207 by 5:00 p.m.

If you wish to have your comments read to the City Council during the appropriate Public Comment period, please indicate in the Subject Line "FOR PUBLIC COMMENT" and list the item number you wish to comment on. Comments that you want read to the City Council will be subject to the three (3) minute time limitation (approximately 350 words).

Pursuant to the provisions of the Brown Act, no action may be taken on a matter unless it is listed on the agenda, or unless certain emergency or special circumstances exist. The City Council may direct staff to investigate and/or schedule certain matters for consideration at a future City Council meeting.

PLEASE NOTE: Copies of staff reports and supporting documentation pertaining to each item on this agenda are available for public viewing and inspection at City Hall, 1st Floor Lobby Area and 2nd Floor Reception Area during regular business hours and on the City's website www.grandterrace-ca.gov. For further information regarding agenda items, please contact the office of the City Clerk at (909) 954-5207, or via e-mail at dalcocer@grandterrace-ca.gov.

Any documents provided to a majority of the City Council regarding any item on this agenda will be made available for public inspection in the City Clerk's office at City Hall located at 22795 Barton Road during normal business hours. In addition, such documents will be posted on the City's website at www.grandterrace-ca.gov.

AMERICANS WITH DISABILITIES ACT

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's Office, (909) 954-5207 at least 48 hours prior to the advertised starting time of the meeting. This will enable the City to make reasonable arrangements to ensure accessibility to this meeting. Later requests will be accommodated to the extent feasible [28 CFR 34.102.104 ADA Title II].

Call to Order

Invocation

Pledge of Allegiance

AB 2449 Disclosures

Remote participation by a member of the legislative body for just cause or emergency circumstances.

Roll Call

A. REORDERING OF, ADDITIONS TO, OR REMOVAL OF ITEMS FROM THE AGENDA

B. PUBLIC COMMENT

This is the opportunity for members of the public to comment on any items not appearing on the regular agenda. Because of restrictions contained in California Law, the City Council may not discuss or act on any item not on the agenda, but may briefly respond to statements made or ask a question for clarification. The Mayor may also request a brief response from staff to questions raised during public comment or may request a matter be agendized for a future meeting.

C. SPECIAL PRESENTATIONS

Recognition Certificates - Presented by Office of Assemblywoman Leticia Castillo

D. CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL- ANTICIPATED LITIGATION Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9 Number of potential cases: 1

E. CONSENT CALENDAR

The following Consent Calendar items are expected to be routine and noncontroversial. They will be acted upon by the City Council at one time without discussion. Any Council Member, Staff Member, or Citizen may request removal of an item from the Consent calendar for discussion.

- 1) Approval of Minutes - Regular Meeting - January 14, 2025

RECOMMENDATION:

DEPARTMENT: City Clerk

- 2) Consideration of the Filing of a Formal Complaint with the California Public Utilities Commission (CPUC) regarding Southern California Edison's (SCE) Prolonged Power Outages

DEPARTMENT: City Manager

F. PUBLIC HEARINGS

- 3) 2025-26 Community Development Block Grant Program (CDBG)

RECOMMENDATION: 1) Conduct a public hearing for the prioritization of eligible applications for 2025-26 Community Development Block Grant (CDBG) funding; and,

2) Prioritize funding allocations and authorize staff to submit the City's CDBG funding recommendation to the County of San Bernardino Economic Development Agency.

DEPARTMENT: Public Works

G. UNFINISHED BUSINESS - NONE

H. NEW BUSINESS

- 4) Historical & Cultural Activities Committee Appointments – Margie Miller, Jason Greely, Tara Ceseña

RECOMMENDATION: That two (2) City Council Members select an applicant to serve on the Historical & Cultural Activities Committee as their appointees.

DEPARTMENT: City Clerk

I. FUTURE AGENDA ITEMS

At this time, the City Council may propose items for discussion and/or action at a future duly agendized City Council meeting. A consensus of a majority of the quorum is required to place an item on a future agenda.

J. CITY COUNCIL COMMUNICATIONS

Council Member Matt Brown
Council Member Jeff Allen
Council Member Doug Wilson
Mayor Pro Tem Michelle Sabino
Mayor Bill Hussey

K. CITY MANAGER COMMUNICATIONS

L. ADJOURN

The next Regular City Council Meeting will be held on February 11, 2025, at 6:00 PM. Any request to have an item placed on a future agenda must be made in writing and submitted to the City Clerk's office.



CITY OF GRAND TERRACE

City Council

MINUTES • January 14, 2025

Council Chambers

Regular Meeting

6:00 PM

Grand Terrace Civic Center • 22795 Barton Road

Call to Order

Mayor Bill Hussey convened the Regular Meeting of the City Council for Tuesday, January 14, 2025, at 6:00 PM.

Invocation

The Invocation was given by Pastor Mark Mathews from Grand View Baptist Church.

Pledge of Allegiance

The Pledge of Allegiance was led by Council Member Matt Brown.

AB 2449 Disclosures

None.

Roll Call

Present:	Mayor Bill Hussey Mayor Pro Tem Doug Wilson Council Member Jeff Allen Council Member Michelle Sabino Council Member Matt Brown
Absent:	

A. REORDERING OF, ADDITIONS TO, OR REMOVAL OF ITEMS FROM THE AGENDA

Konrad Bolowich, City Manager requested that Item # 4 on the Consent Calendar be presented before C. Special Presentations

B. PUBLIC COMMENT

Mary Wilson, Grand Terrace Resident, expressed her concerns regarding the Blue Mountain Senior Villas.

Shad Boal, Grand Terrace Resident, provided a positive comment to the businesses in the city.

Bobbie Forbes, Grand Terrace Resident, provided information to residents relating to pets and the recent windy weather.

C. SPECIAL PRESENTATIONS

Mark Cloud, Government Affairs Manager with Southern California Edison gave a [PowerPoint](#) Presentation.

PUBLIC COMMENT

Daysi Alcocer, City Clerk read out a public comment email sent by Kelli & Daryl Bruhl regarding the Southern California Edison Special Presentation.

Terry Ellison, Grand Terrace Resident, expressed her frustration regarding the recent power outages.

Suzanne Santoya, Grand Terrace Resident, expressed her concerns regarding the recent power outages and damage done to her daughter's home by a fallen tree.

Arthur Nyberg, Grand Terrace Resident, expressed his frustration with the living conditions due to the recent power outages.

Margie Miller, Grand Terrace Resident, expressed her frustration regarding the recent power outages and thanked the businesses that provided residents with a warming center.

Herman Hilke, Grand Terrace Resident, expressed his frustration regarding the recent power outages.

Bobbie Forbes, Grand Terrace Resident, expressed her frustration regarding the recent power outages and asked the community to help each other during these times.

James E., Grand Terrace Resident, expressed his frustration regarding the recent power outages.

Tori Gates, Grand Terrace Resident, expressed her frustration regarding the recent power outages.

Johan Gallo, Grand Terrace Resident, expressed his frustration regarding the recent power outages.

Hugo Jaramillo, Grand Terrace Resident, expressed his frustration regarding the recent power outages.

Suzanne Villa, Grand Terrace Resident, expressed her frustration regarding the recent power outages.

Daniel Torres, Grand Terrace Resident, expressed his frustration regarding the recent power outages.

Robert Seaver, Grand Terrace Resident, expressed his frustration regarding the recent power outages.

Christy Boal, Grand Terrace Resident, expressed her frustration regarding the recent power outages and for the residents at the Blue Mountain Senior Villas.

Mike Thunquest, Grand Terrace Resident, expressed his frustration regarding the recent power outages.

Reverend Ida Reynolds, Grand Terrace Resident, expressed her frustration regarding the recent power outages and for the residents at the Blue Mountain Senior Villas.

D. CONSENT CALENDAR

Konrad Bolowich, City Manager pulled agenda item # 4 to be discussed before the Special Presentation item.

Council Member Brown motioned with a second by Council Member Sabino to approve items 1-3 & 5-8 on the consent calendar.

RESULT:	APPROVED 5 TO 0
MOVER:	Council Member Brown
SECONDER:	Mayor Pro Tem Sabino
AYES:	Council Member Allen, Mayor Hussey, Council Member Wilson, Mayor Pro Tem Sabino, Council Member Brown
NAYS:	None

- 1) Approval of Minutes - Regular Meeting - December 10, 2024
- 2) Approval of the October-2024 Check Register in the Amount of \$989,858.75
- 3) Approval of November-2024 Check Register in the Amount of \$626,826.80.
- 4) Proclamation of the Existence of a Local Emergency

Consent Item moved for discussion

Konrad Bolowich, City Manager gave a [PowerPoint](#) Presentation regarding the recent power outages that affected the City of Grand Terrace.

PUBLIC COMMENT

None.

RESULT:	APPROVED 5 TO 0
MOVER:	Mayor Pro Tem Wilson
SECONDER:	Council Member Brown
AYES:	Council Member Allen, Mayor Hussey, Mayor Pro Tem Wilson, Council Member Sabino, Council Member Brown
NAYS:	None

- 5) Ordinance 12.28 Street and Parkway Trees Revisions: 2nd Reading
- 6) Goals and Policies Concerning the Use of the Mello-Roos Community Facilities Act of 1982
- 7) Intent to Form Community Facilities District No. 2025-1 (Public Maintenance Services)

- 8) Approval of Expenditure with Stehly Brothers Drilling, Inc. for Well Destruction at Grand Terrace High School

E. PUBLIC HEARINGS

None.

F. UNFINISHED BUSINESS

None.

G. NEW BUSINESS

- 9) Selection of Mayor Pro Tempore

Daysi Alcocer, City Clerk gave the Staff Report on this item.

Council Member Brown nominated Council Member Sabino to serve as Mayor Pro Tem, followed by a second by Mayor Hussey.

RESULT:	APPROVED 4 TO 1
MOVER:	Council Member Brown
SECONDER:	Mayor Hussey
AYES:	Council Member Allen, Mayor Hussey, Council Member Sabino, Council Member Brown
NAYS:	Mayor Pro Tem Wilson

- 10) Mayor's Appointments to Boards, Commissions, and Committees

<u>Committee</u>	<u>Delegate</u>	<u>Alternate</u>
Omnitrans Sabino	Mayor Hussey	Mayor Pro Tem
California JPIA Brown	Council Member Allen	Council Member
League of California Cities Sabino	Council Member Brown	Mayor Pro Tem
CJUSD Community Cabinet	Council Member Brown	Council Member Allen
Southern California Association Of Governments	Council Member Wilson	Mayor Hussey
SBCTA Brown	Mayor Hussey	Council Member
SBC Solid Waste Task Force Allen	Council Member Brown	Council Member
SBC Homeless Partnership	Council Member Allen	Council Member Brown

RECEIVE AND FILE

11) CBF - Grand Terrace Living World Foursquare Church

Christine Clayton, Finance Director gave the Staff Report on this item.

RESULT:	APPROVED 3 TO 1
MOVER:	Council Member Brown
SECONDER:	Mayor Hussey
AYES:	Mayor Hussey, Mayor Pro Tem Sabino, Council Member Brown
NAYS:	Council Member Allen

12) CBF - Legacy Regiment Band and Color Guard

Christine Clayton, Finance Director gave the Staff Report on this item.

RESULT:	APPROVED 4 TO 0
MOVER:	Council Member Allen
SECONDER:	Mayor Pro Tem Sabino
AYES:	Council Member Allen, Mayor Hussey, Mayor Pro Tem Sabino, Council Member Brown
NAYS:	None

13) CBF - The Academy of Champions Figure Skating Team

Christine Clayton, Finance Director gave the Staff Report on this item.

RESULT:	APPROVED 4 TO 0
MOVER:	Mayor Hussey
SECONDER:	Council Member Allen
AYES:	Council Member Allen, Mayor Hussey, Mayor Pro Tem Sabino, Council Member Brown
NAYS:	None

H. FUTURE AGENDA ITEMS

Council Member Brown requested that a discussion be held regarding permit fee waivers.

RESULT:	ACCEPTED - 4 TO 0
MOVER:	Council Member Brown
SECONDER:	Mayor Hussey
AYES:	Council Member Allen, Mayor Hussey, Mayor Pro Tem Sabino, Council Member Brown
NAYS:	None

Council Member Allen requested that a discussion be held to subsidizing tree removals for homeowners.

RESULT:	ACCEPTED - 4 TO 0
MOVER:	Council Member Allen
SECONDER:	Mayor Hussey
AYES:	Council Member Allen, Mayor Hussey, Mayor Pro Tem Sabino, Council Member Brown
NAYS:	None

I. CITY COUNCIL COMMUNICATIONS

Mayor Pro Tem Michelle Sabino

Mayor Pro Tem Sabino thanked the community, Mark Cloud from Southern California Edison, Assemblymember Castillo's office as well as the office of Senator Ochoa Bogh on their contributions in assisting the City of Grand Terrace during these difficult moments.

Council Member Brown

Council Member Brown thanked the community and has been in conversation with Dawn Rowe, Third District Supervisor for the County of San Bernardino, for future resources to better assist the seniors in our community.

Council Member Jeff Allen

Council Member Allen announced that on January 23, 2020 there will be an opportunity to volunteer for the Annual Point and Time Count Homeless Partnership in San Bernardino County.

Mayor Bill Hussey

Mayor Hussey thanked a member from the Office of Assemblymember Leticia Castillo for attending tonight's City Council Meeting and listening to the concerns of the residents, he also thanked former Mayor Pro Tem Doug Wilson on his years of service as Mayor Pro Tem.

- Mayor Hussey attended the SBCTA Board meeting on January 8, 2025,

SHERIFFS REPORT

Lieutenant Kevin Fires encourages the public to call the sheriff's office for emergencies and non-emergencies when needed.

J. CITY MANAGER COMMUNICATIONS

Konrad Bolowich, City Manager appreciated the community support and would like the community to be prepared when faced with such crisis in the future.

K. RECESS TO CLOSED SESSION

Mayor Hussey recessed the regular meeting of the City Council to closed session at 10:00 p.m.

CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL--EXISTING LITIGATION (Pursuant to Government Code Sections 54954.5(c), 54956.9 (d)(1)) Name of case: Advocates of the Environment v. City of Grand Terrace, San Bernardino Superior Court Case No. CIVSB2423305

RECONVENE TO OPEN SESSION

Mayor Hussey reconvened the regular meeting of the City Council from closed session at 10:08 p.m.

REPORT OUT OF CLOSED SESSION

Adrian Guerra, City Attorney announced that four (4) council members participated in closed session, Council Member Allen left after closed session concluded, there was one (1) closed session item an update was provided by the City Attorney, there was discussion and no reportable action taken.

L. ADJOURN

Mayor Hussey adjourned the Regular Meeting of the City Council at 10:10 p.m. in honor of longtime Grand Terrace resident, Karen McKeever. The Next Regular City Council Meeting will be held on Tuesday, January 28, 2025, at 6:00 p.m.

Bill Hussey, Mayor

Daysi Alcocer, City Clerk



AGENDA REPORT

MEETING DATE: January 28, 2025

TITLE: Consideration of the Filing of a Formal Complaint with the California Public Utilities Commission (CPUC) regarding Southern California Edison's (SCE) Prolonged Power Outages

PRESENTED BY: Konrad Bolowich, City Manager

RECOMMENDATION: Authorize the Mayor to send a cover letter to the CEO of Southern California Edison and file a Formal Complaint with the CPUC seeking assistance and relief from the prolonged SCE power outages suffered by residents and businesses of the community, subject to final approval by the City Attorney's Office.

2030 VISION STATEMENT:

This staff report supports Our Mission to preserve and protect our community, Goal #2, Maintaining Public Safety.

BACKGROUND:

The City of Grand Terrace has been experiencing city-wide unplanned power outages impacting hundreds of residents and local businesses to their detriment. Combined, these outages have resulted in significant hardship, frustration, interruption/suspension to daily life activities, possible property damage/food spoilage, loss of work productivity, equipment failure, loss of business opportunity/profits, loss of learning opportunities at schools, loss of computer/software data and efforts, loss of necessary infrastructure, and other losses. Such outages are a threat to the public health, safety and welfare, particularly with regard to the elderly, home/business security systems, medical equipment use, food security, and heating, especially during low temperatures.

The City Council is being asked whether it desires to direct staff to file a "Formal Complaint" with the California Public Utilities Commission seeking assistance and relief in the form of an investigation into the prolonged outages and a determination as to the appropriateness and reasonableness of SCE's power shutoffs.

Since January 7, 2025 the community has suffered ongoing and unplanned power outages. From January 7 through January 15, 2025, SCE initiated a Public Safety Power Shutoff (PSPS), and the entire city was without power. A PSPS was in effect January 20-21, 2025, and again on January 22-23, 2025. There are 5 SCE circuits within the City of Grand Terrace, 3 of which provide the majority of power to the City of Grand Terrace. These impacted circuits have affected the entire City of Grand Terrace for extended periods of time, ranging from a few days to over a week.

On January 7, 2025 the Governor of the State of California proclaimed a state of emergency in Los Angeles and Ventura Counties due to the Palisades Fire and windstorm conditions. On January 9, 2025, the City Manager, in his capacity as Director of Emergency Services, proclaimed an emergency in accordance with California Government Code Section 8630 and Grand Terrace Municipal Code

Section 2.28.060. The emergency proclamation was based on conditions of extreme peril to the safety of persons and property within the City as a consequence of the widespread power outages and dangerous windstorm conditions.

On January 10, 2025, the Secretary of the U.S. Department of Health and Human Services declared a public health emergency for the State of California as a result of the consequences of wildfires and straight-line winds on the State of California.

On January 14, 2025, the City Council ratified the City Manager's proclamation of the existence of a local emergency and declared a local emergency due to the widespread power outages. The local emergency remains in effect until terminated by the City Council.

On January 21, 2025, during an ongoing power outage within the City, 58th District Assemblymember Leticia Castillo sent a letter to Governor Newsom urgently requesting the Governor to declare a state of emergency within the City of Grand Terrace due to the ongoing and significant power outages that the City is experiencing.

As a result of the ongoing PSPS events and local state of emergency, the City of Grand Terrace has activated its emergency response plan in an effort to mobilize local resources, coordinate interagency response, accelerate procurement of vital supplies, use mutual aid, and seek potential reimbursement by the State and Federal governments.

To date, the City has expended \$120,000 of general fund revenues in response to the PSPS, including preparing and furnishing meals to senior citizens, providing community heating solutions, generators, food refrigeration trucks for local businesses and restaurants, warming centers, and charging centers, and increased staffing.

