



**HOUSING AND COMMUNITY IMPROVEMENT
COMMISSION**
HOUSING AND NEIGHBORHOOD SERVICES - 210 W. MAIN ST.
MONDAY, APRIL 15, 2024 AT 6:00 PM

AGENDA

CALL TO ORDER

AGENDA ITEMS

Citizens may speak for five minutes on any item on the agenda by completing and submitting a speaker card.

1. Review of Minutes of January 22, 2024, Meeting
2. Selection and Rating of Applications
3. Required Open Meetings Training Video Certification

CITIZEN COMMENTS

Citizens may speak during Citizen Comments for up to five minutes on any item not on the agenda by completing and submitting a speaker card.

ADJOURNMENT

The Grand Prairie Housing and Neighborhood Services is accessible to people with disabilities. If you need assistance in participating in this meeting due to a disability as defined under the ADA, please call 972-237-8040 or email (lr Brooks@gptx.org) at least three (3) business days prior to the scheduled meeting to request an accommodation.

Certification

In accordance with Chapter 551, Subchapter C of the Government Code, V.T.C.A, the Housing and Community Improvement Commission agenda was prepared and posted April 12, 2024.

A handwritten signature in cursive script that reads "Lolette Brooks".

Lolette Brooks, Administrative Supervisor

Minutes of Meeting
HOUSING AND COMMUNITY IMPROVEMENT COMMISSION
Grand Prairie, Texas 75050
January 22, 2024

The Housing and Community Improvement Commission (H.C.I.C.) of the City of Grand Prairie met on Monday, January 22, 2024. The meeting was held at Grand Prairie Housing and Neighborhood Services, 210 W. Main Street, Grand Prairie, Texas. The following persons were in attendance:

BOARD MEMBERS PRESENT:

Kevin Toth, President
Brandie King, Vice-President
Madiola Harper, Commissioner
Debra Blubaugh, Commissioner
Amjad Bhular, Commissioner
Leon Dudley, Commissioner

CITY STAFF PRESENT:

Patrick Cornelius, Neighborhood Services Manager
Lolette Brooks, Administrative Supervisor
Hillary Balogun, Neighborhood Services Specialist

OTHERS PRESENT:

None

BOARD MEMBERS ABSENT:

Vivian Vance, Commissioner
Rick Calderon, Commissioner

CALL TO ORDER

President Kevin Toth called the meeting to order at 6:00 pm.

1. APPROVAL OF MINUTES OF OCTOBER 16, 2023, MEETING

All present Commissioners reviewed the prior meeting minutes and Commissioner Dudley moved to approve minutes. Commissioner King seconded 2nd the motion.

2. INTRODUCTION OF NEW COMMISSIONERS

Commissioner Debra Blubaugh introduced herself and advised that she was appointed by Council woman Bessye Adams.

3. REQUIRED OPEN MEETINGS TRAINING VIDEO CERTIFICATION STATUS UPDATE

Commissioner Amjad Bhular requested that the link for the certification be emailed to him again as he was not sure that he received it. Administrative Supervisor, Lolette Brooks, confirmed that she would email the certification link. Commissioner Madiola Harper asked if the training certification needed to be renewed every year and Neighborhood Services Manager, Patrick Cornelius advised "No".

4. REVIEW UPCOMING PUBLIC HEARING PROCESS IN FEBRUARY

President Toth asked if the board would be scoring the PSAs from the rating form again. Neighborhood Services Manager, Patrick Corelius, advised yes, we would use the rating form with a possible score of up to 100 points. Mr. Corelius advised the board members of the 2 upcoming Public Hearing meetings on Thursday, February 22, 2024, at Dalworth Recreation Center at 6:00 pm and Tuesday, February 27, 2024, at Tony Shotwell Center at 6:00 pm. President Toth asked what will be the point that criteria is flexible for the PSAs. Mr. Corelius advised that the PSAs finances, performance measures and budget. Commissioner Bhular asked what the minimum requirement(s) are for PSAs and is there a list of them that they can review. Mr. Corelius advised that the minimal requirement is the PSA must be within the Grand Prairie city limits and the requirements are noted on the applications. Commissioner Blubaugh asked if new PSAs are given consideration for funding. Mr. Corelius confirmed that new PSAs are always welcome to apply for the grant. President Toth asked if a dollar amount has been determined for the funding grant. Mr. Corelius explained that because Congress is still debating, the funding amount has not been determined. Commissioner Blubaugh asked if the Commissioners try to award equal funding to each qualified PSA. Mr. Corelius stated no, the board tries to approve what the agency is requesting but never more even if additional fund monies are available. President Toth asked if the Commissioners could attend the Council meeting when they review the PSA rating results. Mr. Corelius stated yes since the meeting is open to the public, which should be in April or May 2024.