During the PSPS events, the City has been unable to fully provide the critical and essential services to the community, and its residents are suffering. For example, residents have reported substantial food loss and spoilage due to refrigeration being down, medication perishing, having to endure daily activities such as going to the bathroom in complete darkness, lost wages, costs from hotel stays, increased expenditures for purchasing and installing generators and solar batteries, loss of running water and hot water, loss of internet, loss of interior or exterior lighting, loss of ability to shower, loss of phone service, loss of dish washers, loss of stove, loss of washers/dryers, loss of hallway lighting, inoperable smoke detectors/fire alarms/sprinklers, no one in office staffed to provide support as they work at other places due to the wind, medical equipment requiring 110 volts AC and internet connections.

The power outages have severely impacted the City's elderly population, who are the most vulnerable, and are a large population in the City. The PSPS events have resulted in not being able to access necessary medical equipment, like oxygen systems, and medication that requires refrigeration. Pharmacies have been closed due the outages as well, resulting in long trips to different cities that have power. Moreover, many of the seniors in both areas have been enduring the cold and have been unable to walk, see, and move due to the darkness in the hallways, corridors, and rooms.

In addition, schools have closed, forcing children to have to do their schoolwork in the dark and go to the bathroom in the darkness. Jobs have also been impacted by the outages. Businesses have been unable to provide necessary services due to the lack of power and internet service.

The City's circulation has also been impacted. Traffic and street lights are inoperable, causing dangerous driving conditions and increased risks in the public right of way.

Finding alternative sources of power has also been difficult. Although generators may be purchased on SCE's website for a rebate, most generators will not ship to California because roughly 90% of the generators do not meet the California Air Resources Board air quality rules, leaving the City and residents with a lack of accessible resources.

DISCUSSION:

While staff understands that certain risks of infrastructure failure and wildfire ignition increase in conjunction with certain conditions such as low humidity, high winds, and dry vegetation, proper maintenance of utility infrastructure can reduce these risks and increase safety. Electric utilities are required to operate their grids in ways that "promote the safety [and] health" of the public. (Public Utilities Code § 451; see also § 399.2, subd. (a)(1) [requiring electrical utilities to operate their grids safely].) The California Public Resources Code explicitly states that electrical energy is essential to the health, safety, and welfare of the people of California, and it is the responsibility of the state government to ensure a reliable supply of electrical energy to protect public health and safety (Pub.Res.Code § 25001.) The SCE's failure to provide adequate power to the City of Grand Terrace for extended periods of time constitutes an ongoing threat to the public health and safety of the city, and has created emergency conditions.

The California Public Utilities Commission (PUC) is the oversight authority for SCE, and has the authority to require public utilities to construct, maintain, and operate their systems in a manner that safeguards the health and safety of the public. (Pub. Util. Code § 768.) The PUC is tasked with the authority of conducting investigations and levying penalties against utilities for noncompliance with rules and regulations.

While utilities have the authority to shut off power in emergency situations when necessary to protect public safety, the PUC has promulgated a set of formal PSPS guidelines, detailing what actions a utility must take before and after shutting off power, the factors the PUC would consider in assessing the reasonableness of an emergency power shutoff, and how shutoffs would be reviewed and evaluated by regulators. SCE is bound by these guidelines.

The PUC's guidelines require utilities to undertake a public notice and community engagement process, to notify customers affected by de-energization as soon as practicable, to create plans for mitigating harm from de-energization, and to promptly submit a report to the PUC following each de-energization event. The PUC also may conduct post hoc reasonableness reviews of de-energization events to ensure that the power shut off is executed only as a last resort and for good reason. Before implementing a shutoff, utilities must conduct a cost-benefit analysis to determine that the benefit of de-energization outweighs potential public safety risks.

Prior to initiating a PSPS event, SCE is required to provide advance notification of the area effected, an estimate of the number of customers affected, and an estimated restoration time. In order to initiate a PSPS event, SCE must have a reasonable belief in "an imminent and significant" fire risk, and undertake efforts to mitigate the adverse impacts of a power shutoff. This includes steps to warn and protect its customers whenever it shuts off power.

The notices provided to the City are inadequate to reasonably prepare for a PSPS event. The City is not provided detailed information on the area effected, other than the circuit name. The information provided by SCE is vague and confusing. While citing that Grand Terrace is generally within a "high fire risk area", the SCE has provided little to no information on an imminent and significant fire risk. Additionally, the notices only provide that there "may be a Public Safety Power Shutoff", and only sends a thinly detailed "watchlist," describing the potential circuits impacted, without any information

about the areas effected, nor an estimated restoration time. Moreover, the information provided on the SCE website is not always updated in real-time, causing confusion and an inability for the City to effectually plan for emergency preparedness or communicate emergency preparedness plans to its residents.

PSPS are intended to be a last resort emergency measure, and the prolonged power outages are too frequent, and unacceptable.

The City and its community has suffered as a result of the long duration of each outage given SCE's practice of not reenergizing its circuits until a thorough inspection of the entire circuit can be completed. SCE claims that this practice of de-energizing circuits was implemented in High Fire Risk Areas (HFRA) and burn zones to protect against the inadvertent triggering of brush and wildfires that can result from circuits passing through these regions. The unfortunate effect of this practice results in much longer durations of outages which only adds to the negative impacts suffered by the City, local residents and businesses. Thus, it is imperative that the underlying cause of the outages be identified and addressed proactively to prevent the outage from happening in the first place such that a prolonged duration is avoided.

The multiple unplanned power outages, stretching over the course of a month have caused devastating consequences for the community. Despite the City's efforts to provide temporary relief through warming centers and charging stations at places like City Hall and the Senior Center, these critical locations have also been impacted by the power outages. The situation is especially dire for vulnerable residents, including seniors, individuals with disabilities, and families with young children, who have been left to endure this crisis without power, heat, or security. The lack of intervention from the SCE requires the California Public Utilities Commission's efforts to assist the community and help provide relief.

In light of these recent spate of outages, and the likelihood that they will continue, along with the negative and detrimental impacts outages are having on the community, it may be appropriate for the City to seek assistance from the California Public Utilities Commission, the State regulatory agency that provides oversight of SCE's operations. This can be accomplished through the filing of a Formal Complaint requesting assistance and relief.

The complaint would seeks a formal review by the PUC of SCE's PSPS within the City of Grand Terrace.

OPTIONS:

1. Authorize the City Manager to submit a cover letter to the CEO of SCE
2. Authorize the City Manager to file a Formal Complaint with the CPUC seeking assistance and relief from the persisting SCE power outages suffered by residents and businesses of the community, subject to final approval by the City Attorney's Office as to form;
3. or, defer action and provide other direction to staff.

RECOMMENDATION:

Staff recommends that the City Council authorize the Mayor to submit a letter to the SCE CEO, and file a Formal Complaint with the CPUC seeking assistance and relief from the prolonged SCE power outages suffered by residents and businesses of the community.

ENVIRONMENTAL IMPACT:

FISCAL IMPACT:

None.



January 21, 2025

Governor Gavin Newsom
1021 O Street, Suite 9000
Sacramento, California 95814

RE: Request for Extension of State of Emergency Declaration to the Cities of Grand Terrace and Jurupa Valley

Dear Governor Newsom,

I am writing to urgently request that the declaration of a state of emergency due to the Southern California fires be extended to include the cities of Grand Terrace and Jurupa Valley, which have experienced significant power outages during the extreme wind events that contributed to the fires. Many residents in these communities have been left without electricity for up to eight consecutive days. In Jurupa Valley, a section of the city is still without power and is not expected to have electricity restored until January 23. Furthermore, the risk of additional shutoffs remains high due to ongoing high winds.

The ramifications of these outages extend beyond inconvenience; they pose serious threats to the health and well-being of our most vulnerable populations. Many families, particularly those with children, have had to discard a month's worth of food due to the loss of refrigeration. This not only affects their immediate access to nutrition but also places added stress on households that are already struggling to make ends meet. Children, in particular, are at risk, as the lack of stable food sources can hinder their growth, development, and overall health.

Moreover, our senior citizens and individuals with medical needs have faced dire circumstances without power. Many rely on electricity for life-sustaining medical equipment and have been left without food and essential services during this critical time. The absence of a coordinated plan to ensure wellness checks for these vulnerable residents only compounds the urgency of this situation.

In response to these challenges, the cities of Grand Terrace and Jurupa Valley have utilized funds from their respective general funds to provide vital resources to community members. These efforts include distributing generators, providing hot meals, establishing warming

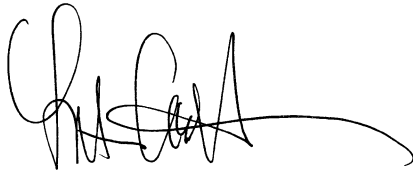
centers, setting up charging stations, and offering other essential services to support those affected.

Extending the state of emergency to include Grand Terrace and Jurupa Valley is imperative to gain access to the critical resources necessary to support our communities effectively. This action would enable us to provide essential services such as emergency generators, shelter services, and additional staffing for response efforts. Importantly, it would also allow for financial assistance and logistical support to local agencies working tirelessly to address the hardships faced by our residents.

The interconnected nature of these challenges underscores the pressing need for immediate action. I urge your administration to take swift steps to include these communities in the emergency declaration. Your leadership during this crisis is vital, and I am confident that this measure will significantly impact the lives of countless Californians.

Thank you for your attention to this urgent matter. I look forward to your prompt response.

Sincerely,

A handwritten signature in black ink, appearing to read 'Leticia Castillo', with a long, sweeping horizontal line extending to the right.

Leticia Castillo

Assemblywoman, 58th District

CC:

Bill Hussey, Mayor, City of Grand Terrace

Brian Berkson, Mayor, City of Jurupa Valley



City Council
Bill Hussey, Mayor
Michelle Sabino, Mayor Pro Tempore
Jeff Allen
Matt Brown
Doug Wilson

January 28, 2025

Steven D. Powell
President and CEO
Southern California Edison
2244 Walnut Grove Ave.
Rosemead, CA 91770

Subject: Urgent Concerns Regarding Power Reliability in Grand Terrace

Dear Mr. Powell,

On behalf of the City Council, residents, and business owners of the City of Grand Terrace, I am writing to express our deep frustration and serious concern regarding Southern California Edison's ongoing failure to provide reliable power to our community. The prolonged power outages that have persisted throughout the month of January are not simply operational challenges—they are the direct result of SCE's poor policy decisions and a lack of proper investment in critical infrastructure. This has caused a local emergency within the City of Grand Terrace.

The frequency and duration of unplanned outages across Grand Terrace are unacceptable, **with the City enduring power loss for over one week. Such prolonged and frequent outages is simply unacceptable by any reasonable standard. Access to reliable power is essential to the health, safety, and welfare of the people of Grand Terrace, and SCE's failure to provide adequate power to the City of Grand Terrace for extended periods of time constitutes an ongoing threat to the public health and safety of the City, and has directly created emergency conditions.**

These frequent, prolonged outages and SCE's unfulfilled commitments have eroded the City's trust in your company's ability and willingness to address these systemic issues.

These outages have significant consequences:

- **Public Safety Risks:** During outages, residents who depend on power for medical equipment, heating, cooling, and communication systems are placed in vulnerable positions. Seniors, individuals with disabilities, and families with young children are especially vulnerable during this time. Additionally, power interruptions affect traffic signals, emergency services, and public safety infrastructure, increasing risks across the community.
- **Economic Impact:** During each outage, local businesses are forced to suspend operations, incur financial losses, and absorb additional costs. Meanwhile, residents face mounting expenses from replacing spoiled goods and purchasing



City Council
Bill Hussey, Mayor
Michelle Sabino, Mayor Pro Tempore
Jeff Allen
Matt Brown
Doug Wilson

backup power solutions. This ongoing strain undermines our community's resilience and economic vitality.

- **Impact on Residents:** Finally, and perhaps most obviously, frequent outages are an ongoing nuisance to City residents, forcing them to resort to backup power and continually re-set burglary, wi-fi, and other basic home systems. And, for the increasing number of residents working from home, these outages have a significant negative impact on careers and productivity. Additionally, students who are attending school from home due to these outages face significant challenges, with interruptions to their learning and access to online resources.

We urge Southern California Edison to take immediate action to correct these deficiencies. This includes accelerating infrastructure upgrades, committing to transparent and measurable improvement plans, and restoring consistency to the power supply our community relies upon.

To ensure you fully understand the depth of these concerns, we formally invite you and your executive team to attend a future town hall meeting in Grand Terrace. This will allow you to hear directly from residents and business owners about the impact of these outages and outline specific steps SCE will take to resolve these issues. Please coordinate with Konrad Bolowich our City Manager, at 909-594-5175, or you can email him at kbolowich@grandterrace-ca.gov, to confirm your attendance and arrange the town hall details. We will make ourselves available at any reasonable time to accommodate your schedule.

Finally, please take notice that all rights and remedies at law and at equity are hereby reserved by the City as against SCE. Nothing in this letter shall be construed as a waiver of any of those rights or remedies.

Thank you for your attention to this urgent matter. The City of Grand Terrace expects and deserves meaningful action to ensure power reliability.

Sincerely,

Bill Hussey
Mayor
City of Grand Terrace



AGENDA REPORT

MEETING DATE: January 28, 2025

TITLE: 2025-26 Community Development Block Grant Program (CDBG)

PRESENTED BY: Shanita Tillman, Sr. Management Analyst

RECOMMENDATION: 1) Conduct a public hearing for the prioritization of eligible applications for 2025-26 Community Development Block Grant (CDBG) funding; and,

2) Prioritize funding allocations and authorize staff to submit the City's CDBG funding recommendation to the County of San Bernardino Economic Development Agency.

2030 VISION STATEMENT:

This staff report supports, in part, our Vision of a place where residents can enjoy quality of life that fosters pride and an engaged community, in that the Community Development Block Grant (CDBG) Program funds community programs that benefit Grand Terrace residents.

BACKGROUND:

The City participates in the Federally funded Community Development Block Grant (CDBG) Program, administered in partnership with the San Bernardino County Economic Development Agency. Eligible activities must address one of three national objectives:

1. Benefit low- and moderate-income persons.
2. Eliminate blight.
3. Meet an urgent need.

For the 2025-26 program year, the City's allocation is expected to be \$51,262, determined by population, poverty levels, and housing conditions. The City Council, during a public hearing, recommends funding for up to four projects, which are then submitted to the County Board of Supervisors for approval. This year, three applications were received. Any unallocated funds will be restricted to capital improvement projects.

DISCUSSION:

The City Council's funding recommendations for the 2025-26 program year includes funding for several key projects and initiatives. Below is a summary of the relevant points:

1. Ongoing Projects (Proposals 1-3):

- These are projects that have been funded by the Board of Supervisors and are currently in the process of implementation. The City Council's recommendations maintain funding for these initiatives as they continue through the 2025-26 program year.

2. Senior Coordinator Role Transition:

- A key change for the 2025-26 program year is the City's decision to take over the role of Senior Coordinator. Previously, this role was managed by the Family Service

Association. Moving forward, City staff will directly oversee the Senior Center's activities. This change aims to ensure greater oversight and coordination of the services provided to seniors, directly under City management. The role will now be overseen by the Management Analyst - Senior Coordinator.

Implementing this change will allow for full-time service at the Senior Center and extend the current operating hours beyond the existing 8 a.m. to 3 p.m. schedule. It will also provide dedicated staff focus on creating and implementing programs that serve the community, ensuring more tailored and consistent offerings for seniors.

3. Funding Breakdown:

- The City has been allocated \$51,262 in funding toward CDBG programs.
- The City has \$53,910.43 in unprogrammed funds from past years, which will contribute to the City's total requested funding of \$70,000 for its Management Analyst - Senior Coordinator position for the 2025-26 program year.
- Any remaining funding needs for other programs, with the exception of FSA's senior coordinator position, will be covered by the unprogrammed funds.

4. Eligible Proposals and Grant Applications:

- Attached to this report is a summary of the eligible proposals, along with copies of the detailed grant applications. These documents provide more information on the specific proposals and the planned use of the funds.

ENVIRONMENTAL IMPACT:

No environmental impact.

FISCAL IMPACT:

To fully fund the Management Analyst - Senior Coordinator position, the City will incur approximately \$38,600 in total benefits costs for this role.

**2025-2026 Community Development Block Grant (CDBG) Program
Cooperating City Recommended Projects Form**

City Council Hearing Date ⁽²⁾: 1/28/2025

**Available Unprogrammed Funds From
Prior Years ⁽⁵⁾:** \$53,910.43

☐ YES *The City agrees to enter into a "General Fund Guarantee" in order for the County to recommend activity funding.*

San Bernardino County
Department of Community Development and Housing
2025-26 CDBG Project Proposals

Location	Applicant	Application #	Project Title	Amount Requested	Comments	Eligible: Yes/NO
Grand Terrace	Shanita Tillman, Senior Management Analyst City of Grand Terrace 22795 Barton Rd. Grand Terrace, CA 92313 stillman@grandterrace-ca.gov	GRAN25PS-005	Grand Terrace: Management Analyst – Senior Services Coordinator for Grand Terrace	\$70,000.00	Eligible Public Service - Currently managed by FSA, the City of Grand Terrace will take over the day-today operations of the Grand Terrace Senior Center by funding a Senior Services Coordinator position with CDBG funds. The coordinator will oversee daily operations and facilitate the center’s established programming including: social activities, educational classes, exercise classes, bingo, quilting, arts & crafts classes, health insurance counseling, home energy assistance counseling, fresh produce program, health screenings, game nights, karaoke and transportation. The position will support the expansion of intergenerational programs including coordination of volunteers to support these established programs while introducing new activities aimed at promoting physical activity and social engagement. Funding will also cover some operational expenses. The Senior Center Program Coordinator will serve approximately 215 low-and moderate-income seniors in the City of Grand Terrace, approximately 15 more than in prior year when the position was under FSA's pervue. FSA will continue to provide the senior meals program. Project Site: Grand Terrace Senior Center, 22627 Grand Terrace Rd., Grand Terrace, CA	Yes
Grand Terrace	Cheryl-Marie Hansberger, Chief Executive Officer Family Service Association 21250 Box Springs Rd., Ste 212 Moreno Valley, CA 92557 Cheryl.Hansberger@fsaca.org 951-686-1096	GRAN25PS-035	Grand Terrace: Senior Meals Program - Family Service Association	\$10,000.00	Public Service - Family Service Association, under contract with the City of Grand Terrace, will provide a senior congregate and mobile meals program to seniors in the City of Grand Terrace through its Senior Center. FSA expects to serve 155 unduplicated senior's meals, 5 days a week throughout the program year. Seniors are a presumed 51% low-to moderate-income population, however, documentation is still required. Public Services are limited to low-and moderate-income persons and require monthly documentation that at least 51% of the persons served qualify as low-and moderate-income. This activity was funded in previous years (less than 12 months) and is a continuing activity. Therefore, a quantifiable increase in the level of service or a new additional service is required in order to continue to be eligible for CDBG funding. Subcontracted services are subject to all CDBG requirements. Project Site: Project Site: Grand Terrace Senior Center, 22627 Grand Terrace Rd., Grand Terrace, CA	Yes

San Bernardino County
Department of Community Development and Housing
2025-26 CDBG Project Proposals

Location	Applicant	Application #	Project Title	Amount Requested	Comments	Eligible: Yes/NO
Grand Terrace	Cheryl-Marie Hansberger, Chief Executive Officer Family Service Association 21250 Box Springs Rd., Ste 212 Moreno Valley, CA 92557 Cheryl.Hansberger@fsaca.org 951-686-1096	GRAN25PS-036	Grand Terrace: Senior Center Coordinator - Family Services Association	\$70,000.00	Eligible Public Service - Family Services Association, under contract with the City of Grand Terrace, will provide staff to make available: classes, activities, counseling, transportation and associated coordination, including administrative tasks at the Grand Terrace Senior Center to approximately 205 unduplicated seniors in Grand Terrace and the surrounding area. FSA requested \$70,000 (\$50,000 in personnel costs and \$20,000 in operational costs/consumable supplies) during this application period. Per FSA, Senior Center operational costs are include technology costs, insurance, program supplies, office supplies, staff cell phone reimbursement, special events for participants at the Grand Terrace Senior Center (includes food and other event expenses) and allocated overhead expenses. Seniors are a presumed 51% low-to moderate-income population. However, documentation is still required. Public Services are limited to low-and moderate-income persons and require monthly documentation that at least 51% of the persons served qualify as low-and moderate-income. This activity was funded in previous years (less than 12 months) and is a continuing activity. Therefore, a quantifiable increase in the level of service or a new additional service is required in order to continue to be eligible for CDBG funding. Project Site: Grand Terrace Senior Center, 22627 Grand Terrace Rd., Grand Terrace, CA	Yes

San Bernardino County
Department of Community Development and Housing
2025-26 CDBG Project Proposals

Location	Applicant	Application #	Project Title	Amount Requested	Comments	Eligible: Yes/NO
Grand Terrace	Molly Widdicombe, Council Director Girls on the Run Inland Empire P.O. Box 21044 Riverside, CA 92516 mollywiddicombe@girlson the run.org (951) 394-3141	GRAN25PS-042	Grand Terrace: Girls on the Run	\$10,000.00	Eligible Public Service - Girls on the Run, under contract with the City of Grand Terrace, will provide a 8-10 week program designed to promote physical activity, healthy behaviors, confidence, and positive connections to approximately 40 LMI girls ages, 8-14. The funding would cover staff time to recruit, train and support four (4) volunteer coaches, the cost of curriculum for 40 youth participants and the cost of coordinating and hosting an end-of-season 5K event for the program graduates, coaches and families. Services are limited to low-and moderate-income persons and requires documentation of at least 51% of the persons served are from are low- to moderate-income households. It would need to be established if this Program is already being funded by the City of Grand Terrace. CDBG funds cannot replace preexisting funding. So as long as the Program is not currently funded by any other local sources, and so as long as it is a new Program, an increase in service would not be required. Site Address: TBD	Yes
Grand Terrace	Melanie Orosco, County Librarian 268 W. Hospitality Lane, 3rd Floor San Bernardino, CA 92415 melanie.orosco@lib.sbcounty.gov 909-387-2220	GRAN25PS-047	Grand Terrace: Adult Literacy Program	\$10,000.00	Eligible Public Service - Services are limited to low- and moderate-income clients and requires documentation of at least 51% of the clients are low- to moderate-income. Client eligibility (for all clients including illiterate adults) must be evidenced by documentation and data concerning beneficiary family size and income. CDBG funds will be used to pay for personnel services. Should the program receive an increase in funding allocation from the previous year a quantifiable increase in the level of service or a new additional service is required in order to continue to be eligible for CDBG funding. This activity was funded in previous years (less than 12 months) and is a continuing activity. Services are provided by San Bernardino County Library Department staff and volunteers. Service Location: 22795 Barton Road, Grand Terrace, CA 92313.	Yes



GRAN25PS-005

 Log Number
 (Office Use Only)

San Bernardino County
Fiscal Year 2025 - 2026
Public Services Program Application

The following documents must be submitted in the order listed, please be sure to submit all attachments with your application.

☐	Exhibit 1: Organization Information
☐	Exhibit 2: Project Information
☐	Exhibit 3: Community Needs and Target Population
☒	Exhibit 4: Project Budget & Sources
☐	Exhibit 5: Performance & Outcomes
☐	Exhibit 6: Agency Capacity Narrative
☐	Exhibit 7: Civil Rights Laws Compliance and HUD Good Standing
☐	Exhibit 8: Signature and Assurances
☐	Application Checklist

Exhibit 1: Organization Information

Organization Name:

City of Grand Terrace

Organization Address:

22795 Barton Rd

City/State/Zip: Grand Terrace / CA / 92313-5271

Phone: 9099545191

Fax:

Email: stillman@grandterrace-ca.gov

Applicant Type:

Authorized Person Name: Shanita Tillman

Authorized Person's Title: Senior Management Analyst

Address: 22795 Barton Rd

City/State/Zip: Grand Terrace / CA / 92313-5271

Phone: 9099545191

Fax:

Email: stillman@grandterrace-ca.gov

Application Contact Person's Name: Shanita Tillman

Application Contact Person's Title: Senior Management Analyst

Explain the Agency's 1) Mission, 2) Purpose, 3) Population Served, 4) Number of years serving population, 5) Supportive Services, their Funding Sources, and Start/End Dates.

Grand Terrace, known for its natural beauty and recreational opportunities, is a well-managed and exceptionally safe city. It supports a vibrant, diverse local economy that fosters community pride, making it an ideal place for families to establish roots for generations. A key element of our 2030 Vision Statement is to develop and implement successful partnerships. We aim to work collaboratively with community groups, as well as private and public sector agencies, to facilitate services that benefit our youth, seniors, and the broader community. Additionally, we are committed to collaborating with local, regional, and state agencies to secure funding for programs and projects that enhance the quality of life for all residents. Since its incorporation in 1978, Grand Terrace has been home to 13,150 residents, and we remain dedicated to ensuring a supportive environment for our seniors to thrive.

Exhibit 2: Project Information

Project Title:

Management Analyst – Senior Services Coordinator for Grand Terrace

Project Address:

22627 Grand Terrace Rd., Grand Terrace, CA 92313

County Supervisorial District where project will be located:

☐ 1st District☐ 2nd District☒ 3rd District☐ 4th District☐ 5th District

Is this a New Public Service Project, or request to expand services to an existing CDBG project?

Expansions of Service to an Existing Project

If this is an Expansion of Service to previously funded CDBG project, please explain how this is an expansion of service?. (i.e For 2015 we proposed 60 units of service, this year the agency is planning to serve 100 units of service)

The FSA aims to serve 200 unduplicated clients in 2024, and as the City plans to take over in 2025, it seeks to expand to 215. To achieve this, funding is needed to develop and implement diverse programs that address seniors' varied interests and needs. The Senior Services Coordinator will oversee programs and recruiting volunteers to keep seniors engaged and active in the community.

If you are requesting funds for an existing CDBG project, provide prior CDBG project number.

Will this project provide an opportunity to hire minority-owned and women owned businesses?

No

If YES, describe what actions will be completed to implement such subcontracting plans to monitor this component of the proposed project. If NO, discuss why and what actions are being taken to encourage minority-women businesses to apply for this project.

EXHIBIT 2A: Countywide Vision

Indicate Yes/No in the table below if any of these countywide vision goals are pertinent to the proposed project.

Countywide Vision

Countywide Vision	Yes/ No
Implement the Countywide Vision.	Yes
Create, Maintain and Grow Jobs and Economic Value in the County.	Yes
Improve County Government Operations.	Yes
Operate in a Fiscally-Responsible and Business-Like Manner.	Yes
Ensure Development of a Well-Planned, Balanced, and Sustainable County.	Yes
Maintain Public Safety.	Yes
Provide for the Health and Social Services Needs of County Residents.	Yes
Pursue County Goals and Objectives by Working with Other Governmental Agencies.	Yes

Provide a brief narrative of how your project meets the Countywide Vision:

The Senior Services Coordinator plays a vital role in fulfilling the county's vision through daily lunch programs and activities that encourage community engagement. Activities like chair exercises, gardening, arts and crafts, social gatherings, and movie days provide enjoyable ways for seniors to stay active and connected. The City seeks to foster partnerships, including the existing and ongoing senior transportation grant through Omnitrans, which makes services accessible to our resident seniors and further enhances community support. By fostering these opportunities, the coordinator creates a welcoming environment that makes the senior center a destination for social interaction and a strong sense of community.

Exhibit 3: Community Needs and Target Population

Community Needs		Target Population	
Public Service Needs:	Yes/No	Proposed Community:	Yes/No
Senior Services	Yes	Low and Moderate Persons	Yes
Handicapped Services	Yes	Low and Moderate Households	Yes
Youth Services	No	Abused Children	No
Child Care Services	No	Handicapped Persons	Yes
Transportation Services	Yes	Illiterate Persons	No
Substance Abuse Services	No	Homeless Persons	No
Employment Training	No	Migrant Farm Workers	No
Health Services	Yes	Elderly People	Yes
Lead Hazard Screening	No		
Crime Awareness	No		

City/Target Area of Project Beneficiaries

Participating Cities: (i.e Redlands, Colton, Yucaipa)

The target area served includes seniors in the City of Grand Terrace and the surrounding communities.

Exhibit 3: Community Needs and Target Population (continued)

Describe the geographic boundaries of the neighborhood, community or area in which clients of the proposed program reside (attach a map if needed):

The Grand Terrace Senior Center is located midway between Riverside and San Bernardino, near a key city entrance. Adjacent to it is the Blue Mountain Senior Villas, a senior apartment complex with 120 units that offers direct access to the center, serving as a local hub.

HUD Demographics: (Yes/No)

- Does this project help prevent homelessness?
- Does this project help the homeless?
- Does this project help those with HIV or AIDS?
- Does this project primarily help persons with disabilities?

Summarize the description of your project to include 1) priority, 2) sub-activity, 3) population(s) to be served, and 4) accomplishment level, and 5) services to be provided.

The City of Grand Terrace is seeking funding to assume operations of the Grand Terrace Senior Center, currently managed by FSA since 2017, with a primary goal of enhancing participation and optimizing the center's resources. Under this initiative, FSA's continued role in providing senior meals will be maintained, alongside the ongoing service of a Senior Services Coordinator. This coordinator oversees daily operations and facilitates a variety of enriching activities and educational programs, including safety classes such as CPR and first aid, earthquake shakeouts, emergency evacuation drills, line dancing sessions, movie screenings in the park, and tailored social services education aimed at benefiting seniors. The requested funds will support the expansion of intergenerational programs and partnerships with local high school seniors who will volunteer their time. These efforts are designed to uphold established programs like arts, bingo, and quilting, while also introducing new activities aimed at promoting physical activity and social engagement among seniors. Outreach efforts through social media will play a pivotal role in raising awareness about the senior center's offerings and encouraging greater community involvement. Funding will cover the costs associated with maintaining one staff position for the Senior Services Coordinator and ongoing operational expenses.

Describe how this project meets the priority population and activities selected.

By offering activities that promote physical health, creativity, and social engagement. Intergenerational programs with local high school seniors foster meaningful connections and strengthen community bonds. Additionally, arts and creative initiatives provide seniors with valuable outlets for self-expression, enhancing their overall well-being and ensuring they remain active and involved in the community.

Explain why this project is needed and what evidence can you substantiate the need.

This project is essential to address the increasing isolation and inactivity among seniors in Grand Terrace, where 15.5% of the population is over 65, including a significant number of military veterans. Local health data shows that active seniors experience better health outcomes, emphasizing the need for targeted programs that enhance quality of life and provide vital support for this demographic.

Describe what gaps of service in the county this project fills.

The Senior Center serves at least 100 seniors monthly, providing a centralized space for social activities like pool and puzzles when scheduled programs are not in place. With CDBG funding, we aim to promote our offerings, encouraging greater interaction and participation among seniors. Despite initial growth, participation has slightly declined since COVID-19, and hiring a full-time city employee will help revitalize the program and better serve the community's needs.

What are the critical factors for the success of your project (include both financial and human resources)? For instance, is this the only funding for this project? What happens if funding decreases? Does this project rely on only one source of leveraging? Is there adequate staff involved with the project if there is project turnover? Please address any factor that is critical to project success.

Success hinges on CDGB and General Fund stability, a skilled city-employed staff, and robust community partnerships. Efficient operations and city employment ensure continuity, accountability, and quality aligned with community needs. If funding reduces, prioritizing core programs and integrating volunteers will sustain essential senior services.

Exhibit 4: Project Budget & Sources

Project Budget		
	SB County Share: (\$)	Other Source: (\$)
Personnel	\$70,000.00	\$38,600.00
Equipment (Rental, Lease or Purchase)		
Consultant Services (Auditing, Accounting or Payroll)		
Space Rent		
Insurance		
Consumable Supplies		\$20,000.00
Other		\$10,000.00
Total Costs	\$70,000.00	\$68,600.00
Total Project Budget Cost: (CDBG Share + Other Source)		\$138,600.00

Exhibit 4A: CDBG Funds Requested and Leveraging Information

Indicate the amount being requested by the city.

City	Amount Requested (\$): (This amount should match the grand total requested from CDBG Share)
Grand Te	\$70,000.00

Leveraging items may include any written commitments that will be used towards your cash match requirements in the project, as well as any written commitments for building, equipment, materials, services and volunteer time.

Source of Funding:	Type of Funding: (Grant Name, EFSP Money)	Amount (\$):	Date Available: (11/22/2016)
Federal Funding			
State Funding			
County Funding			
Private Funding			
Other:			
Total Leveraging Funds		\$0.00	

Exhibit 5: Performance and Outcomes

Definitions:

Unduplicated Clients: The number clients/persons projected to be served during the program year (e.g. 25 clients, 50 seniors):

Duplicated Clients: The estimated yearly units of service (duplicated, e.g. 25 clients x 10 visits=250 units of service):

Complete the chart below with the number of Duplicated and Unduplicated Clients to be served.

- In column 1 identify activities that will be completed (e.g. intervention, counseling, and case management).
- In column 2 indicate the number of Unduplicated Clients to be served.
- In column 3 identify the number of Duplicated Clients to be served.

Activities to be Completed (1)	Unduplicated Clients to be Served (2)	Duplicated Clients projected to be served (3)
Bingo	20	1040
Safety and Wellness Programs	50	600
Social Activities and Exercise	50	5000

Performance and Outcomes, answer the following narrative questions using minimum funds request.

Indicate a timeline of services provided to client(s) in order to meet project outcome(s).

The service timeline will span the fiscal year from July 1, 2025, to June 30, 2026.

Describe how your agency determines client(s) success.

Measure success through increased participation rates, seniors obtaining CPR certification, senior feedback, volunteer engagement, social media impact, and use of transportation programs.

Describe your methodology to evaluate project outcomes.

Evaluate outcomes using sign-in sheets for first-time visitors and sign-up sheets for classes/outings to track participation and feedback.

Exhibit 5A: Proposed Goals & Milestones

Explain how the project will meet contract goals and milestones and be completed within 12 months (July 1, 2025 – June 30, 2026). *For example, project expenditures and performance/ accomplishment goals of 40% by November 30th, 50% by December 31st, 80% by March 31st, and 100% by June 30th.*

The project will advance gradually over 12 months (July 1 – June 30), transitioning from a contract to a city employee. Milestones include: achieving 20% by September 30, 40% by December 31, 60% by March 31, and full participation by June 30, to ensure effective adaptation and increased senior engagement.

Fill-in the table below with dates for submission of reimbursement claims and the estimated amount of each.

Date of Reimbursement:	Amount (\$):
08/31/2025	\$11,667.00
10/31/2025	\$11,667.00
12/31/2025	\$11,667.00
02/28/2026	\$11,667.00
04/30/2025	\$11,667.00
06/30/2025	\$11,665.00
Total Reimbursement:	\$70,000.00
(\$)	

Exhibit 6: Agency Capacity Narrative (Non-Profit Organizations Only)

Describe the roles of key administrators, staff members, and volunteers within your agency that will implement the proposed project. In your description include experience, education, and licensing qualifications.

As Senior Management Analyst, I bring 8.5 years of experience with the City of Grand Terrace, specializing in contracts and grants.

Describe your agency's experience in administering government and/or public funds.

The City has secured both federal, local, and CDBG funding and has successfully administered the funds until the completion of the projects.

Describe your method to sustain project viability over the multi-year process if funding decreases.

To sustain project viability over years despite funding cuts, Grand Terrace would budget more funds or seek alternative sources to achieve its goals effectively.

Instructions: Complete the table below by marking "YES" or "NO" to the questions listed below.

Question:	YES/ NO
<i>Example: Have you received federal funds in the past five years?</i>	Yes
In the past ten years, has your organization ever had its nonprofit status revoked or withheld by the IRS, the Secretary of State, the State Attorney General, or the Franchise Tax Board?	No
Has your organization been sued in the last five years?	Yes
Are any of your managers or staff with fiscal responsibilities involved in litigation presently that has any bearing on fiduciary trust or employee relations?	No
Have any unfavorable rulings been handed down by any court against your organization or Executive Director the last five years?	No
Does your organization currently have any unresolved fiscal, reporting, or program issues with any of its funding sources?	No

EXHIBIT 7: Civil Rights Laws Compliance and HUD Good Standing

Answer the following questions.

Has your organization been a past recipient of assistance under a HUD McKinney Act program or the HUD Single Family Property Disposition Homeless Program?

If you have been a recipient under either of these programs, has your agency experienced any project or construction delay, HUD finding or outstanding audit that HUD deems serious regarding the administration of HUD McKinney Act programs or the HUD Single Family Property Disposition Homeless Program?

If you answered “Yes”, please explain the circumstances and outcome below.