ADJOURNMENT

There was no further business discussed so President Toth adjourned the meeting at 6:27 pm.

X

Administrative Supervisor

X

H.C.I.C. President



**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 04/15/2024

REQUESTER: Patrick Cornelius

PRESENTER: Patrick Cornelius, Neighborhood Service Manager

TITLE: Review of Minutes of January 22, 2024, Meeting

RECOMMENDED ACTION:

**CITY OF GRAND PRAIRIE
HOUSING AND NEIGHBORHOOD SERVICES (HNS)
NEIGHBORHOOD SERVICES DIVISION**

**2024
REQUEST FOR PROPOSAL**

All proposals must be typed.
Please do not use additional pages.
Please answer all questions fully and completely or provide explanation if not applicable.

**SECTION I
GENERAL ENTITY INFORMATION**

Name of Organization	Children First Counseling Center		
Name of Contact Person	Carita Brown		
Mailing Address	PO Box 532147		
City, State, Zip	Grand Prairie, Tx 75053-2147		
Area Code & Telephone	Primary: 972-264-0604 Ext 103	Fax: 972-264-9998	
Email Address	carita@childrenfirstinc.org		

**SECTION II
PROJECT NAME & QUALIFYING CRITERIA**

Project Name	Proposed Program/Project Location		
General Counseling Program - CDBG	621 NW 6 th St, Grand Prairie, Tx 75050		
What national objectives does your proposed program/project meet: Check Only One	Low/Moderate <input checked="" type="checkbox"/>	Slum/Blight <input type="checkbox"/>	Urgent Need <input type="checkbox"/>

What is the objective and outcome of the Program/Project	
<p style="text-align: center;"><u>OBJECTIVE</u></p> <input checked="" type="checkbox"/> Create suitable living environments <input type="checkbox"/> Provide decent affordable housing <input type="checkbox"/> Create economic opportunities	<p style="text-align: center;"><u>OUTCOME</u></p> <input checked="" type="checkbox"/> Availability/accessibility <input checked="" type="checkbox"/> Affordability <input checked="" type="checkbox"/> Sustainability

Project Name: General Counseling Program - CDBG

**SECTION III
PROJECT INFORMATION**

Please describe your program/project in detail, include your design and scope of services:

“The mission of Children First is to provide Hope and Healing through counseling and education for all ages, emphasizing on the prevention of and recovery from physical and emotional abuse”. Though we serve children and adults with evidence-based therapies, the large majority (approx. 72%) are between the ages of 3 and 17. The process begins with a referral, typically from another social service agency, a school, a police department, the judicial system, or a referral from a previous Children First client. Many are also finding our website while searching for help online. Callers will speak with our Clinical Assistant and/or Clinical Support. During the initial call, a brief overview of the presenting problem is discussed, contact information is recorded, and a documentation intake is scheduled. Documents to verify Grand Prairie residency, as well as household income are collected. Following the documentation intake, the Clinical Director determines if the client meets CDBG funding criteria. The Clinical Director will assign the appropriate counselor to the client based on various factors such as the age of the client, the presenting problem, and linguistic needs. (Over 35% of clients receive services in Spanish by bilingual counselors). During the first session with the assigned counselor a more in-depth client history and a victimization risk assessment, based on the Children Global Assessment Scale (CGAS) will be discussed. This same assessment for adults is the Global Assessment of Function (GAF). These assessments are repeated after 6-8 sessions and at termination of counseling sessions. If there is a significant risk for future victimization, a personal safety plan will be created. Therapeutic goals will be established by the client and counselor and notes in the client’s file. Clients are encouraged to commit to a minimum of 6 weekly one-hour sessions to ensure the therapeutic process will be effective. Our youngest clients (typically ages 3-9) are provided play therapy, as well as TF-CBT (Trauma Focused Cognitive Behavioral Therapy), age-appropriate modalities for children who may not be able to adequately express their experiences verbally. Modified play therapy, art therapy, sand tray therapy and outdoor games may be used in combination with talk therapy with older children and adolescents. Traditional talk and sand tray therapies are used with adult clients, as well as EMDR, a trauma-focused therapy. All clients at high risk of revictimization create a personalized safety plan with their therapist. CDBG funding alleviates financial barriers to healing, as well as language barriers. Most clients will be scheduled for an hour each week until their therapeutic goals have been reached; however, as clients progress toward their goals, their schedule may be reduced to only two sessions per month, if appropriate. While most average between 10 and 15 sessions, some clients will require more depending on the severity of trauma or symptomatology. Any CDBG funds granted will be used to support costs related to the delivery of counseling services, including therapist fees and a portion of salary and wages for employees who provide additional program related services including the Executive Director (FT), Clinical Director (FT), Clinical Assistant (FT) Clinical Support (FT) Director of Operations (FT). Only time devoted solely to CDBG-funded clients will be submitted for reimbursement. Salaried staff members will be reimbursed at an hourly rate based on the annual salary. Funds received last year are still needed for overall therapy sessions at low to no cost and in addition, our goal this year is to add 1 fully licensed, bilingual counselor to facilitate the increasing demand of off-site parenting classes at school campuses and other organizations in Grand Prairie. Parents across the city are in desperate need of additional parenting class resources and by adding this counselor, we can help support their needs and make a measurable difference in our community! Additional CDBG funding will play a key role in the ability to make this happen! Counselor hours will be reimbursed at 50% of the standard insurance billing rate.) Example: 50% of \$80 x 1.25 hrs. Related expenses not covered by the reimbursement amount will be absorbed by Children First and covered with proceeds from fundraising events or other donations. Annually, between 85 to 90 per cent of our referrals are eligible for CDBG funding based solely on income. The great majority are also victims of a crime. It is our vision to have enough funding from various sources, including CDBG funding, to serve all low-income Grand Prairie citizens that need life-changing, stabilizing services.

Describe the need for the program/project, how this program/project benefits the citizens of Grand Prairie and why the program/project is important.

Though our programs are effective, the societal problems for which many of our clients are referred, grow at an exponential and alarming rate, passing from one victim to another and from one generation to another until the cycle is broken through therapeutic intervention. There is never a time at Children First that we do not have a significant wait list for our services. Unfortunately, today's society has increased the rate of family violence, as well as issues of lost wages, isolation, fear, and in many cases, grief. We are seeing the effects from families struggling with every day responsibilities and elevated costs, which trickles down into the family unit. The need for counseling on many levels for school-aged clients and their families is greater than ever! The ripple effect of this is the drastic need for more counselors on and off site to keep up with the demand for therapy. It is especially imperative that low-income residents of Grand Prairie have access to mental health services within our city limits as transportation to assistance outside of Grand Prairie may limit their ability to engage in therapy. Last year we had 175 clients waiting on our services with a wait time of 8-9 months. Now, thanks to the support of our city and other contributors, we have managed to reduce our waitlist to just 46 clients, with a wait time of less than 4 months. This is a great move in the right direction!

Describe your experience, qualifications, and capacity to carry the program/project successfully.

Children First has a rich history rooted in community concern and a commitment to addressing the needs of vulnerable children by providing quality counseling and education to victims of child abuse and family violence since 1977 (formerly Family Outreach). Operations are led by Executive Director Lynn McGinley, who has extensive leadership experience in many different capacities. She has a passion for making a difference for those in need in our community and beyond. Clinical services are led by Kim Lovelace, LPC. Counselor credentials include LPC and LPC Associates, LMFT Associates, and LCSW. 5 to 7 master level practicum students from local universities will assist clients, as well. The diversity of our clinical team serves our client population well. Our team is diverse in special certifications, licensing credentials, education, ethnicity, and culture. Last year's amount of \$77,281 is needed again to continue to stay on track by keeping our waitlist down. However, an additional amount of \$73,760 is being requested to add 1 (one) critically needed full-time, fully licensed, bilingual counselor to our staff to who would be instrumental in meeting counseling needs for parenting classes through GP Schools and other organizations as parents are increasingly seeking this help for their families. The total requested amount of \$151,041 would enable us to increase our services month by month to meet the community demand for bilingual counseling services as they are in great demand in our community. If funded, services billed to the grant are expected to average \$1,800 per client, with Children First absorbing any overage with the help of foundations, donations and special events.

Please check all item(s) that apply: Regarding participants/beneficiaries/targeted population and estimate the number to be served:

	Grand Prairie citizens who are non-CDBG eligible	10	
	Grand Prairie citizens who are CDBG eligible	60	
	Persons from outside of Grand Prairie city limits	114	
	Elderly	Disabled	Handicapped
	<1%	<1%	<1%
	Minority		Other
	83.5%		166 agency clients 106 on other funding 60 CDBG request

PROPOSED 2024 CDBG/HOME PROJECT COST ONLY

1. Amount of 2024 CDBG Funding Requested \$ 151,041.00

2. Amount of 2024 Home Funding Requested \$0

TOTAL PERSONS or HOUSEHOLDS TO BE ASSISTED



Community Development Block Grant Program

**Public Service Agency
Application
For
2024 Program Year**

GENERAL REQUIREMENTS

The PY 2024 Community Development Block Grant (CDBG) Program has not received notification of the yearly allocation. All funding allocations by the HCIC Committee will be contingent on the amount of allowable funding from HUD and may be subject to change. If approved allocation does change, the Housing and Neighborhood Services Department will notify each public service agency in writing of the change.