Applicants must be in compliance with applicable civil rights laws and Executive Orders. Applications will be rejected if your agency has any of the following: (1) Any pending civil rights lawsuit instituted by the U.S. Department of Justice; (2) Any noncompliance with civil rights statutes, Executive Orders or regulations as a result of formal administrative proceedings, unless the applicant is operating under a HUD-approved compliance agreement designed to correct the area of noncompliance or is currently negotiating such an agreement; (3) Any unresolved Secretarial charge of discrimination issues under Section 810(g) of the Fair Housing Act, as implemented by 24 CFR 103.400; (4) Any adjudication of a civil rights violation in a civil action brought against the Organization by a private individual, unless the applicant is operating in compliance with a court order designed to correct the area of noncompliance or the applicant has discharged any responsibility arising from such litigation; (5) Any deferral of the processing of applications from the sponsor imposed by HUD under Title VI of the Civil Rights Act of 1964, the Attorney General's Guidelines (28 CFR 50.3) or the HUD Title VI regulations (24 CFR 1.8) and procedures, or under Section 504 of the Rehabilitation Act of 1973 and HUD Section 504 regulations (24 CFR 8.57). If one or more of these situations exists with your Organization, please attach a brief description.



E-Signature Authorization
San Bernardino County
Community Development and Housing Department
Community Development Block Grant
2025 - 2026 Application

In order to comply with all applicable federal grant regulations, a hard-copy of this E-Signature Authorization containing an original wet signature must be filed with the San Bernardino County Community Development and Housing (CDH) in order for the applicant to electronically sign the Community Development Block Grant (CDBG) application documents online. This authorization may only be completed by a registered owner, partner, executive officer, or authorized employee (**with proof of authorization**) of the applicant submitting this form and must contain an original signature to be submitted to the CDH.

Authorization Agreement

I am an owner, partner, executive officer, or duly authorized employee of the below-listed applicant and have authority to enter into agreements on behalf of the below-listed applicant. CDH may rely on the receipt of such agreements executed and delivered by facsimile or other electronic means as if the original had been received. The undersigned agrees that the electronic signatures appearing on documents submitted from the below-listed applicant are the same as handwritten signatures for the purposes of validity, enforceability and admissibility. By signing this Electronic Signature Authorization Agreement, I authorize the CDH to accept, via electronic submission, documents submitted from the below-listed applicant as required by the CDH's CDBG 2025 - 2026 Funding Application.

I understand that CDH may change the CDBG application system from time to time. I agree that the below-listed applicant will electronically sign all documents requiring a signature related to the CDBG funding application.

My signature on this form certifies that:

I agree that entering my name in the CDBG funding application system constitutes my electronic signature. I understand that any information and documents submitted using my name is electronically certifying my signature. I understand that I am legally bound, obligated, and responsible by use of my electronic signature as much as I would be by my handwritten signature. I agree that I will protect my signature from unauthorized use, and that I will contact CDH immediately, upon discovery that my electronic signature has been compromised. I certify that my electronic signature is for my own use, and that I will not delegate it or share it with any individual.

This request is effective immediately upon receipt by the CDH and will remain in effect until the end of the 2025 - 2026 CDBG funding cycle or I choose to cancel this request via written notification to the CDH. I understand that it is my responsibility to update and/or cancel this request under all circumstances, including my departure or terminated association with the below-listed applicant.

By signing the E- Signature Authorization Form we certify that this agency will also comply with the following:

Non-discrimination

This organization will, through all possible means, ensure equal opportunity for all persons to receive services, to participate in the volunteer structure, and to be employed regardless of age, handicap, national background, race, religion, or sex. An existing sectarian nature of the agency shall not suffer impairment under this agreement, but participation in religious observances, rituals or services will not be required as a condition of receiving food, services, or shelter paid for by this grant.

Accountability

We commit this organization, if a grant is received, to provide all reports to the County as required; to expend monies only on eligible costs; to keep complete documentation (copies of all canceled checks, invoices, receipts, etc.) on all expenditures for a minimum of three years; to spend all funds and close out the program on the required date; to return any unused funds to the County to cooperate with monitoring or site visits, and; to provide complete documentation of expenses to the County, if requested, by the required date.

We affirm that all information in this application is true and correct to the best of our knowledge and that the applicant under our authority will execute its responsibility under the proposed contract and adhere to all other applicable rules and regulations to the fullest extent possible.

Non-collusion

This proposal is genuine, and not sham or collusive, nor made in the interest or in behalf of any person not herein named; the proposer has not directly induced or solicited any other proposer to put in a sham proposal, or any other person, firm or corporation to refrain from submitting a proposal; the proposer has not in any manner sought by collusion to secure for him/herself an advantage over any other proposer.

Applicant Information	
Agency Name: City of Grand Terrace	Federal Tax ID No.: 95-3316135
Mailing Address: 22795 Barton Rd	Phone No.: (909) 954-5191
Email Address: stillman@grandterrace-ca.gov	Fax No:
Authorized Signature	
Print Name: Shanita Tillman	Print Title: Senior Management Analyst
Signature: Shanita Tillman, Senior Management Analyst	Date: 10/21/2024

Please send the signed copy of this one page agreement to:
San Bernardino County Community Development and Housing Department
215 North D Street, Suite 302, San Bernardino, CA 94215-0043
Attn: CDBG Application

**CDBG Application Checklist
(Non-Profit Organizations Only)**

Community-based organizations are required to include one copy of the items listed below. If you are not submitting these items at this time, please notify Community Development and Housing at (909) 501-0600 to make other arrangements. The following information is required before any contract or reimbursement can be completed.

- o Summary of agency's current year General Operating Budget
- o List of agency's Board of Directors, including names and addresses
- o Proof of existing non-profit/tax-exempt status (Letters from the Federal Internal Revenue Service and State Franchise Tax Board)
- o Current certificate of insurance and amounts covered
- o Organizational chart
- o Minutes of last Board meeting
- o Non- Profit agencies must be Registered in the System of Award Management (SAM) website.
Agency cannot be funded if they have been debarred in the past.
- o Provide board minutes/letter that authorizes the executive director or program manager to run the project.

If your application is funded you will be required to provide a copy of your last audit and your Articles of Incorporation and Bylaws must be on file.

GRAN25PS-035Log Number
(Office Use Only)

**San Bernardino County
Fiscal Year 2025 - 2026
Public Services Program Application**

The following documents must be submitted in the order listed, please be sure to submit all attachments with your application.

☒	Exhibit 1: Organization Information
☒	Exhibit 2: Project Information
☒	Exhibit 3: Community Needs and Target Population
☒	Exhibit 4: Project Budget & Sources
☒	Exhibit 5: Performance & Outcomes
☒	Exhibit 6: Agency Capacity Narrative
☒	Exhibit 7: Civil Rights Laws Compliance and HUD Good Standing
☒	Exhibit 8: Signature and Assurances
☒	Application Checklist

Exhibit 1: Organization Information

Organization Name:

Family Service Association

Organization Address:

21250 Box Springs Rd Suite 212

City/State/Zip: Moreno Valley / CA / 92557-8712

Phone: 9516861096

Fax:

Email: ahlam.jadallah@fsaca.org

Applicant Type:

Authorized Person Name: Cheryl-Marie Hansberger

Authorized Person's Title: CEO

Address: 21250 Box Springs Road, Suite 212

City/State/Zip: Moreno Valley / CA / 92557

Phone: 9516861096

Fax:

Email: Cheryl.Hansberger@fsaca.org

Application Contact Person's Name: Ahlam Jadallah

Application Contact Person's Title: Fund Development Specialist

Explain the Agency's 1) Mission, 2) Purpose, 3) Population Served, 4) Number of years serving population, 5) Supportive Services, their Funding Sources, and Start/End Dates.

Family Service Association has been a non-profit leader for 70 years now, and in times of unprecedented change and adversity, FSA has become a stabilizing force in the community. Founded in 1953 by The Junior League of Riverside, community members have found comfort in FSA's legacy of providing high quality care through much needed services like Senior Nutrition, Childcare, Mental Health, and Child Abuse Prevention throughout the Inland Region. FSA's mission is to address poverty, hunger, and health from infancy to older adults, in families and under-served communities.

Exhibit 2: Project Information

Project Title:

Grand Terrace Senior Nutrition Program

Project Address:

22627 Grand Terrace Rd., Grand Terrace, CA 92313

County Supervisorial District where project will be located:

☐ 1st District☐ 2nd District☒ 3rd District☐ 4th District☐ 5th District

Is this a New Public Service Project, or request to expand services to an existing CDBG project?

Expansions of Service to an Existing Project

If this is an Expansion of Service to previously funded CDBG project, please explain how this is an expansion of service?. (i.e For 2015 we proposed 60 units of service, this year the agency is planning to serve 100 units of service)

For 2023, FSA proposed to serve 152 unduplicated clients. This year the Agency is planning to serve 155 unduplicated clients.

If you are requesting funds for an existing CDBG project, provide prior CDBG project number.

Will this project provide an opportunity to hire minority-owned and women owned businesses?

No

If YES, describe what actions will be completed to implement such subcontracting plans to monitor this component of the proposed project. If NO, discuss why and what actions are being taken to encourage minority-women businesses to apply for this project.

EXHIBIT 2A: Countywide Vision

Indicate Yes/No in the table below if any of these countywide vision goals are pertinent to the proposed project.

Countywide Vision

Countywide Vision	Yes/ No
Implement the Countywide Vision.	Yes
Create, Maintain and Grow Jobs and Economic Value in the County.	Yes
Improve County Government Operations.	Yes
Operate in a Fiscally-Responsible and Business-Like Manner.	Yes
Ensure Development of a Well-Planned, Balanced, and Sustainable County.	Yes
Maintain Public Safety.	Yes
Provide for the Health and Social Services Needs of County Residents.	Yes
Pursue County Goals and Objectives by Working with Other Governmental Agencies.	Yes

Provide a brief narrative of how your project meets the Countywide Vision:

FSA's Senior Nutrition Program meets the Countywide Vision in the following ways: ·Assists the County in creating a range of choices for its residents in how they live by offering senior services free of charge to qualified seniors. ·Aids the county in their vision of offering high quality community health programs. ·Facilitates in the County's vision of a model community where great ideas are shared and where collaborations are encouraged to reach shared interests and goals. ·Supports the County's vision of a place that is a home for anyone seeking a sense of community and the best life has to offer.

Exhibit 3: Community Needs and Target Population

Community Needs		Target Population	
Public Service Needs:	Yes/No	Proposed Community:	Yes/No
Senior Services	Yes	Low and Moderate Persons	Yes
Handicapped Services	Yes	Low and Moderate Households	Yes
Youth Services	No	Abused Children	No
Child Care Services	No	Handicapped Persons	No
Transportation Services	No	Illiterate Persons	No
Substance Abuse Services	No	Homeless Persons	No
Employment Training	No	Migrant Farm Workers	No
Health Services	Yes	Elderly People	Yes
Lead Hazard Screening	No		
Crime Awareness	No		

City/Target Area of Project Beneficiaries

Participating Cities: (i.e Redlands, Colton, Yucaipa)

City of Grand Terrace, and immediate surrounding area.

Exhibit 3: Community Needs and Target Population (continued)

Describe the geographic boundaries of the neighborhood, community or area in which clients of the proposed program reside (attach a map if needed):

The geographic boundaries to be served are the entire boundaries of the City of Grand Terrace. Seniors from adjacent communities such as Colton and Highgrove also utilize the Center, but clients are primarily from Grand Terrace.

HUD Demographics: (Yes/No)

- Does this project help prevent homelessness?
- Does this project help the homeless?
- Does this project help those with HIV or AIDS?
- Does this project primarily help persons with disabilities?

Summarize the description of your project to include 1) priority, 2) sub-activity, 3) population(s) to be served, and 4) accomplishment level, and 5) services to be provided.

FSA's Senior Nutrition Program is dedicated to providing seniors with the necessary nutritional support to protect them against food insecurity, and to help them continue to live independent and fulfilling lives. For many seniors, Senior Nutrition is the first service that they seek for assistance to help them stay in their own homes and live independently. It is through funding from both San Bernardino CDBG program and San Bernardino County DAAS that we are able to provide this service to the residents in the City of Grand Terrace. FSA provides nutritious meals to seniors 62 years of age and older in a group setting at the Grand Terrace Senior Center. Home-delivered meals are also delivered to homebound seniors who aren't mobile by reason of illness, disability, and a lack of transportation. The program also provides a range of services, including nutrition screening, assessment, and education.

Describe how this project meets the priority population and activities selected.

The Senior Nutrition Program serves as a critical and meaningful approach to tackle food insecurity, isolation, depression, and many other health and social issues that vulnerable seniors experience. FSA provides seniors with one nutritionally balanced meal Monday - Friday. By providing these meals we will continue to meet our goals of improving the overall health and wellbeing of those we serve.

Explain why this project is needed and what evidence can you substantiate the need.

Rising food costs and inflation have increased the demand for meals among seniors. The demand continues to rise, and new participants are enrolling in the Senior Nutrition Program each day. FSA continues to exceed its program objectives and targets to meet the growth of the program.

Describe what gaps of service in the county this project fills.

Without the meals supplied by this program, many seniors would be prematurely placed in assisted living or nursing homes due to their inability to shop for food or prepare their own meals. Many seniors face the threat of hunger due to limitations in their daily living activities, such as difficulties with walking, meal preparation, eating, and memory. In addition, many seniors live alone and do not have family or neighbors to help shop for or prepare meals. For individuals in these challenging situations, the Senior Nutrition Program serves as a critical and valued program.

What are the critical factors for the success of your project (include both financial and human resources)? For instance, is this the only funding for this project? What happens if funding decreases? Does this project rely on only one source of leveraging? Is there adequate staff involved with the project if there is project turnover? Please address any factor that is critical to project success.

FSA's Senior Nutrition Program is scalable based on the amount of funding received from various funding sources. The more funds received, the more seniors are able to utilize the congregate and homebound nutrition services that FSA offers. FSA employs over 250 individuals and has a strong volunteer base of nearly 1,000 volunteers. Programs are staffed appropriately, and our executive team is prepared to fill any vacancies should the need arise.

Exhibit 4: Project Budget & Sources

Project Budget		
	SB County Share: (\$)	Other Source: (\$)
Personnel		\$1,705,580.00
Equipment (Rental, Lease or Purchase)		\$12,000.00
Consultant Services (Auditing, Accounting or Payroll)		\$28,500.00
Space Rent		\$27,420.00
Insurance		\$101,230.00
Consumable Supplies	\$10,000.00	\$2,193,500.00
Other		\$998,000.00
Total Costs	\$10,000.00	\$5,066,230.00
Total Project Budget Cost: (CDBG Share + Other Source)		\$5,076,230.00

Exhibit 4A: CDBG Funds Requested and Leveraging Information

Indicate the amount being requested by the city.

City	Amount Requested (\$): (This amount should match the grand total requested from CDBG Share)
Grand Te	\$10,000.00

Leveraging items may include any written commitments that will be used towards your cash match requirements in the project, as well as any written commitments for building, equipment, materials, services and volunteer time.

Source of Funding:	Type of Funding: (Grant Name, EFSP Money)	Amount (\$):	Date Available: (11/22/2016)
Federal Funding	Older Americans Act Title III	\$4,000,000.00	07/01/2025
State Funding	Older Americans Act Title III	\$400,000.00	07/01/2025
County Funding	Older Americans Act Title III	\$50,000.00	07/01/2025
Private Funding	Individual Donations	\$400,000.00	12/31/2025
Other:	In-Kind Goods and Services	\$100,000.00	12/31/2025
Total Leveraging Funds		\$4,950,000.00	

Exhibit 5: Performance and Outcomes

Definitions:

Unduplicated Clients: The number clients/persons projected to be served during the program year (e.g. 25 clients, 50 seniors):

Duplicated Clients: The estimated yearly units of service (duplicated, e.g. 25 clients x 10 visits=250 units of service):

Complete the chart below with the number of Duplicated and Unduplicated Clients to be served.

- In column 1 identify activities that will be completed (e.g. intervention, counseling, and case management).
- In column 2 indicate the number of Unduplicated Clients to be served.
- In column 3 identify the number of Duplicated Clients to be served.

Activities to be Completed (1)	Unduplicated Clients to be Served (2)	Duplicated Clients projected to be served (3)
Nutrition (Congregate and Homebound)	155	8500

Performance and Outcomes, answer the following narrative questions using minimum funds request.

Indicate a timeline of services provided to client(s) in order to meet project outcome(s).

The timeline of services is 12 months, July 1, 2025 to June 30, 2026.

Describe how your agency determines client(s) success.

FSA determines client success through quantitative and qualitative measures. Quantitative measures includes the number of seniors served daily. Qualitative measures are client success stories and testimonials.

Describe your methodology to evaluate project outcomes.

Evaluation of monthly intake forms and daily sign in sheets.

Exhibit 5A: Proposed Goals & Milestones

Explain how the project will meet contract goals and milestones and be completed within 12 months (July 1, 2025 – June 30, 2026). *For example, project expenditures and performance/ accomplishment goals of 40% by November 30th, 50% by December 31st, 80% by March 31st, and 100% by June 30th.*

25% by September 30, 2025; 50% by December 30, 2025; 75% by March 30, 2026; 100% by June 30, 2026.

Fill-in the table below with dates for submission of reimbursement claims and the estimated amount of each.

Date of Reimbursement:	Amount (\$):
09/30/2025	\$2,500.00
12/31/2025	\$2,500.00
03/31/2026	\$2,500.00
06/30/2026	\$2,500.00
Total Reimbursement:	\$10,000.00
(\$)	

Exhibit 6: Agency Capacity Narrative (Non-Profit Organizations Only)

Describe the roles of key administrators, staff members, and volunteers within your agency that will implement the proposed project. In your description include experience, education, and licensing qualifications.

Tom Donahue is the Senior Nutrition Administrator and oversees the entire program, including budget preparation and policies/procedures.

Describe your agency's experience in administering government and/or public funds.

As a recipient of more than \$750,000 in federal funds, FSA is subject to single audit requirements using appropriate professional standards.

Describe your method to sustain project viability over the multi-year process if funding decreases.

FSA consistently searches for funding opportunities that could be a match for all agency programs, including the Senior Nutrition Department's More than a Meal program funding opportunities.

Instructions: Complete the table below by marking "YES" or "NO" to the questions listed below.

Question:	YES/ NO
<i>Example: Have you received federal funds in the past five years?</i>	Yes
In the past ten years, has your organization ever had its nonprofit status revoked or withheld by the IRS, the Secretary of State, the State Attorney General, or the Franchise Tax Board?	No
Has your organization been sued in the last five years?	No
Are any of your managers or staff with fiscal responsibilities involved in litigation presently that has any bearing on fiduciary trust or employee relations?	No
Have any unfavorable rulings been handed down by any court against your organization or Executive Director the last five years?	No
Does your organization currently have any unresolved fiscal, reporting, or program issues with any of its funding sources?	No

EXHIBIT 7: Civil Rights Laws Compliance and HUD Good Standing

Answer the following questions.

Has your organization been a past recipient of assistance under a HUD McKinney Act program or the HUD Single Family Property Disposition Homeless Program?

If you have been a recipient under either of these programs, has your agency experienced any project or construction delay, HUD finding or outstanding audit that HUD deems serious regarding the administration of HUD McKinney Act programs or the HUD Single Family Property Disposition Homeless Program?

If you answered “Yes”, please explain the circumstances and outcome below.

Applicants must be in compliance with applicable civil rights laws and Executive Orders. Applications will be rejected if your agency has any of the following: (1) Any pending civil rights lawsuit instituted by the U.S. Department of Justice; (2) Any noncompliance with civil rights statutes, Executive Orders or regulations as a result of formal administrative proceedings, unless the applicant is operating under a HUD-approved compliance agreement designed to correct the area of noncompliance or is currently negotiating such an agreement; (3) Any unresolved Secretarial charge of discrimination issues under Section 810(g) of the Fair Housing Act, as implemented by 24 CFR 103.400; (4) Any adjudication of a civil rights violation in a civil action brought against the Organization by a private individual, unless the applicant is operating in compliance with a court order designed to correct the area of noncompliance or the applicant has discharged any responsibility arising from such litigation; (5) Any deferral of the processing of applications from the sponsor imposed by HUD under Title VI of the Civil Rights Act of 1964, the Attorney General's Guidelines (28 CFR 50.3) or the HUD Title VI regulations (24 CFR 1.8) and procedures, or under Section 504 of the Rehabilitation Act of 1973 and HUD Section 504 regulations (24 CFR 8.57). If one or more of these situations exists with your Organization, please attach a brief description.



E-Signature Authorization
San Bernardino County
Community Development and Housing Department
Community Development Block Grant
2025 - 2026 Application

In order to comply with all applicable federal grant regulations, a hard-copy of this E-Signature Authorization containing an original wet signature must be filed with the San Bernardino County Community Development and Housing (CDH) in order for the applicant to electronically sign the Community Development Block Grant (CDBG) application documents online. This authorization may only be completed by a registered owner, partner, executive officer, or authorized employee (**with proof of authorization**) of the applicant submitting this form and must contain an original signature to be submitted to the CDH.

Authorization Agreement

I am an owner, partner, executive officer, or duly authorized employee of the below-listed applicant and have authority to enter into agreements on behalf of the below-listed applicant. CDH may rely on the receipt of such agreements executed and delivered by facsimile or other electronic means as if the original had been received. The undersigned agrees that the electronic signatures appearing on documents submitted from the below-listed applicant are the same as handwritten signatures for the purposes of validity, enforceability and admissibility. By signing this Electronic Signature Authorization Agreement, I authorize the CDH to accept, via electronic submission, documents submitted from the below-listed applicant as required by the CDH's CDBG 2025 - 2026 Funding Application.

I understand that CDH may change the CDBG application system from time to time. I agree that the below-listed applicant will electronically sign all documents requiring a signature related to the CDBG funding application.

My signature on this form certifies that:

I agree that entering my name in the CDBG funding application system constitutes my electronic signature. I understand that any information and documents submitted using my name is electronically certifying my signature. I understand that I am legally bound, obligated, and responsible by use of my electronic signature as much as I would be by my handwritten signature. I agree that I will protect my signature from unauthorized use, and that I will contact CDH immediately, upon discovery that my electronic signature has been compromised. I certify that my electronic signature is for my own use, and that I will not delegate it or share it with any individual.

This request is effective immediately upon receipt by the CDH and will remain in effect until the end of the 2025 - 2026 CDBG funding cycle or I choose to cancel this request via written notification to the CDH. I understand that it is my responsibility to update and/or cancel this request under all circumstances, including my departure or terminated association with the below-listed applicant.

By signing the E- Signature Authorization Form we certify that this agency will also comply with the following:

Non-discrimination

This organization will, through all possible means, ensure equal opportunity for all persons to receive services, to participate in the volunteer structure, and to be employed regardless of age, handicap, national background, race, religion, or sex. An existing sectarian nature of the agency shall not suffer impairment under this agreement, but participation in religious observances, rituals or services will not be required as a condition of receiving food, services, or shelter paid for by this grant.

Accountability

We commit this organization, if a grant is received, to provide all reports to the County as required; to expend monies only on eligible costs; to keep complete documentation (copies of all canceled checks, invoices, receipts, etc.) on all expenditures for a minimum of three years; to spend all funds and close out the program on the required date; to return any unused funds to the County to cooperate with monitoring or site visits, and; to provide complete documentation of expenses to the County, if requested, by the required date.

We affirm that all information in this application is true and correct to the best of our knowledge and that the applicant under our authority will execute its responsibility under the proposed contract and adhere to all other applicable rules and regulations to the fullest extent possible.

Non-collusion

This proposal is genuine, and not sham or collusive, nor made in the interest or in behalf of any person not herein named; the proposer has not directly induced or solicited any other proposer to put in a sham proposal, or any other person, firm or corporation to refrain from submitting a proposal; the proposer has not in any manner sought by collusion to secure for him/herself an advantage over any other proposer.

Applicant Information	
Agency Name: Family Service Association	Federal Tax ID No.: 951803694
Mailing Address: 21250 Box Springs Rd Suite 212	Phone No.: (951) 686-1096
Email Address: info@fsaca.org	Fax No:
Authorized Signature	
Print Name: Cheryl-Marie Hansberger	Print Title: Chief Executive Officer
Signature: Cheryl-Marie Hansberger	Date: 10/29/2024

Please send the signed copy of this one page agreement to:
San Bernardino County Community Development and Housing Department
215 North D Street, Suite 302, San Bernardino, CA 94215-0043
Attn: CDBG Application

**CDBG Application Checklist
(Non-Profit Organizations Only)**

Community-based organizations are required to include one copy of the items listed below. If you are not submitting these items at this time, please notify Community Development and Housing at (909) 501-0600 to make other arrangements. The following information is required before any contract or reimbursement can be completed.

- o Summary of agency's current year General Operating Budget
- o List of agency's Board of Directors, including names and addresses
- o Proof of existing non-profit/tax-exempt status (Letters from the Federal Internal Revenue Service and State Franchise Tax Board)
- o Current certificate of insurance and amounts covered
- o Organizational chart
- o Minutes of last Board meeting
- o Non- Profit agencies must be Registered in the System of Award Management (SAM) website.
Agency cannot be funded if they have been debarred in the past.
- o Provide board minutes/letter that authorizes the executive director or program manager to run the project.

If your application is funded you will be required to provide a copy of your last audit and your Articles of Incorporation and Bylaws must be on file.



GRAN25PS-047Log Number
(Office Use Only)

**San Bernardino County
Fiscal Year 2025 - 2026
Public Services Program Application**

The following documents must be submitted in the order listed, please be sure to submit all attachments with your application.

☐	Exhibit 1: Organization Information
☐	Exhibit 2: Project Information
☐	Exhibit 3: Community Needs and Target Population
☐	Exhibit 4: Project Budget & Sources
☐	Exhibit 5: Performance & Outcomes
☐	Exhibit 6: Agency Capacity Narrative
☐	Exhibit 7: Civil Rights Laws Compliance and HUD Good Standing
☐	Exhibit 8: Signature and Assurances
☐	Application Checklist

Exhibit 1: Organization Information

Organization Name:

San Bernardino County Library

Organization Address:

268 W. Hospitality Lane 3rd Floor, Suite 301

City/State/Zip: San Bernardino / California / 92415

Phone: 9093872220

Fax:

Email: Melanie.Orosco@lib.sbcounty.gov

Applicant Type: CDBG Funding

Authorized Person Name: Melanie Orosco

Authorized Person's Title: County Librarian

Address: 268 W. Hospitality Lane 3rd Floor

City/State/Zip: San Bernardino / California / 92415

Phone: 9093872220

Fax: 909-387-2288

Email: Melanie.Orosco@lib.sbcounty.gov

Application Contact Person's Name: Stephanie Ortiz

Application Contact Person's Title: Regional Manager

Explain the Agency's 1) Mission, 2) Purpose, 3) Population Served, 4) Number of years serving population, 5) Supportive Services, their Funding Sources, and Start/End Dates.

The San Bernardino County Library System is a network of branch libraries that serve a diverse population over a vast geographic area. We strive to provide equal access to information, technology, programs, and services for all the people who call San Bernardino County home. Our Adult Literacy Program has been in place over 30 years, allowing us to help those struggling with illiteracy in our communities. We are supported with funds from the State and the County through this Current Fiscal Year from July 2024-June 2025

Exhibit 2: Project Information

Project Title:

San Bernardino County Grand Terrace Library

Project Address:

22795 Barton Road, Grand Terrace, CA 92313

County Supervisorial District where project will be located:

☐ 1st District☐ 2nd District☒ 3rd District☐ 4th District☐ 5th District

Is this a New Public Service Project, or request to expand services to an existing CDBG project?

Expansions of Service to an Existing Project

If this is an Expansion of Service to previously funded CDBG project, please explain how this is an expansion of service?. (i.e For 2015 we proposed 60 units of service, this year the agency is planning to serve 100 units of service)

We are expanding our services for the individuals who are in our Adult Literacy Program. Moving forward we hope to continually increase the quality of materials and services that the Grand Terrace Branch is able to provide. See attached document for more detailed explanation.

If you are requesting funds for an existing CDBG project, provide prior CDBG project number.

GTER-16-0Z/1532

Will this project provide an opportunity to hire minority-owned and women owned businesses?

No

If YES, describe what actions will be completed to implement such subcontracting plans to monitor this component of the proposed project. If NO, discuss why and what actions are being taken to encourage minority-women businesses to apply for this project.

EXHIBIT 2A: Countywide Vision

Indicate Yes/No in the table below if any of these countywide vision goals are pertinent to the proposed project.

Countywide Vision

Countywide Vision	Yes/ No
Implement the Countywide Vision.	Yes
Create, Maintain and Grow Jobs and Economic Value in the County.	Yes
Improve County Government Operations.	No
Operate in a Fiscally-Responsible and Business-Like Manner.	No
Ensure Development of a Well-Planned, Balanced, and Sustainable County.	No
Maintain Public Safety.	No
Provide for the Health and Social Services Needs of County Residents.	Yes
Pursue County Goals and Objectives by Working with Other Governmental Agencies.	No

Provide a brief narrative of how your project meets the Countywide Vision:

By tutoring illiterate adults and providing them the tools to learn to read and write, we help them build self-confidence to accomplish many goals such as applying for jobs, being able to vote and much more. This results in them becoming more socially prepared to participate in all the County has to offer. Additionally, the Adult Literacy program supports the county's Cradle to Career Road Map to achieve the Countywide vision. When we teach illiterate adults to read, we are not only helping them but are also helping their children, as parents who read are able to provide the literacy support a child needs to succeed.

Exhibit 3: Community Needs and Target Population

Community Needs		Target Population	
Public Service Needs:	Yes/No	Proposed Community:	Yes/No
Senior Services	Yes	Low and Moderate Persons	Yes
Handicapped Services	No	Low and Moderate Households	No
Youth Services	No	Abused Children	No
Child Care Services	No	Handicapped Persons	No
Transportation Services	No	Illiterate Persons	Yes
Substance Abuse Services	No	Homeless Persons	No
Employment Training	No	Migrant Farm Workers	No
Health Services	No	Elderly People	Yes
Lead Hazard Screening	No		
Crime Awareness	No		

City/Target Area of Project Beneficiaries

Participating Cities: (i.e Redlands, Colton, Yucaipa)

Grand Terrace

Exhibit 3: Community Needs and Target Population (continued)

Describe the geographic boundaries of the neighborhood, community or area in which clients of the proposed program reside (attach a map if needed):

Grand Terrace

HUD Demographics: (Yes/No)

- Does this project help prevent homelessness?
- Does this project help the homeless?
- Does this project help those with HIV or AIDS?
- Does this project primarily help persons with disabilities?

Summarize the description of your project to include 1) priority, 2) sub-activity, 3) population(s) to be served, and 4) accomplishment level, and 5) services to be provided.

The San Bernardino County Library (SBCL), Grand Terrace Branch Adult Literacy Services Program will provide programming and instruction for low-to-moderate income illiterate adults and senior residents of Grand Terrace. Individualized tutoring and one-on-one Literacy instruction (reading, spelling, and basic computer skills) will be provided to qualifying adult participants during Fiscal Year 25-26. Library Adult Literacy Services are provided free of charge to all learners participating in the program. Direct services and assistance are provided by Library staff as well as a team of trained Literacy Tutors. Dedicated tutoring space and special Adult Literacy Program materials (leveled student readers, workbooks, dictionaries, GED Test Prep packets) are provided to participating learners at no charge. Learners are strongly encouraged to attend free Basic Computer Skills Classes taught in the library. Those with young children are encouraged to attend Early Learning and Preschool Storytime Activities to foster a love of reading and ensure school-age readiness. The Grand Terrace Branch is dedicated in improving the literacy rates in the Grand Terrace community.

Describe how this project meets the priority population and activities selected.

The Adult Literacy Services Program assesses illiterate and presumed low-income adults and senior residents of Grand Terrace, and provides those that qualify with programming, tutoring, and instruction to aid them in meeting their literacy goals.

Explain why this project is needed and what evidence can you substantiate the need.

Per recent U.S. National Assessment of Adult Literacy, one in seven adults have difficulty reading anything more challenging than a child's picture book. It is estimated that at 3.4million Californians fall at the "Below Basic" Literacy Level. In the County of San Bernardino alone, it is estimated that at least 500,000 adults cannot read at all. This service provides assistance to adults who fall into this category.

Describe what gaps of service in the county this project fills.

This program focuses on adult individuals who are illiterate or who have low literacy skills. The County Library Adult Literacy Program provides a no cost alternative for adults to gain these skills.

What are the critical factors for the success of your project (include both financial and human resources)? For instance, is this the only funding for this project? What happens if funding decreases? Does this project rely on only one source of leveraging? Is there adequate staff involved with the project if there is project turnover? Please address any factor that is critical to project success.

This program is funded primarily through the Library Department budget. Additional State and County funding helps the Library Department to expand the program and reach a larger audience than would be possible through internal funding alone. The Literacy Program is a multi-branch program, with branch staff interacting with learners and tutors while reporting is overseen by administrative staff. We have taken steps to ensure that any staff turnover will not impede the Literacy Program and that services would continue to be offered through the cross-training of staff.

Exhibit 4: Project Budget & Sources

Project Budget		
	SB County Share: (\$)	Other Source: (\$)
Personnel	\$10,000.00	
Equipment (Rental, Lease or Purchase)		
Consultant Services (Auditing, Accounting or Payroll)		
Space Rent		
Insurance		
Consumable Supplies		
Other		
Total Costs	\$10,000.00	\$0.00
Total Project Budget Cost: <i>(CDBG Share + Other Source)</i>		\$10,000.00

Exhibit 4A: CDBG Funds Requested and Leveraging Information

Indicate the amount being requested by the city.

City	Amount Requested (\$): (This amount should match the grand total requested from CDBG Share)
Grand Te	\$10,000.00

Leveraging items may include any written commitments that will be used towards your cash match requirements in the project, as well as any written commitments for building, equipment, materials, services and volunteer time.

Source of Funding:	Type of Funding: (Grant Name, EFSP Money)	Amount (\$):	Date Available: (11/22/2016)
Federal Funding			
State Funding		\$0.00	08/01/2025
County Funding		\$0.00	07/01/2024
Private Funding			
Other:			
Total Leveraging Funds		\$0.00	

Exhibit 5: Performance and Outcomes

Definitions:

Unduplicated Clients: The number clients/persons projected to be served during the program year (e.g. 25 clients, 50 seniors):

Duplicated Clients: The estimated yearly units of service (duplicated, e.g. 25 clients x 10 visits=250 units of service):

Complete the chart below with the number of Duplicated and Unduplicated Clients to be served.

- In column 1 identify activities that will be completed (e.g. intervention, counseling, and case management).
- In column 2 indicate the number of Unduplicated Clients to be served.
- In column 3 identify the number of Duplicated Clients to be served.

Activities to be Completed (1)	Unduplicated Clients to be Served (2)	Duplicated Clients projected to be served (3)
Literacy Tutoring	12	120

Performance and Outcomes, answer the following narrative questions using minimum funds request.

Indicate a timeline of services provided to client(s) in order to meet project outcome(s).

Learners are assessed by branch staff and matched with a tutor. They are scheduled for weekly tutoring sessions in order to meet individual goals set by the learner and plan new goals as the learner progresses.

Describe how your agency determines client(s) success.

Learners set individual goals that they want to meet, and tutors help learners meet those goals. Regular assessments of the learner's progress are used to track improvement.

Describe your methodology to evaluate project outcomes.

We track the number of goals met in correlation to the number of goals set by the individual Learners.

Exhibit 5A: Proposed Goals & Milestones

Explain how the project will meet contract goals and milestones and be completed within 12 months (July 1, 2025 – June 30, 2026). *For example, project expenditures and performance/ accomplishment goals of 40% by November 30th, 50% by December 31st, 80% by March 31st, and 100% by June 30th.*

As mandated by the California State Library Literacy Services (CLLS), individual adult Learners are required to list one or more personal Literacy goals via the Roles & Goals Intake Form. 75% of total Grand Terrace Adult Literacy Program learners are anticipated to achieve one or more of their person goals set during program year 24-25. We plan to meet 25% of our tutor/learner pairing goal each quarter; 25% by October 1st, 50% by January 1st, 75% by April 1st, and 100% by June 30th.

Fill-in the table below with dates for submission of reimbursement claims and the estimated amount of each.

Date of Reimbursement:	Amount (\$):
10/01/2025	\$2,500.00
01/01/2026	\$2,500.00
04/01/2026	\$2,500.00
06/30/2026	\$2,500.00
Total Reimbursement:	\$10,000.00
(\$)	

Exhibit 6: Agency Capacity Narrative (Non-Profit Organizations Only)

Describe the roles of key administrators, staff members, and volunteers within your agency that will implement the proposed project. In your description include experience, education, and licensing qualifications.

Regional Manager, Library Events Coordinator, Admin Librarian I, Branch Managers, Library Assistants, Volunteer Tutors. See Attachment

Describe your agency's experience in administering government and/or public funds.

We have been funded for the Adult Literacy Program and administrating CDBG grants and funds since 1984.

Describe your method to sustain project viability over the multi-year process if funding decreases.

This is a multi-branch program with a network of branch and administrative staff and a portion of the overall library budget set aside to improve and continue this program.

Instructions: Complete the table below by marking "YES" or "NO" to the questions listed below.