Proposals must provide evidence that the proposed program will primarily serve low and moderate-income City of Grand Prairie residents.

If the proposal does not meet one of the three National Objectives or is determined to be ineligible under any of the CDBG regulations, the project will not be considered for funding.

You are encouraged to check with us before submitting your proposal to make sure it is an eligible activity.

Applications which are approved for funding are subject to monitoring of files and records for the program year in which funding is received.

Your Responsibilities as a CDBG Subgrantee

All CDBG recipients are responsible for maintaining accurate records of all expenditures, certifying that programs are reaching the target population, and performing annual audits of all financial records. **CDBG recipients must verify and document City of Grand Prairie residency and U.S. legal status of all beneficiaries.** Recipients are also responsible for completing monthly reports and submitting them to the Housing and Neighborhood Services. Staff is available to assist you and will work with your organization to help you achieve success in your program.

BASIC INFORMATIONName of organization: Children First, Inc., dba Children First Counseling CenterAddress: 621 NW 6th St., Grand Prairie, Tx 75050Charitable Tax #: 75-2100237 Year founded: 1977Contact person: Carita Brown Title: Director of OperationsPhone number: 972-264-0604 Ext 103 Email: carita@childrenfirstinc.orgNon-Profit Status (i.e., 501(c)(3): 501c3Municipal Department/Agency: Nonprofit Agency**PROJECT INFORMATION**Project title: General Counseling Program - CDBGGrant requested: \$ 151,041.00 **

**\$77,281 - to continue serving existing clients with a full and diverse counselor team

**\$73,760 - additional funds to add 1 fully licensed, bilingual counselor to facilitate the increasing demand of off-site parenting classes at school campuses and other organizations

PROJECT BUDGET

Please provide the budget for the ENTIRE PROGRAM in the box below. Include CDBG and ALL OTHER sources of revenue for the program.

Support and Revenue	Last Year's Actual	Current Year's Budget	Next Year's Proposed
Community Development Block Grant (CDBG)	75,000	77,281	151,041
Contributions			263,186
Foundations & Venture Grants	202,208	138,000	
Special Events	40,000	45,000	
Legacies & Bequests (unrestricted)			10,000
Collected through local member units			
Contributed by Assoc. Organizations	1,000	1,000	10,000
Other Government Fees & Grants	162,000	181,000	119,500
Stateline United Way			
All Other United Way			
Membership Dues			
Program Service Fees	5,000	5,000	3,000
Sales -Materials, Services			
Sales to the Public/ Product Sales			
Investment Income			
Misc. Revenue (not otherwise listed)			
Total Support and Revenue	\$ 485,208	\$ 447,281	\$ 556,727
Expenses			
Salaries	369,911	327,290	452,652
Employee Benefits	36,000	36,000	43,200
Payroll Taxes	28,215	30,050	22,192
Professional Fees	12,000	13,000	7,243
Supplies	3,128	3,900	
Telephone	4,600	5,268	3,000
Postage	1,400	1,000	1,500
Occupancy (building, grounds, utilities)	20,000	22,000	18,449
Equipment Rental & Maintenance	4,000	4,000	4,000
Printing, Art Work, Publications	750	800	
Mileage for Staff	100	100	
Conferences, Conventions, Meetings	250		
Agency Dues	200	200	225
Awards, Grants, & Individual Assistance			
Officers & Directors Liability Insurance	4,000	3,000	3,500
Misc. Expenses (not otherwise listed)	654	673	766
Total Expenses (Before Depreciation)	\$485,208	\$447,281	\$ 556,727
Deficit or Excess (Revenue -Expenses)	\$	\$	\$
Depreciation			
Payment to National Organization			

PROJECT TYPE

1. Please select the type of project you are requesting funding for –Please check all that apply:

Public Services - Includes labor, supplies, and materials including but not limited to those concerned with:

Employment

Education

Crime prevention

Recreational needs

Drug abuse

Energy conservation

Fair housing counseling

Senior Services

Youth Services

Homebuyer down payment assistance

Other Eligible Activity (List below):

Counseling for low-med and victimized

Housing Rehabilitation: This includes labor, materials, and other costs related to rehabilitating houses:

Property Acquisition: Acquisition of property for any public purpose which meets one of the national objectives.