Question:	YES/ NO
<i>Example: Have you received federal funds in the past five years?</i>	Yes
In the past ten years, has your organization ever had its nonprofit status revoked or withheld by the IRS, the Secretary of State, the State Attorney General, or the Franchise Tax Board?	No
Has your organization been sued in the last five years?	No
Are any of your managers or staff with fiscal responsibilities involved in litigation presently that has any bearing on fiduciary trust or employee relations?	No
Have any unfavorable rulings been handed down by any court against your organization or Executive Director the last five years?	No
Does your organization currently have any unresolved fiscal, reporting, or program issues with any of its funding sources?	No

EXHIBIT 7: Civil Rights Laws Compliance and HUD Good Standing

Answer the following questions.

Has your organization been a past recipient of assistance under a HUD McKinney Act program or the HUD Single Family Property Disposition Homeless Program?

If you have been a recipient under either of these programs, has your agency experienced any project or construction delay, HUD finding or outstanding audit that HUD deems serious regarding the administration of HUD McKinney Act programs or the HUD Single Family Property Disposition Homeless Program?

If you answered “Yes”, please explain the circumstances and outcome below.

Applicants must be in compliance with applicable civil rights laws and Executive Orders. Applications will be rejected if your agency has any of the following: (1) Any pending civil rights lawsuit instituted by the U.S. Department of Justice; (2) Any noncompliance with civil rights statutes, Executive Orders or regulations as a result of formal administrative proceedings, unless the applicant is operating under a HUD-approved compliance agreement designed to correct the area of noncompliance or is currently negotiating such an agreement; (3) Any unresolved Secretarial charge of discrimination issues under Section 810(g) of the Fair Housing Act, as implemented by 24 CFR 103.400; (4) Any adjudication of a civil rights violation in a civil action brought against the Organization by a private individual, unless the applicant is operating in compliance with a court order designed to correct the area of noncompliance or the applicant has discharged any responsibility arising from such litigation; (5) Any deferral of the processing of applications from the sponsor imposed by HUD under Title VI of the Civil Rights Act of 1964, the Attorney General's Guidelines (28 CFR 50.3) or the HUD Title VI regulations (24 CFR 1.8) and procedures, or under Section 504 of the Rehabilitation Act of 1973 and HUD Section 504 regulations (24 CFR 8.57). If one or more of these situations exists with your Organization, please attach a brief description.



E-Signature Authorization
San Bernardino County
Community Development and Housing Department
Community Development Block Grant
2025 - 2026 Application

In order to comply with all applicable federal grant regulations, a hard-copy of this E-Signature Authorization containing an original wet signature must be filed with the San Bernardino County Community Development and Housing (CDH) in order for the applicant to electronically sign the Community Development Block Grant (CDBG) application documents online. This authorization may only be completed by a registered owner, partner, executive officer, or authorized employee (**with proof of authorization**) of the applicant submitting this form and must contain an original signature to be submitted to the CDH.

Authorization Agreement

I am an owner, partner, executive officer, or duly authorized employee of the below-listed applicant and have authority to enter into agreements on behalf of the below-listed applicant. CDH may rely on the receipt of such agreements executed and delivered by facsimile or other electronic means as if the original had been received. The undersigned agrees that the electronic signatures appearing on documents submitted from the below-listed applicant are the same as handwritten signatures for the purposes of validity, enforceability and admissibility. By signing this Electronic Signature Authorization Agreement, I authorize the CDH to accept, via electronic submission, documents submitted from the below-listed applicant as required by the CDH's CDBG 2025 - 2026 Funding Application.

I understand that CDH may change the CDBG application system from time to time. I agree that the below-listed applicant will electronically sign all documents requiring a signature related to the CDBG funding application.

My signature on this form certifies that:

I agree that entering my name in the CDBG funding application system constitutes my electronic signature. I understand that any information and documents submitted using my name is electronically certifying my signature. I understand that I am legally bound, obligated, and responsible by use of my electronic signature as much as I would be by my handwritten signature. I agree that I will protect my signature from unauthorized use, and that I will contact CDH immediately, upon discovery that my electronic signature has been compromised. I certify that my electronic signature is for my own use, and that I will not delegate it or share it with any individual.

This request is effective immediately upon receipt by the CDH and will remain in effect until the end of the 2025 - 2026 CDBG funding cycle or I choose to cancel this request via written notification to the CDH. I understand that it is my responsibility to update and/or cancel this request under all circumstances, including my departure or terminated association with the below-listed applicant.

By signing the E- Signature Authorization Form we certify that this agency will also comply with the following:

Non-discrimination

This organization will, through all possible means, ensure equal opportunity for all persons to receive services, to participate in the volunteer structure, and to be employed regardless of age, handicap, national background, race, religion, or sex. An existing sectarian nature of the agency shall not suffer impairment under this agreement, but participation in religious observances, rituals or services will not be required as a condition of receiving food, services, or shelter paid for by this grant.

Accountability

We commit this organization, if a grant is received, to provide all reports to the County as required; to expend monies only on eligible costs; to keep complete documentation (copies of all canceled checks, invoices, receipts, etc.) on all expenditures for a minimum of three years; to spend all funds and close out the program on the required date; to return any unused funds to the County to cooperate with monitoring or site visits, and; to provide complete documentation of expenses to the County, if requested, by the required date.

We affirm that all information in this application is true and correct to the best of our knowledge and that the applicant under our authority will execute its responsibility under the proposed contract and adhere to all other applicable rules and regulations to the fullest extent possible.

Non-collusion

This proposal is genuine, and not sham or collusive, nor made in the interest or in behalf of any person not herein named; the proposer has not directly induced or solicited any other proposer to put in a sham proposal, or any other person, firm or corporation to refrain from submitting a proposal; the proposer has not in any manner sought by collusion to secure for him/herself an advantage over any other proposer.

Applicant Information	
Agency Name: San Bernardino County Library	Federal Tax ID No.: 95-6002748
Mailing Address: 268 W. Hospitality Lane 3rd Floor	Phone No.: (909) 387-2220
Email Address: Stephanie.Ortiz@lib.sbcounty.gov	Fax No.: (909) 387-2288
Authorized Signature	
Print Name: Melanie Orosco	Print Title: County Librarian
Signature: Melanie Orosco County Librarian	Date:

Please send the signed copy of this one page agreement to:
San Bernardino County Community Development and Housing Department
215 North D Street, Suite 302, San Bernardino, CA 94215-0043
Attn: CDBG Application

**CDBG Application Checklist
(Non-Profit Organizations Only)**

Community-based organizations are required to include one copy of the items listed below. If you are not submitting these items at this time, please notify Community Development and Housing at (909) 501-0600 to make other arrangements. The following information is required before any contract or reimbursement can be completed.

- o Summary of agency's current year General Operating Budget
- o List of agency's Board of Directors, including names and addresses
- o Proof of existing non-profit/tax-exempt status (Letters from the Federal Internal Revenue Service and State Franchise Tax Board)
- o Current certificate of insurance and amounts covered
- o Organizational chart
- o Minutes of last Board meeting
- o Non- Profit agencies must be Registered in the System of Award Management (SAM) website.
Agency cannot be funded if they have been debarred in the past.
- o Provide board minutes/letter that authorizes the executive director or program manager to run the project.

If your application is funded you will be required to provide a copy of your last audit and your Articles of Incorporation and Bylaws must be on file.

GRAN25PS-042Log Number
(Office Use Only)

**San Bernardino County
Fiscal Year 2025 - 2026
Public Services Program Application**

The following documents must be submitted in the order listed, please be sure to submit all attachments with your application.

☒	Exhibit 1: Organization Information
☒	Exhibit 2: Project Information
☒	Exhibit 3: Community Needs and Target Population
☒	Exhibit 4: Project Budget & Sources
☒	Exhibit 5: Performance & Outcomes
☒	Exhibit 6: Agency Capacity Narrative
☒	Exhibit 7: Civil Rights Laws Compliance and HUD Good Standing
☒	Exhibit 8: Signature and Assurances
☒	Application Checklist

Exhibit 1: Organization Information

Organization Name:

Girls on the Run Inland Empire

Organization Address:

PO Box 21044

City/State/Zip: Riverside / CA / 92516

Phone: (951) 394-3141

Fax:

Email: molly.widdicombe@girlsontherun.org

Applicant Type: 501c3 Nonprofit

Authorized Person Name: Molly Widdicombe

Authorized Person's Title: Council Director

Address: PO Box 21044

City/State/Zip: Riverside / CA / 92516

Phone: (951) 394-3141

Fax:

Email: molly.widdicombe@girlsontherun.org

Application Contact Person's Name: Suzanne Beran

Application Contact Person's Title: Board Chair

Explain the Agency's 1) Mission, 2) Purpose, 3) Population Served, 4) Number of years serving population, 5) Supportive Services, their Funding Sources, and Start/End Dates.

Our mission at Girls on the Run (GOTR) is to inspire girls to be joyful, healthy and confident. Research shows that girls in 3rd-8th grade show a troubling decline in self-esteem and physical activity, leading to serious lifelong health issues. GOTR addresses this through fun, evidence-based programs that help participants recognize their inner strength, boost physical activity, envision possibilities, and confidently advocate for themselves. We aim to create a world where every girl realizes her limitless potential. Founded in 2020, GOTR Inland Empire (formerly GOTR Riverside, see attached FBN) has engaged 200+ volunteers to serve nearly 1,000 girls. We initiated programs with funding from local city/county grants. To sustain our growth, we established contracts with schools and secured funding from foundations such as Anderson Children's Foundation (7/24-6/25), the Kaiser Foundation (9/24-6/25), and LA84 (3/24-3/26).

Exhibit 2: Project Information

Project Title:

Improving the Lives of Youth in Grand Terrace through Girls on the Run

Project Address:

Site location(s) TBD

County Supervisorial District where project will be located:

☐ 1st District☐ 2nd District☒ 3rd District☐ 4th District☐ 5th District

Is this a New Public Service Project, or request to expand services to an existing CDBG project?

New Public Service Project

If this is an Expansion of Service to previously funded CDBG project, please explain how this is an expansion of service?. (i.e For 2015 we proposed 60 units of service, this year the agency is planning to serve 100 units of service)

N/A

If you are requesting funds for an existing CDBG project, provide prior CDBG project number.

N/A

Will this project provide an opportunity to hire minority-owned and women owned businesses?

No

If YES, describe what actions will be completed to implement such subcontracting plans to monitor this component of the proposed project. If NO, discuss why and what actions are being taken to encourage minority-women businesses to apply for this project.

N/A

EXHIBIT 2A: Countywide Vision

Indicate Yes/No in the table below if any of these countywide vision goals are pertinent to the proposed project.

Countywide Vision

Countywide Vision	Yes/ No
Implement the Countywide Vision.	No
Create, Maintain and Grow Jobs and Economic Value in the County.	No
Improve County Government Operations.	No
Operate in a Fiscally-Responsible and Business-Like Manner.	No
Ensure Development of a Well-Planned, Balanced, and Sustainable County.	No
Maintain Public Safety.	No
Provide for the Health and Social Services Needs of County Residents.	Yes
Pursue County Goals and Objectives by Working with Other Governmental Agencies.	No

Provide a brief narrative of how your project meets the Countywide Vision:

Our project supports the vision for high-quality community health and recreation for all residents. Our evidence-based program empowers girls in 3-8th grades to enhance physical activity, adopt healthy behaviors, foster positive connections, and contribute to their communities through a team-based impact project. Over a season, participants cultivate healthy habits, self-respect, and resilience that extend beyond the program. The program's impact also reaches family members and community members through volunteerism and community projects, creating ripples of positive change. At GOTR, we prioritize representation among staff, board members, volunteers, and participants, encompassing various races, ethnicities, gender identities, abilities, income levels, and religions. We aim to eliminate barriers to participation and create inclusive programming for all.

Exhibit 3: Community Needs and Target Population

Community Needs		Target Population	
Public Service Needs:	Yes/No	Proposed Community:	Yes/No
Senior Services	No	Low and Moderate Persons	Yes
Handicapped Services	No	Low and Moderate Households	Yes
Youth Services	Yes	Abused Children	No
Child Care Services	No	Handicapped Persons	No
Transportation Services	No	Illiterate Persons	No
Substance Abuse Services	No	Homeless Persons	No
Employment Training	No	Migrant Farm Workers	No
Health Services	No	Elderly People	No
Lead Hazard Screening	No		
Crime Awareness	No		

City/Target Area of Project Beneficiaries

Participating Cities: (i.e Redlands, Colton, Yucaipa)

Since 2020, Girls on the Run Inland Empire has primarily served the City of Riverside and Coachella Valley. We are strategically expanding our program into San Bernardino County, focusing on regions where we have already received interest from schools, community groups, and/or parks and recreation departments. These cities include Grand Terrace, along with nearby cities of Colton, Highland, Redlands, Yucaipa, and Big Bear Lake. A grant of \$10,000 will allow us to provide our program to at least 40 participants from low- and moderate-income families from Grand Terrace.

Exhibit 3: Community Needs and Target Population (continued)

Describe the geographic boundaries of the neighborhood, community or area in which clients of the proposed program reside (attach a map if needed):

We will use census data to identify neighborhoods in Grand Terrace that demonstrate low- to moderate-income status, and actively engage with schools, community organizations, and leaders to reach potential beneficiaries directly through outreach efforts.

HUD Demographics: (Yes/No)

- Does this project help prevent homelessness?
- Does this project help the homeless?
- Does this project help those with HIV or AIDS?
- Does this project primarily help persons with disabilities?

Summarize the description of your project to include 1) priority, 2) sub-activity, 3) population(s) to be served, and 4) accomplishment level, and 5) services to be provided.

To enhance the physical and mental wellness of our participants, coaches, volunteers, and families, we will: 1) Recruit and train at least 4 local coaches using our National Coach Training, which prepares coaches to build positive relationships, create inclusive and trauma-sensitive environments, and deliver the curriculum effectively. Staff will provide ongoing support to ensure a positive experience for all. 2) Provide programming for a minimum of 40 participants of low-to-moderate income. Our evidence-based program empowers participants to improve physical activity, adopt healthy behaviors, boost confidence, and develop positive connections. Program delivery includes curriculum guides, participant t-shirts, materials for activities, journals, parent guides, and apparel for girls in need. 3) As the season concludes, participants will create a community-impact project that positively influences their local area. They will apply the self-assurance, empathy, and courage gained during practices to each project step, inspiring confidence to make a difference. 4) Host local end-of-season celebratory 5K events for participants, coaches, families, and community members. 5) Complete end-of-season evaluations, to measure impact and identify opportunities for improvement. Ultimately, participants will use the critical life skills learned through GOTR to make positive choices at school, home, and among friends long after the program ends.

Describe how this project meets the priority population and activities selected.

This project targets low to moderate-income girls in grades 3-8 by providing an accessible physical activity-based social-emotional learning program. Activities are designed to promote physical health while enhancing emotional well-being, creating a supportive environment that empowers girls to develop essential life skills and build lasting connections with peers.

Explain why this project is needed and what evidence can you substantiate the need.

By adolescence, girls experience a sharper decline in physical activity, self-confidence, and academic perception, and rising anxiety and depression compared to boys. COVID-19 has intensified these disparities, particularly for girls of color and those from low-income families. Per recent census data, 63% of Grand Terrace residents identify as BIPOC and 7% live below the poverty line, highlighting a need for support.

Describe what gaps of service in the county this project fills.

This project addresses critical gaps in youth health by combining physical activity with social-emotional programming. The 2020 San Bernardino County Community Indicators Report reveals that 42.6% of students are overweight or obese, while 41% of mental health service clients are children and youth. By integrating mental and physical health support, the program fosters healthy behaviors and coping skills, helping to combat the intertwined challenges of obesity and mental health issues like depression and anxiety.

What are the critical factors for the success of your project (include both financial and human resources)? For instance, is this the only funding for this project? What happens if funding decreases? Does this project rely on only one source of leveraging? Is there adequate staff involved with the project if there is project turnover? Please address any factor that is critical to project success.

Our project requires one Program Manager @ 20% time to oversee recruitment, training, and implementation, and at least four volunteer coaches @ 40 hours each. In addition to personnel costs (about 50%), our budget also includes necessary costs for coach training, background checks, CPR certification, consumable materials, insurance, licensing fees, and rental fees for the 5K and off-season storage. We will leverage secured funding from LA84 and anticipated funding from GOTR International to implement the project. We are positioned to grow our staff as needed.

Exhibit 4: Project Budget & Sources

Project Budget		
	SB County Share: (\$)	Other Source: (\$)
Personnel	\$4,320.00	\$4,320.00
Equipment (Rental, Lease or Purchase)	\$250.00	
Consultant Services (Auditing, Accounting or Payroll)		
Space Rent	\$0.00	\$2,040.00
Insurance	\$180.00	\$2,820.00
Consumable Supplies	\$4,550.00	
Other CPR Certs, Livescan, Licensin	\$700.00	\$9,700.00
Total Costs	\$10,000.00	\$18,880.00
Total Project Budget Cost: <i>(CDBG Share + Other Source)</i>		\$28,880.00

Exhibit 4A: CDBG Funds Requested and Leveraging Information

Indicate the amount being requested by the city.

City	Amount Requested (\$): (This amount should match the grand total requested from CDBG Share)
Grand Te	\$10,000.00

Leveraging items may include any written commitments that will be used towards your cash match requirements in the project, as well as any written commitments for building, equipment, materials, services and volunteer time.

Source of Funding:	Type of Funding: (Grant Name, EFSP Money)	Amount (\$):	Date Available: (11/22/2016)
Federal Funding			
State Funding			
County Funding			
Private Funding	LA84 Foundation	\$40,000.00	10/28/2024
Other:	GOTR International Expansion Grant	\$50,000.00	01/31/2025
Total Leveraging Funds		\$90,000.00	

Exhibit 5: Performance and Outcomes

Definitions:

Unduplicated Clients: The number clients/persons projected to be served during the program year (e.g. 25 clients, 50 seniors):

Duplicated Clients: The estimated yearly units of service (duplicated, e.g. 25 clients x 10 visits=250 units of service):

Complete the chart below with the number of Duplicated and Unduplicated Clients to be served.

- In column 1 identify activities that will be completed (e.g. intervention, counseling, and case management).
- In column 2 indicate the number of Unduplicated Clients to be served.
- In column 3 identify the number of Duplicated Clients to be served.

Activities to be Completed (1)	Unduplicated Clients to be Served (2)	Duplicated Clients projected to be served (3)
Provide GOTR Program	40	

Performance and Outcomes, answer the following narrative questions using minimum funds request.

Indicate a timeline of services provided to client(s) in order to meet project outcome(s).

July '25: Site/Coach Recruitment August '25: Coach Training, Participant Recruitment Sept-Nov '25: Fall Season, 5K Dec '25: End-of-Season evaluations. If funds remain, follow the same timeline in Spring '26.

Describe how your agency determines client(s) success.

Parents and coaches complete feedback surveys, to measure the impact of our program on healthy living habits, life skills learned, and the 5C's (competence, confidence, connection, character, caring).

Describe your methodology to evaluate project outcomes.

We analyze registrations, coach applications, attendance, 5K completions, surveys, site visits, and conversations to evaluate outcomes.

Exhibit 5A: Proposed Goals & Milestones

Explain how the project will meet contract goals and milestones and be completed within 12 months (July 1, 2025 – June 30, 2026). *For example, project expenditures and performance/ accomplishment goals of 40% by November 30th, 50% by December 31st, 80% by March 31st, and 100% by June 30th.*

By August 2025, 30%: Secure site(s) for fall season, recruit and train coaches, purchase consumable materials. By December 2025, 50%: Run fall program for 8-10 weeks, coordinate community impact projects, host 5K event, and complete evaluations. By February 2026, 70%: Secure site(s) for spring season, recruit and train coaches, purchase consumable materials. By June 2026, 100%: Run spring program for 8-10 weeks, coordinate community impact projects, host 5K event, and complete evaluations.

Fill-in the table below with dates for submission of reimbursement claims and the estimated amount of each.

Date of Reimbursement:	Amount (\$):
09/30/2025	\$3,000.00
12/31/2025	\$2,000.00
03/31/2026	\$3,000.00
06/30/2026	\$2,000.00
Total Reimbursement:	\$10,000.00
(\$)	

Exhibit 6: Agency Capacity Narrative (Non-Profit Organizations Only)

Describe the roles of key administrators, staff members, and volunteers within your agency that will implement the proposed project. In your description include experience, education, and licensing qualifications.

Program Manager with BA/BS, experience with non-profit management and youth programs. Trained volunteer coaches with relevant experience.

Describe your agency's experience in administering government and/or public funds.

CDBG awards from Riverside since 2022; CDBG from Jurupa Valley for 2024/2025; funds from City of La Quinta in 2024/2025

Describe your method to sustain project viability over the multi-year process if funding decreases.

Replicating our successful approach in other cities, as we build our program in Grand Terrace, we will seek funding from school districts and local foundations to sustain the project beyond the grant period.

Instructions: Complete the table below by marking "YES" or "NO" to the questions listed below.

Question:	YES/ NO
<i>Example: Have you received federal funds in the past five years?</i>	Yes
In the past ten years, has your organization ever had its nonprofit status revoked or withheld by the IRS, the Secretary of State, the State Attorney General, or the Franchise Tax Board?	No
Has your organization been sued in the last five years?	No
Are any of your managers or staff with fiscal responsibilities involved in litigation presently that has any bearing on fiduciary trust or employee relations?	No
Have any unfavorable rulings been handed down by any court against your organization or Executive Director the last five years?	No
Does your organization currently have any unresolved fiscal, reporting, or program issues with any of its funding sources?	No

EXHIBIT 7: Civil Rights Laws Compliance and HUD Good Standing

Answer the following questions.

Has your organization been a past recipient of assistance under a HUD McKinney Act program or the HUD Single Family Property Disposition Homeless Program?

No

If you have been a recipient under either of these programs, has your agency experienced any project or construction delay, HUD finding or outstanding audit that HUD deems serious regarding the administration of HUD McKinney Act programs or the HUD Single Family Property Disposition Homeless Program?

If you answered “Yes”, please explain the circumstances and outcome below.

Applicants must be in compliance with applicable civil rights laws and Executive Orders. Applications will be rejected if your agency has any of the following: (1) Any pending civil rights lawsuit instituted by the U.S. Department of Justice; (2) Any noncompliance with civil rights statutes, Executive Orders or regulations as a result of formal administrative proceedings, unless the applicant is operating under a HUD-approved compliance agreement designed to correct the area of noncompliance or is currently negotiating such an agreement; (3) Any unresolved Secretarial charge of discrimination issues under Section 810(g) of the Fair Housing Act, as implemented by 24 CFR 103.400; (4) Any adjudication of a civil rights violation in a civil action brought against the Organization by a private individual, unless the applicant is operating in compliance with a court order designed to correct the area of noncompliance or the applicant has discharged any responsibility arising from such litigation; (5) Any deferral of the processing of applications from the sponsor imposed by HUD under Title VI of the Civil Rights Act of 1964, the Attorney General's Guidelines (28 CFR 50.3) or the HUD Title VI regulations (24 CFR 1.8) and procedures, or under Section 504 of the Rehabilitation Act of 1973 and HUD Section 504 regulations (24 CFR 8.57). If one or more of these situations exists with your Organization, please attach a brief description.



E-Signature Authorization
San Bernardino County
Community Development and Housing Department
Community Development Block Grant
2025 - 2026 Application

In order to comply with all applicable federal grant regulations, a hard-copy of this E-Signature Authorization containing an original wet signature must be filed with the San Bernardino County Community Development and Housing (CDH) in order for the applicant to electronically sign the Community Development Block Grant (CDBG) application documents online. This authorization may only be completed by a registered owner, partner, executive officer, or authorized employee (**with proof of authorization**) of the applicant submitting this form and must contain an original signature to be submitted to the CDH.

Authorization Agreement

I am an owner, partner, executive officer, or duly authorized employee of the below-listed applicant and have authority to enter into agreements on behalf of the below-listed applicant. CDH may rely on the receipt of such agreements executed and delivered by facsimile or other electronic means as if the original had been received. The undersigned agrees that the electronic signatures appearing on documents submitted from the below-listed applicant are the same as handwritten signatures for the purposes of validity, enforceability and admissibility. By signing this Electronic Signature Authorization Agreement, I authorize the CDH to accept, via electronic submission, documents submitted from the below-listed applicant as required by the CDH's CDBG 2025 - 2026 Funding Application.

I understand that CDH may change the CDBG application system from time to time. I agree that the below-listed applicant will electronically sign all documents requiring a signature related to the CDBG funding application.

My signature on this form certifies that:

I agree that entering my name in the CDBG funding application system constitutes my electronic signature. I understand that any information and documents submitted using my name is electronically certifying my signature. I understand that I am legally bound, obligated, and responsible by use of my electronic signature as much as I would be by my handwritten signature. I agree that I will protect my signature from unauthorized use, and that I will contact CDH immediately, upon discovery that my electronic signature has been compromised. I certify that my electronic signature is for my own use, and that I will not delegate it or share it with any individual.

This request is effective immediately upon receipt by the CDH and will remain in effect until the end of the 2025 - 2026 CDBG funding cycle or I choose to cancel this request via written notification to the CDH. I understand that it is my responsibility to update and/or cancel this request under all circumstances, including my departure or terminated association with the below-listed applicant.

By signing the E- Signature Authorization Form we certify that this agency will also comply with the following:

Non-discrimination

This organization will, through all possible means, ensure equal opportunity for all persons to receive services, to participate in the volunteer structure, and to be employed regardless of age, handicap, national background, race, religion, or sex. An existing sectarian nature of the agency shall not suffer impairment under this agreement, but participation in religious observances, rituals or services will not be required as a condition of receiving food, services, or shelter paid for by this grant.

Accountability

We commit this organization, if a grant is received, to provide all reports to the County as required; to expend monies only on eligible costs; to keep complete documentation (copies of all canceled checks, invoices, receipts, etc.) on all expenditures for a minimum of three years; to spend all funds and close out the program on the required date; to return any unused funds to the County to cooperate with monitoring or site visits, and; to provide complete documentation of expenses to the County, if requested, by the required date.

We affirm that all information in this application is true and correct to the best of our knowledge and that the applicant under our authority will execute its responsibility under the proposed contract and adhere to all other applicable rules and regulations to the fullest extent possible.

Non-collusion

This proposal is genuine, and not sham or collusive, nor made in the interest or in behalf of any person not herein named; the proposer has not directly induced or solicited any other proposer to put in a sham proposal, or any other person, firm or corporation to refrain from submitting a proposal; the proposer has not in any manner sought by collusion to secure for him/herself an advantage over any other proposer.

Applicant Information	
Agency Name: Girls on the Run Inland Empire	Federal Tax ID No.:
Mailing Address: PO Box 21044	Phone No.: (951) 394-3141
Email Address: molly.widdicombe@girlsontherun.org	Fax No:
Authorized Signature	
Print Name: Molly Widdicombe	Print Title: Council Director
Signature: Molly Widdicombe	Date: 10/29/2024

Please send the signed copy of this one page agreement to:
San Bernardino County Community Development and Housing Department
215 North D Street, Suite 302, San Bernardino, CA 94215-0043
Attn: CDBG Application

**CDBG Application Checklist
(Non-Profit Organizations Only)**

Community-based organizations are required to include one copy of the items listed below. If you are not submitting these items at this time, please notify Community Development and Housing at (909) 501-0600 to make other arrangements. The following information is required before any contract or reimbursement can be completed.

- o Summary of agency's current year General Operating Budget
- o List of agency's Board of Directors, including names and addresses
- o Proof of existing non-profit/tax-exempt status (Letters from the Federal Internal Revenue Service and State Franchise Tax Board)
- o Current certificate of insurance and amounts covered
- o Organizational chart
- o Minutes of last Board meeting
- o Non- Profit agencies must be Registered in the System of Award Management (SAM) website.
Agency cannot be funded if they have been debarred in the past.
- o Provide board minutes/letter that authorizes the executive director or program manager to run the project.

If your application is funded you will be required to provide a copy of your last audit and your Articles of Incorporation and Bylaws must be on file.

GRAN25PS-035Log Number
(Office Use Only)

**San Bernardino County
Fiscal Year 2025 - 2026
Public Services Program Application**

The following documents must be submitted in the order listed, please be sure to submit all attachments with your application.

☒	Exhibit 1: Organization Information
☒	Exhibit 2: Project Information
☒	Exhibit 3: Community Needs and Target Population
☒	Exhibit 4: Project Budget & Sources
☒	Exhibit 5: Performance & Outcomes
☒	Exhibit 6: Agency Capacity Narrative
☒	Exhibit 7: Civil Rights Laws Compliance and HUD Good Standing
☒	Exhibit 8: Signature and Assurances
☒	Application Checklist

Exhibit 1: Organization Information

Organization Name:

Family Service Association

Organization Address:

21250 Box Springs Rd Suite 212

City/State/Zip: Moreno Valley / CA / 92557-8712

Phone: 9516861096

Fax:

Email: ahlam.jadallah@fsaca.org

Applicant Type:

Authorized Person Name: Cheryl-Marie Hansberger

Authorized Person's Title: CEO

Address: 21250 Box Springs Road, Suite 212

City/State/Zip: Moreno Valley / CA / 92557

Phone: 9516861096

Fax:

Email: Cheryl.Hansberger@fsaca.org

Application Contact Person's Name: Ahlam Jadallah

Application Contact Person's Title: Fund Development Specialist

Explain the Agency's 1) Mission, 2) Purpose, 3) Population Served, 4) Number of years serving population, 5) Supportive Services, their Funding Sources, and Start/End Dates.

Family Service Association has been a non-profit leader for 70 years now, and in times of unprecedented change and adversity, FSA has become a stabilizing force in the community. Founded in 1953 by The Junior League of Riverside, community members have found comfort in FSA's legacy of providing high quality care through much needed services like Senior Nutrition, Childcare, Mental Health, and Child Abuse Prevention throughout the Inland Region. FSA's mission is to address poverty, hunger, and health from infancy to older adults, in families and under-served communities.

Exhibit 2: Project Information

Project Title:

Grand Terrace Senior Nutrition Program

Project Address:

22627 Grand Terrace Rd., Grand Terrace, CA 92313

County Supervisorial District where project will be located:

☐ 1st District☐ 2nd District☒ 3rd District☐ 4th District☐ 5th District

Is this a New Public Service Project, or request to expand services to an existing CDBG project?

Expansions of Service to an Existing Project

If this is an Expansion of Service to previously funded CDBG project, please explain how this is an expansion of service?. (i.e For 2015 we proposed 60 units of service, this year the agency is planning to serve 100 units of service)

For 2023, FSA proposed to serve 152 unduplicated clients. This year the Agency is planning to serve 155 unduplicated clients.

If you are requesting funds for an existing CDBG project, provide prior CDBG project number.

Will this project provide an opportunity to hire minority-owned and women owned businesses?

No

If YES, describe what actions will be completed to implement such subcontracting plans to monitor this component of the proposed project. If NO, discuss why and what actions are being taken to encourage minority-women businesses to apply for this project.

EXHIBIT 2A: Countywide Vision

Indicate Yes/No in the table below if any of these countywide vision goals are pertinent to the proposed project.

Countywide Vision

Countywide Vision	Yes/ No
Implement the Countywide Vision.	Yes
Create, Maintain and Grow Jobs and Economic Value in the County.	Yes
Improve County Government Operations.	Yes
Operate in a Fiscally-Responsible and Business-Like Manner.	Yes
Ensure Development of a Well-Planned, Balanced, and Sustainable County.	Yes
Maintain Public Safety.	Yes
Provide for the Health and Social Services Needs of County Residents.	Yes
Pursue County Goals and Objectives by Working with Other Governmental Agencies.	Yes

Provide a brief narrative of how your project meets the Countywide Vision:

FSA's Senior Nutrition Program meets the Countywide Vision in the following ways: ·Assists the County in creating a range of choices for its residents in how they live by offering senior services free of charge to qualified seniors. ·Aids the county in their vision of offering high quality community health programs. ·Facilitates in the County's vision of a model community where great ideas are shared and where collaborations are encouraged to reach shared interests and goals. ·Supports the County's vision of a place that is a home for anyone seeking a sense of community and the best life has to offer.

Exhibit 3: Community Needs and Target Population

Community Needs		Target Population	
Public Service Needs:	Yes/No	Proposed Community:	Yes/No
Senior Services	Yes	Low and Moderate Persons	Yes
Handicapped Services	Yes	Low and Moderate Households	Yes
Youth Services	No	Abused Children	No
Child Care Services	No	Handicapped Persons	No
Transportation Services	No	Illiterate Persons	No
Substance Abuse Services	No	Homeless Persons	No
Employment Training	No	Migrant Farm Workers	No
Health Services	Yes	Elderly People	Yes
Lead Hazard Screening	No		
Crime Awareness	No		

City/Target Area of Project Beneficiaries

Participating Cities: (i.e Redlands, Colton, Yucaipa)

City of Grand Terrace, and immediate surrounding area.

Exhibit 3: Community Needs and Target Population (continued)

Describe the geographic boundaries of the neighborhood, community or area in which clients of the proposed program reside (attach a map if needed):

The geographic boundaries to be served are the entire boundaries of the City of Grand Terrace. Seniors from adjacent communities such as Colton and Highgrove also utilize the Center, but clients are primarily from Grand Terrace.

HUD Demographics: (Yes/No)

- Does this project help prevent homelessness?
- Does this project help the homeless?
- Does this project help those with HIV or AIDS?
- Does this project primarily help persons with disabilities?

Summarize the description of your project to include 1) priority, 2) sub-activity, 3) population(s) to be served, and 4) accomplishment level, and 5) services to be provided.

FSA's Senior Nutrition Program is dedicated to providing seniors with the necessary nutritional support to protect them against food insecurity, and to help them continue to live independent and fulfilling lives. For many seniors, Senior Nutrition is the first service that they seek for assistance to help them stay in their own homes and live independently. It is through funding from both San Bernardino CDBG program and San Bernardino County DAAS that we are able to provide this service to the residents in the City of Grand Terrace. FSA provides nutritious meals to seniors 62 years of age and older in a group setting at the Grand Terrace Senior Center. Home-delivered meals are also delivered to homebound seniors who aren't mobile by reason of illness, disability, and a lack of transportation. The program also provides a range of services, including nutrition screening, assessment, and education.

Describe how this project meets the priority population and activities selected.

The Senior Nutrition Program serves as a critical and meaningful approach to tackle food insecurity, isolation, depression, and many other health and social issues that vulnerable seniors experience. FSA provides seniors with one nutritionally balanced meal Monday - Friday. By providing these meals we will continue to meet our goals of improving the overall health and wellbeing of those we serve.

Explain why this project is needed and what evidence can you substantiate the need.

Rising food costs and inflation have increased the demand for meals among seniors. The demand continues to rise, and new participants are enrolling in the Senior Nutrition Program each day. FSA continues to exceed its program objectives and targets to meet the growth of the program.

Describe what gaps of service in the county this project fills.

Without the meals supplied by this program, many seniors would be prematurely placed in assisted living or nursing homes due to their inability to shop for food or prepare their own meals. Many seniors face the threat of hunger due to limitations in their daily living activities, such as difficulties with walking, meal preparation, eating, and memory. In addition, many seniors live alone and do not have family or neighbors to help shop for or prepare meals. For individuals in these challenging situations, the Senior Nutrition Program serves as a critical and valued program.

What are the critical factors for the success of your project (include both financial and human resources)? For instance, is this the only funding for this project? What happens if funding decreases? Does this project rely on only one source of leveraging? Is there adequate staff involved with the project if there is project turnover? Please address any factor that is critical to project success.

FSA's Senior Nutrition Program is scalable based on the amount of funding received from various funding sources. The more funds received, the more seniors are able to utilize the congregate and homebound nutrition services that FSA offers. FSA employs over 250 individuals and has a strong volunteer base of nearly 1,000 volunteers. Programs are staffed appropriately, and our executive team is prepared to fill any vacancies should the need arise.

Exhibit 4: Project Budget & Sources

Project Budget		
	SB County Share: (\$)	Other Source: (\$)
Personnel		\$1,705,580.00
Equipment (Rental, Lease or Purchase)		\$12,000.00
Consultant Services (Auditing, Accounting or Payroll)		\$28,500.00
Space Rent		\$27,420.00
Insurance		\$101,230.00
Consumable Supplies	\$10,000.00	\$2,193,500.00
Other		\$998,000.00
Total Costs	\$10,000.00	\$5,066,230.00
Total Project Budget Cost: (CDBG Share + Other Source)		\$5,076,230.00

Exhibit 4A: CDBG Funds Requested and Leveraging Information

Indicate the amount being requested by the city.

City	Amount Requested (\$): (This amount should match the grand total requested from CDBG Share)
Grand Te	\$10,000.00

Leveraging items may include any written commitments that will be used towards your cash match requirements in the project, as well as any written commitments for building, equipment, materials, services and volunteer time.