Demolition: Clearance, demolition or removal of buildings and improvements, including movement of structures to other sites.

Code Enforcement: Costs incurred for inspection for code violations and enforcement of codes in deteriorating or deteriorated areas.

Commercial or Industrial Rehabilitation: The acquisition, construction, rehabilitation or installation of commercial or industrial buildings, structures and other real property equipment and improvements, including railroad spurs or similar extensions.

Micro-enterprise Assistance: The provision of assistance to businesses having five or fewer employees.

Planning: Costs of data gathering, studies, analysis, and preparation of plans and the identification of actions that will implement such plans.

Public Facilities and Improvements: Acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements.

Special Economic Development Activities: Provision of assistance to a private for-profit business and economic development services related to the provision of assistance.

Fair Housing: Provision of fair housing service and fair housing enforcement, education and outreach.

2. **Project Description: (attach no more than 5 pages to this application).** Indicate whether this is a new program. Describe the program in depth of detail adequate to prevent any misunderstanding. However, excessive verbiage does not increase likelihood of funding.

“The mission of Children First is to provide Hope and Healing through counseling and education for all ages, emphasizing the prevention of and recovery from physical and emotional abuse”. Though we serve children and adults with evidence-based therapies, the large majority (approx. 72%) are between the ages of 3 and 17.

The process begins with a referral, typically from another social service agency, a school, a police department, the judicial system, or a referral from a previous Children First client. Many are also finding our website while searching for help online. Callers will speak with our Clinical Assistant and/or the Administrative Assistant. During the initial call, a brief overview of the presenting problem is discussed, contact information is recorded, and a documentation intake is scheduled.

Documents to verify Grand Prairie residency, as well as household income are collected. Following the documentation intake, the Clinical Director determines if the client meets CDBG funding criteria. The Clinical Director will assign the appropriate counselor to the client based on various factors such as the age of the client, the presenting problem, and linguistic needs. (Over 35% of clients receive services in Spanish by bilingual counselors). During the first session with the assigned counselor a more in-depth client history and a victimization risk assessment will be discussed. If there is a significant risk for future victimization, a personal safety plan will be created. Therapeutic goals will be established by the client and counselor and notes in the client's file. Clients are encouraged to commit to a minimum of 6 weekly one-hour sessions to ensure the therapeutic process will be effective.

Our youngest clients (typically ages 3-9) are provided play therapy, as well as TF-CBT (Trauma Focused Cognitive Behavioral Therapy), age-appropriate modalities for children who may not be able to adequately express their experiences verbally. Modified play therapy, art therapy, sand tray therapy and outdoor games may be used in combination with talk therapy with older children and adolescents. Traditional talk and sand tray therapies are used with adult clients, as well as EMDR, a trauma-focused therapy. All clients at high risk of revictimization create a personalized safety plan with their therapist. CDBG funding alleviates financial barriers to healing, as well as language barriers. Over 35% of our service hours are provided in Spanish. Most clients will be seen for an hour each week until their therapeutic goals have been reached; however, as clients progress toward their goals, their schedule may be reduced to only two sessions per month, if appropriate. While most average between 10 and 15 sessions, some clients will require more depending on the severity of trauma or symptomatology.

Any CDBG funds granted will be used to support costs related to the delivery of counseling services, including therapist fees and a portion of salary and wages for employees who provide additional program related services including the Executive Director (FT), Clinical Director (FT), Clinical Assistant (FT), Clinical Support and Director of Operations (FT). Only time devoted solely to CDBG funded clients will be submitted for reimbursement. Salaried staff members will be reimbursed at an hourly rate based on the annual salary. Our goal this year is to add 1 more full-time, bilingual counselor to better serve the needs of our clients. CDBG funding will play a key role in the ability to help make this happen! Counselor hours will be reimbursed at 50% of the standard insurance billing rate. Example: 50% of \$80 x 1.25 hrs. Related expenses not covered by the reimbursement amount will be absorbed by Children First and covered with proceeds from fundraising events or other donations.

Last year's amount of \$77,281 is needed again this year to continue to stay on track with keeping our waitlist down. However, an additional amount of \$73,760 is being requested to add 1 critically needed fully licensed, full-time, bilingual counselor to our staff who would be instrumental in meeting counseling needs for parenting classes throughout local schools and other community organizations. The total requested amount of \$151,041 would enable us to increase our group parenting classes to meet the continued requests from parents for additional off-site, bilingual counseling services. This added support will reflect directly in our families throughout Grand Prairie resulting in a positive impact for our schools, our community and an overall healthier home environment!

Annually, between 85 to 90 per cent of our referrals are eligible for CDBG funding based solely on income. The great majority are also victims of crime. It is our vision to have enough funding from various sources, including CDBG funding, to serve all low-income Grand Prairie citizens that need life-changing, stabilizing services.

3. Provide data on the number of people served by your program in the following table.

Household Type	Client Statistics		
	Last Year	This Year to Date	Next Year Projected
Households, Below 30% of the County Median Income	3	6	18
Households, Below 50% of the County Median Income	8	10	25
Households, Below 80% of the County Median Income	9	1	17
Households, Above 80% of the County Median Income	0	0	0
Households, Not Low/ Moderate Income	0	0	0
TOTAL			
Race			
Single Race and Ethnicity			
White (Hispanic)	5	12	40
White (Non-Hispanic)	14	4	15
Black/ African American (Hispanic)			
Black/ African American (Non-Hispanic)	1	1	5
Asian (Hispanic)			
Asian (Non-Hispanic)			
American Indian/ Alaska Native (Hispanic)			
American Indian/ Alaska Native (Non-Hispanic)			
Native Hawaiian/ Other Pacific Islander (Hispanic)			
Native Hawaiian/ Other Pacific Islander (Non-Hispanic)			
Multi-Race and Ethnicity			
American Indian/Alaska Native and White (Hispanic)			
American Indian/Alaska Native and White (Non-Hispanic)			
Asian and White (Hispanic)			
Asian and White (Non-Hispanic)			
Black/African American and White (Hispanic)			
Black/African American and White (Non-Hispanic)			
American Indian/ Alaska Native & Black/African American (Hispanic)			
American Indian/ Alaska Native & Black/African American (Non-Hispanic)			
All Other Races (Hispanic)			
All Other Races (Non-Hispanic)			
TOTAL ALL RACES & ETHNICITY	20	15	60
Households with Children under 18	14	17	55
Households with Handicapped/ Disabled Persons	2	0	1
Households with Elderly (62+)	3	2	3
Households with Male Head of Household	12	7	35
Households with Female Head of Household	8	10	25

YOUR ORGANIZATION

1. Provide a brief description of your organization, its mission and goals, and key areas of activity. Include all services provided with numbers of recipients for past three years (summarized).

Our Mission: Children First provides Hope and Healing through counseling and education for all ages, emphasizing the prevention of and recovery from physical and emotional abuse.

General Counseling – all funding sources: 6,156 approximate counseling hours (does not include documentation intake hours and admin hours)

- o General Counseling – CDBG Program, approx. 1,410 hrs/82 clients
- o General Counseling –Victims Assistance (VOCA) approx. 4,240 hrs/227 unique clients
- o General Counseling – Sliding Scale or other funding approx. 844 hrs/66 clients
- o Hundreds more received assessment or referral services.
- o Government funded clients (CDBG & VOCA) remain in counseling longer resulting in more benefit and progress for the client:
 - CDBG 17.2 average hours per unique client
 - VOCA 18.68 average hours per unique client ▪ Self Pay 12.80 average hours per unique client

Other Programs:

o Most of the groups are considered psychoeducation groups and cover a range of topics including the following: stress management, mindfulness, anxiety for both adults and teens, grief, as well as parenting in Spanish and English.

2. Statement of Specific Community need:

Crimes of victimization are prevalent in our community. According to the Grand Prairie Police Records statistics, there were a total of 3,016 violent crimes reported by the Grand Prairie Police Department over the past two years. Violent crimes include Robbery, Aggravated Assault, Rape and Murder. Without effective intervention, the cost is high to our community. Beyond the many health and productivity issues seen in adults experiencing victimization, we know that children are at a high risk when exposed to abuse or family violence.

Consider these disturbing facts.

Children from Violent Homes are:

- 6 times more likely to commit suicide
- 4.7 Times more likely to commit sexual assaults
- 30-40% as likely to abuse their own children
- 25% more likely to experience teen pregnancy
- 50% more likely to abuse drugs or alcohol
- 59% more likely to be arrested as a juvenile
- 28% more likely to be arrested as an adult
- 74% more like to commit violent crime

*Almost 70% of adult female trafficking victims experienced domestic violence prior to being trafficked.

*Sex traffickers often target children and youth with a history of maltreatment, sexual abuse, low self-esteem, and minimal social support.

Children who have been victimized and receive therapy are less likely to:

- Abuse drugs or alcohol
- Grow up to become victims of domestic violence
- Become involved in some sort of criminal activity
- Suffer from depression, anxiety disorders, or post-traumatic stress disorder
- Develop suicidal ideation and self-harm

Many low-income families would not have access to counseling services if they were not offered by Children First with the assistance of the CDBG program

3. Proposed Program Goals:

Accessibility: provide counseling and play therapy to many low and moderate income individuals and families.