Source of Funding:	Type of Funding: (Grant Name, EFSP Money)	Amount (\$):	Date Available: (11/22/2016)
Federal Funding	Older Americans Act Title III	\$4,000,000.00	07/01/2025
State Funding	Older Americans Act Title III	\$400,000.00	07/01/2025
County Funding	Older Americans Act Title III	\$50,000.00	07/01/2025
Private Funding	Individual Donations	\$400,000.00	12/31/2025
Other:	In-Kind Goods and Services	\$100,000.00	12/31/2025
Total Leveraging Funds		\$4,950,000.00	

Exhibit 5: Performance and Outcomes

Definitions:

Unduplicated Clients: The number clients/persons projected to be served during the program year (e.g. 25 clients, 50 seniors):

Duplicated Clients: The estimated yearly units of service (duplicated, e.g. 25 clients x 10 visits=250 units of service):

Complete the chart below with the number of Duplicated and Unduplicated Clients to be served.

- In column 1 identify activities that will be completed (e.g. intervention, counseling, and case management).
- In column 2 indicate the number of Unduplicated Clients to be served.
- In column 3 identify the number of Duplicated Clients to be served.

Activities to be Completed (1)	Unduplicated Clients to be Served (2)	Duplicated Clients projected to be served (3)
Nutrition (Congregate and Homebound)	155	8500

Performance and Outcomes, answer the following narrative questions using minimum funds request.

Indicate a timeline of services provided to client(s) in order to meet project outcome(s).

The timeline of services is 12 months, July 1, 2025 to June 30, 2026.

Describe how your agency determines client(s) success.

FSA determines client success through quantitative and qualitative measures. Quantitative measures includes the number of seniors served daily. Qualitative measures are client success stories and testimonials.

Describe your methodology to evaluate project outcomes.

Evaluation of monthly intake forms and daily sign in sheets.

Exhibit 5A: Proposed Goals & Milestones

Explain how the project will meet contract goals and milestones and be completed within 12 months (July 1, 2025 – June 30, 2026). *For example, project expenditures and performance/ accomplishment goals of 40% by November 30th, 50% by December 31st, 80% by March 31st, and 100% by June 30th.*

25% by September 30, 2025; 50% by December 30, 2025; 75% by March 30, 2026; 100% by June 30, 2026.

Fill-in the table below with dates for submission of reimbursement claims and the estimated amount of each.

Date of Reimbursement:	Amount (\$):
09/30/2025	\$2,500.00
12/31/2025	\$2,500.00
03/31/2026	\$2,500.00
06/30/2026	\$2,500.00
Total Reimbursement:	\$10,000.00
(\$)	

Exhibit 6: Agency Capacity Narrative (Non-Profit Organizations Only)

Describe the roles of key administrators, staff members, and volunteers within your agency that will implement the proposed project. In your description include experience, education, and licensing qualifications.

Tom Donahue is the Senior Nutrition Administrator and oversees the entire program, including budget preparation and policies/procedures.

Describe your agency's experience in administering government and/or public funds.

As a recipient of more than \$750,000 in federal funds, FSA is subject to single audit requirements using appropriate professional standards.

Describe your method to sustain project viability over the multi-year process if funding decreases.

FSA consistently searches for funding opportunities that could be a match for all agency programs, including the Senior Nutrition Department's More than a Meal program funding opportunities.

Instructions: Complete the table below by marking "YES" or "NO" to the questions listed below.

Question:	YES/ NO
<i>Example: Have you received federal funds in the past five years?</i>	Yes
In the past ten years, has your organization ever had its nonprofit status revoked or withheld by the IRS, the Secretary of State, the State Attorney General, or the Franchise Tax Board?	No
Has your organization been sued in the last five years?	No
Are any of your managers or staff with fiscal responsibilities involved in litigation presently that has any bearing on fiduciary trust or employee relations?	No
Have any unfavorable rulings been handed down by any court against your organization or Executive Director the last five years?	No
Does your organization currently have any unresolved fiscal, reporting, or program issues with any of its funding sources?	No

EXHIBIT 7: Civil Rights Laws Compliance and HUD Good Standing

Answer the following questions.

Has your organization been a past recipient of assistance under a HUD McKinney Act program or the HUD Single Family Property Disposition Homeless Program?

If you have been a recipient under either of these programs, has your agency experienced any project or construction delay, HUD finding or outstanding audit that HUD deems serious regarding the administration of HUD McKinney Act programs or the HUD Single Family Property Disposition Homeless Program?

If you answered “Yes”, please explain the circumstances and outcome below.

Applicants must be in compliance with applicable civil rights laws and Executive Orders. Applications will be rejected if your agency has any of the following: (1) Any pending civil rights lawsuit instituted by the U.S. Department of Justice; (2) Any noncompliance with civil rights statutes, Executive Orders or regulations as a result of formal administrative proceedings, unless the applicant is operating under a HUD-approved compliance agreement designed to correct the area of noncompliance or is currently negotiating such an agreement; (3) Any unresolved Secretarial charge of discrimination issues under Section 810(g) of the Fair Housing Act, as implemented by 24 CFR 103.400; (4) Any adjudication of a civil rights violation in a civil action brought against the Organization by a private individual, unless the applicant is operating in compliance with a court order designed to correct the area of noncompliance or the applicant has discharged any responsibility arising from such litigation; (5) Any deferral of the processing of applications from the sponsor imposed by HUD under Title VI of the Civil Rights Act of 1964, the Attorney General's Guidelines (28 CFR 50.3) or the HUD Title VI regulations (24 CFR 1.8) and procedures, or under Section 504 of the Rehabilitation Act of 1973 and HUD Section 504 regulations (24 CFR 8.57). If one or more of these situations exists with your Organization, please attach a brief description.



E-Signature Authorization
San Bernardino County
Community Development and Housing Department
Community Development Block Grant
2025 - 2026 Application

In order to comply with all applicable federal grant regulations, a hard-copy of this E-Signature Authorization containing an original wet signature must be filed with the San Bernardino County Community Development and Housing (CDH) in order for the applicant to electronically sign the Community Development Block Grant (CDBG) application documents online. This authorization may only be completed by a registered owner, partner, executive officer, or authorized employee (**with proof of authorization**) of the applicant submitting this form and must contain an original signature to be submitted to the CDH.

Authorization Agreement

I am an owner, partner, executive officer, or duly authorized employee of the below-listed applicant and have authority to enter into agreements on behalf of the below-listed applicant. CDH may rely on the receipt of such agreements executed and delivered by facsimile or other electronic means as if the original had been received. The undersigned agrees that the electronic signatures appearing on documents submitted from the below-listed applicant are the same as handwritten signatures for the purposes of validity, enforceability and admissibility. By signing this Electronic Signature Authorization Agreement, I authorize the CDH to accept, via electronic submission, documents submitted from the below-listed applicant as required by the CDH's CDBG 2025 - 2026 Funding Application.

I understand that CDH may change the CDBG application system from time to time. I agree that the below-listed applicant will electronically sign all documents requiring a signature related to the CDBG funding application.

My signature on this form certifies that:

I agree that entering my name in the CDBG funding application system constitutes my electronic signature. I understand that any information and documents submitted using my name is electronically certifying my signature. I understand that I am legally bound, obligated, and responsible by use of my electronic signature as much as I would be by my handwritten signature. I agree that I will protect my signature from unauthorized use, and that I will contact CDH immediately, upon discovery that my electronic signature has been compromised. I certify that my electronic signature is for my own use, and that I will not delegate it or share it with any individual.

This request is effective immediately upon receipt by the CDH and will remain in effect until the end of the 2025 - 2026 CDBG funding cycle or I choose to cancel this request via written notification to the CDH. I understand that it is my responsibility to update and/or cancel this request under all circumstances, including my departure or terminated association with the below-listed applicant.

By signing the E- Signature Authorization Form we certify that this agency will also comply with the following:

Non-discrimination

This organization will, through all possible means, ensure equal opportunity for all persons to receive services, to participate in the volunteer structure, and to be employed regardless of age, handicap, national background, race, religion, or sex. An existing sectarian nature of the agency shall not suffer impairment under this agreement, but participation in religious observances, rituals or services will not be required as a condition of receiving food, services, or shelter paid for by this grant.

Accountability

We commit this organization, if a grant is received, to provide all reports to the County as required; to expend monies only on eligible costs; to keep complete documentation (copies of all canceled checks, invoices, receipts, etc.) on all expenditures for a minimum of three years; to spend all funds and close out the program on the required date; to return any unused funds to the County to cooperate with monitoring or site visits, and; to provide complete documentation of expenses to the County, if requested, by the required date.

We affirm that all information in this application is true and correct to the best of our knowledge and that the applicant under our authority will execute its responsibility under the proposed contract and adhere to all other applicable rules and regulations to the fullest extent possible.

Non-collusion

This proposal is genuine, and not sham or collusive, nor made in the interest or in behalf of any person not herein named; the proposer has not directly induced or solicited any other proposer to put in a sham proposal, or any other person, firm or corporation to refrain from submitting a proposal; the proposer has not in any manner sought by collusion to secure for him/herself an advantage over any other proposer.

Applicant Information	
Agency Name: Family Service Association	Federal Tax ID No.: 951803694
Mailing Address: 21250 Box Springs Rd Suite 212	Phone No.: (951) 686-1096
Email Address: info@fsaca.org	Fax No:
Authorized Signature	
Print Name: Cheryl-Marie Hansberger	Print Title: Chief Executive Officer
Signature: Cheryl-Marie Hansberger	Date: 10/29/2024

Please send the signed copy of this one page agreement to:
San Bernardino County Community Development and Housing Department
215 North D Street, Suite 302, San Bernardino, CA 94215-0043
Attn: CDBG Application

**CDBG Application Checklist
(Non-Profit Organizations Only)**

Community-based organizations are required to include one copy of the items listed below. If you are not submitting these items at this time, please notify Community Development and Housing at (909) 501-0600 to make other arrangements. The following information is required before any contract or reimbursement can be completed.

- o Summary of agency's current year General Operating Budget
- o List of agency's Board of Directors, including names and addresses
- o Proof of existing non-profit/tax-exempt status (Letters from the Federal Internal Revenue Service and State Franchise Tax Board)
- o Current certificate of insurance and amounts covered
- o Organizational chart
- o Minutes of last Board meeting
- o Non- Profit agencies must be Registered in the System of Award Management (SAM) website.
Agency cannot be funded if they have been debarred in the past.
- o Provide board minutes/letter that authorizes the executive director or program manager to run the project.

If your application is funded you will be required to provide a copy of your last audit and your Articles of Incorporation and Bylaws must be on file.



AGENDA REPORT

MEETING DATE: January 28, 2025

TITLE: Historical & Cultural Activities Committee Appointments – Margie Miller, Jason Greely, Tara Ceseña

PRESENTED BY: Daysi Alcocer, City Clerk

RECOMMENDATION: That two (2) City Council Members select an applicant to serve on the Historical & Cultural Activities Committee as their appointees.

2030 VISION STATEMENT:

This staff report supports all adopted Goals and all adopted Core Values of the City Council's 2030 Vision.

BACKGROUND:

The Historical & Cultural Activities Committee ("Committee") is a seven-member Committee appointed by the Mayor, subject to City Council approval, and serves four-year terms at the pleasure of the City Council. The terms alternate so that every two (2) years at least two (2) appointments are set to expire.

Additionally, the Membership and Appointment Process of the Committee shall be made by minute record of the City Council and shall continue in effect until a successor is appointed. Each member of the City Council shall nominate one (1) member of the Historical and Cultural Activities Committee and the remaining two (2) members shall be appointed by a majority vote of the City Council (Attachment I).

Filling Vacancies on the Historical & Cultural Activities Committee

Currently, the Committee has two (2) vacancies as follows:

City Council Appointments:

Mayor Bill Hussey's Appointee
Council Member Doug Wilson's Appointee

(The At-Large appointments have already been filled with Committee Members Toni Epps & Stephanie Darwin.)

Pursuant to Government Code section 54975(a), "[w]henver an unscheduled vacancy occurs in any board, commission, or committee for which the legislative body has the appointing power, whether due to resignation, death, termination, or other causes, a special vacancy notice shall be posted in the office of the clerk of the local agency, on either the local agency's Internet Web site or at the library designated pursuant to Section 54973, and in other places as directed by the legislative body, not earlier than 20 days before or not later than 20 days after the vacancy occurs. Final appointment

to the board, commission, or committee shall not be made by the legislative body for at least ten (10) working days after the posting of the notice in the clerk's office."

The notice of vacancy has been published, as stated above, since January 6, 2025. The City has received three (3) applications (Application for Citizen Service) from the following community members to serve on the Committee:

- Margie Miller
- Jason A. Greely
- Tara Ceseña

At this time, any of the above-named applicants would fill two (2) of the remaining vacancies on the Committee. Two (2) out of the five (5) Council Members need to select their appointee from the attached applications, and based on the foregoing, the Mayor appoints, subject to City Council approval, the applicants as City Council appointees to the Historical & Cultural Activities Committee.

DISCUSSION:

ENVIRONMENTAL IMPACT:

None.

FISCAL IMPACT:

None.

TITLE:

HISTORICAL AND CULTURAL ACTIVITIES COMMITTEE

PURPOSE:

To preserve the history of Grand Terrace and to facilitate cultural activities for the benefit of all citizens of this City as approved by the City Council.

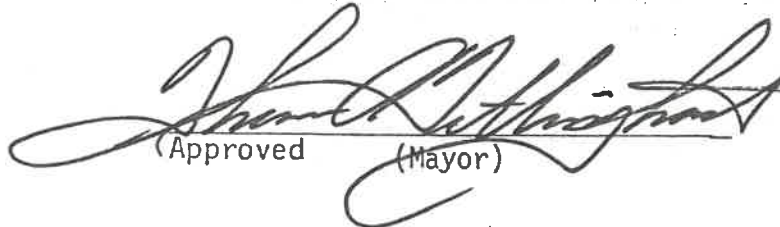
MEMBERSHIP
AND
APPOINTMENTS:

The Historical and Cultural Activities Committee shall consist of seven (7) members. All appointments shall be made by minute record of the City Council and shall continue in effect until a successor is appointed. Each member of the City Council shall appoint one (1) member of the Historical and Cultural Activities Committee. Two (2) other members shall be appointed by majority vote of the City Council.

RESPONSIBILITIES:

The Historical and Cultural Activities Committee will be guided by the general policy guidelines as approved by the City Council and will have the following duties:

- (1) To select from among their members a chairman and a vice-chairman.
- (2) To adopt rules and policies which will guide them in carrying out their responsibilities.
- (3) To make continuing efforts to seek out, select, identify and suitably preserve the historical records of Grand Terrace.
- (4) To arrange for effective means to display and preserve historical items.
- (5) To seek out means to enhance all forms of cultural activities and expression in this City and to actively promote them.
- (6) To coordinate the use of existing facilities for cultural and educational uses on a non-interference basis.
- (7) To make reports and recommendations to the City Council as an advisory committee and to keep minutes of committee proceedings.
- (8) To perform such other tasks as the City Council may refer to this committee.


(Approved) (Mayor)

12/4/80

Date

NAME	APPOINTED	APPOINTED BY:	TERM ENDS
Marie "Toni" Epps	07/25/2023	Council At Large	06/30/2026
Stephanie Darwin	06/25/2024	Council At Large	06/30/2026
Lynne Harmon	08/27/2024	Council Member Allen	06/30/2028
Dianne Johnson	08/27/2024	Council Member Henderson	06/30/2028
Monica Gutierrez	08/27/2024	Council Member Sabino	06/30/2028
Vacant		Mayor Hussey	06/30/2028
Vacant		Mayor Pro Tem Wilson	06/30/2026



CITY OF GRAND TERRACE
APPLICATION FOR CITIZEN SERVICE

RECEIVED

DEC 18 2024

Complete and submit to the City Clerk's Department

CITY OF GRAND TERRACE
CITY CLERK'S DEPARTMENT

Applying as a member of the Historical Committee

Name Margare Miller

Address [REDACTED]

Contact Phone Number [REDACTED]

Email [REDACTED]

Occupation Publisher

Education JD from California Southern Law School

Are there any workday evenings you could not meet? () Yes (X) No. If yes, please list them.

Why are you interested in this appointment? I have lived here since 1997. I publish the GT City News and I would like to help maintain the History of Grand Terrace.

What do you consider to be your major qualifications?

Publish the GT News,
Member of GT Womans Club,
GT Chamber of Commerce
One of the first woman to join the GT Lions Club

References

1. Stephanie M. Darwin
2. Lori & Terry Carlstrom
3. Bill Hussey, Doug Wilson, Jeff Allen, Matt Brown, & Michelle Sabino

Please attach a written statement containing any additional information you feel would be useful to the City Council.



CITY OF GRAND TERRACE
APPLICATION FOR CITIZEN SERVICE

RECEIVED

DEC 18 2024

Complete and submit to the City Clerk's Department

CITY OF GRAND TERRACE
CITY CLERK'S DEPARTMENT

Applying as a member of the HISTORICAL COMMITTEE

Name JASON A GREELEY

Address

Contact Phone Number

Email

Occupation GRAND TERRACE TITAN

Education

Are there any workday evenings you could not meet? () Yes (X) No. If yes, please list them.

Why are you interested in this appointment?

PRESERVATION OF HERITAGE

What do you consider to be your major qualifications?

I WAS AT THE 1ST CITY COUNCIL MEETING

References

1. MARGIE MILLER
2. CARL STONE, BILL HUSSEY
3. TREVOR GREELEY

Please attach a written statement containing any additional information you feel would be useful to the City Council.



RECEIVED

JAN 17 2025

CITY OF GRAND TERRACE
APPLICATION FOR CITIZEN SERVICE

CITY OF GRAND TERRACE
CITY CLERK'S DEPARTMENT

Applying as a member of the Historical & Cultural Society

Name Tara Ceseña

Address [REDACTED]

Contact Phone Number [REDACTED]

Occupation Retired Teacher

Education Batchelor od Arts Liberal Studies Teaching Credintial K12

Are there any workday evenings you could not meet? ()Yes (X) No. If yes, please list them.

Why are you interested in this appointment? I have served on the Planning Commission for ten years. I spend a lot of time thinking about how to have an identity without getting left behind. I was and am a huge proponent of the Arts in Public Spaces Initiative. I believe it will be an integral part of keeping our Identity. As will preserving our original architecture. memorializing our history and making things beautiful. There is so much talent in this city that it would be my pleasure to bring it to the public.

What do you consider to be your major qualifications?

Besides my planning experience. As a child going to a beautiful city meant a car ride. I want our kids to have beauty all around them. I would like to have a pride of history here in this little jewel of a city. As a child of the Inland Empire. I watched what worked and what didn't. I've always been an armchair historian. and think I bring a keen perspective and experience to the job.

References

1. Jeanne Koss [REDACTED]

2. Michael Williams [REDACTED]

3. Kimberly Kitiyama [REDACTED]

Please attach a written statement containing any additional information you feel would be useful to the City Council.