Affordability: provide these life-changing services free of charge to low and moderate income clients.

Sustainability: Maintain suitable living environments by teaching coping skills, facilitating emotional healing, and developing personalized safety plans; all of which help break the cycle of family violence and provide long-term, multi-generational benefits.

4. Proposed Program Outcome Objective(s):

Our clinical success goal is that a minimum of 85% show improvement on an evidence based mental health measurement scale at the time of case closure.

5. Proposed Program Outcome measures (minimum of three):

a) 60 qualifying clients will be funded through a CDBG grant.
Of these 60 clients, an estimated 65% of the cases will be closed by the end of the funding year.

b) All who present with abuse or victimization risk factors will develop a personal safety plan with their counselor.

c) 85% of closed cases will show improvement on an evidence based mental health measurement scale from pre to post treatment.

NATIONAL OBJECTIVES

To be eligible for funding, the project and/or activity you are requesting funding for **must address one national objective.**

1. The project or activity described in this application directly benefits low- and moderate-income persons (please check all that apply)

The project meets the needs of low- and moderate-income persons. At least 51 percent of the participants or beneficiaries of the program must meet the low- and moderate-income guidelines listed in Appendix A.

The project is located in a low and moderate income area. In this case, the project must meet the needs of the residents of one of the areas identified on the

map in Appendix B. Typical activities funded are streets improvements, water and sewer lines, parks, and other public facilities.

The project meets the needs of one of the following specific groups of people (low-mod limited clientele): abused children, elderly persons, battered spouses, homeless persons, severely disabled persons, illiterate adults, persons living with AIDS and migrant farm workers.

This project provides housing assistance to low- and moderate-income households. Fundable activities include housing rehabilitation, acquisition of property for housing, and homeownership assistance.

This project creates or retains jobs for low- and moderate-income persons.

The project described eliminates specific instances of blight or physical decay. The only activities to be funded under this category are acquisition, demolition or rehabilitation of buildings.

- 2. Describe how your program will meet one of the three national objectives, (ie benefit LMI persons, prevention/elimination of blight/slum, or meets other community development needs).

Our program meets the national objective: Creating Suitable Living Environments, by helping to make the family setting for our clients non-violent. All victims of abuse or family violence are taught coping skills and are provided with a unique, personalized safety plan. Additionally, battered spouses are taught to recognize triggers and signs to help overcome their gravitation to violent or abusive partners. Children are helped to understand that they are not responsible for abuse they have endured, so that they can heal and avoid repeating the cycle of abuse as adults.

Some of our clients have not experienced family violence but are at risk because of disruptive behaviors or emotional conflict. Counseling for such issues can often prevent a situation from escalating into violence or abuse.

Counseling and play therapy services are provided to Low-Mod Income individuals and families in emotional distress. Most are referred, due to some form of victimization including child abuse, neglect, or family violence.

- 3. Please describe the program services including hours of operation and is the service provided by: STAFF _____ VOLUNTEERS _____ BOTH _____

Counseling services are provided by clinical staff members by appointment between the hours of 9 am and 9 pm Monday through Friday and on Saturday between 9 am and 3 pm.

Unpaid students earning a master's degree in counseling or social work from local universities perform their practicum requirements at Children First. This staff support system helps us perform documentation intakes to determine if a client is eligible for services provided by CDBG funding and counseling under the close supervision of their site supervisor and Clinical Director.

Full-time staff members also perform direct services, record keeping and accountability measures for administering the grant.

PROGRAM BENEFICIARIES:

1. Specify the population to be served by this proposal. Provide a brief description of the potential recipients including age, ethnicity, gender, income levels, and any other relevant characteristics.

Low to moderate income residents of Grand Prairie ages 3 and above, male and female; most will be referred to our agency for help dealing with family violence, child abuse, neglect, or other forms of victimization. Approximately 65-70% will be Hispanic and of those, 35% or more will likely require services in Spanish. Children First provides counseling in English and Spanish.

2. What is the geographic area to be served (attach a map if the project is not City-wide)?

City-wide

3. What services will be provided? What is the plan of action to be carried out?

In most cases, a once-weekly counseling session will be scheduled until the therapeutic goals are achieved, however, many will be reduced to only two sessions per month as progress is made toward goals, if appropriate. Many clients will receive simultaneous case management services as well. Some will have already attended one or more of our peer support groups covering topics such as Stress Management, and Active Parenting, or they may be referred to a group following their private counseling sessions. The client will be encouraged to attend at least 6 weekly counseling sessions in order to achieve lasting therapeutic benefits. Depending on the severity of the client's emotional / cognitive state, more sessions may be needed. Therapy will be provided by masters-level counselors. Children as young as age 3, adolescents, and adults will be served. Our youngest clients will take part in Play Therapy and/or Trauma Focused CBT, highly effective and evidence-based methods of helping those children who do not yet have the vocabulary and communication skills to participate in traditional talk therapy.

Clients who have been victimized or are considered high-risk for victimization will develop a personalized safety plan with their counselor.

4. How will you track beneficiaries' data (income)?

All clients will complete the self-certification form and provide proof of income. Wages are entered into the Income Calculation Sheet provided by the City of Grand Prairie to ensure that the client qualifies for CDBG assistance based on income. The Income Calculation Sheet is kept in the client file along with the required proof of income and other required documents. Income is also noted in our client database. Section I of the CDBG monthly billing packet is also used to track demographics and income. Clients are requested to re-qualify every 6 months to verify continued eligibility under the CDBG grant guidelines.

5. Describe what is unique about this program or project. Explain how this does not duplicate services currently provided or fills a gap currently unavailable in the City of Grand Prairie.

Children First is the only nonprofit agency in Grand Prairie devoted solely to counseling and mental health therapy offering free or low cost sessions to our clients and their families. We receive referrals from most of the other local agencies funded by the CDBG program, so it is easily apparent that we are not a duplication of services. Our ongoing waitlist also underscores that our services do not duplicate those provided by other agencies, as well as the many clients who are seen at Children First under alternate funding.

- 6. Will you provide on-going case management to the people serve by your program or project? If yes, how will you provide this on-going case management?

Case files are closed once the client has met therapeutic goals or has chosen to discontinue therapy. Clients are encouraged to return if they feel the need for additional therapy. Files are maintained for at least 7 years and may be re-opened if a client returns for additional therapy. They would be required to re-qualify at the time they return for additional therapy.

- 7. How will you verify and document City of Grand Prairie residency and US legal status of your beneficiaries?

We collect copies of various documents including a valid driver's license, passport or ID card, utility bills, and/or resident lease agreement.

- 8. Estimate the number of individuals or households you expect to directly serve with the CDBG funds you are requesting.

Total number of recipients 60
(households, housing units, jobs)

Total low- and moderate-income recipients 60
(households, housing units, jobs)

- 9. PROGRAM STAFFING (Paid Staff and Volunteers) including how many of each, their titles and qualifications?

Each semester 7 to 9 practicum students from master's degree university programs will volunteer their time to perform direct services including documentation intakes so a potential client's income can be verified / qualified for CDBG funding, as well as a limited amount of counseling. Administrative staff including the Executive Director, Clinical Director, Clinical Support, Administrative Assistant, and the Director of Operations (CDBG grant reporter) will provide direct client services as well as administrative functions with a portion of their salary reimbursed through the CDBG grant. Approximately 5 contract counselors will provide therapy to clients during the funding year.

- 10. PROPOSED PROGRAM OUTCOMES/IMPACTS:

- a) OUTCOME/IMPACT OF PROGRAM

60 individuals and families will receive the benefit of counseling at no charge. Approximately 65% will complete their course of therapy before the end of the funding year. Those who do not complete their sessions, will carry over into the following year. Historically, 85% or more of clients will show improvement post-treatment on an evidence-based assessment scale when the client has participated in 6 or more sessions.

b) COMMUNITY RESPONSIVENESS TO PROGRAM

Children First receives a great deal of community support. We host two annual fundraisers, a golf tournament as well as a luncheon, which are well attended and provide over 20% of the agency's total funding. Additionally, we have support from local foundations such as the Lone Star Charitable Foundation, local churches, and civic organizations. Many local business leaders, clergy, City of GP, County and School board officials and lifelong citizens serve on either our Board of Directors or Advisory Board, providing a broad and diverse group to lead our organization.

Our organization was founded in 1977 as a grass-roots movement to protect children from abuse, neglect and family violence. We, as an agency, have been able to continue to serve low-income families in Grand Prairie for over 47 years because of long-standing community support. We feel this continued community support is due to the delivery of effective services and a commitment to act responsibly and transparently.

c) ROLE/IMPORTANCE OF CITY OF GRAND PRAIRIE CDBG FUNDING

Grand Prairie has a significant low-mod income population, many who do not have access to transportation to receive these types of services in outlying cities. Because most of our citizens do not have easy access to mass transit, it is especially important that these services are provided within the city limits.

Without CDBG funding, we would have to drastically limit the number of residents who can be served. Even with our current funding level, we are unable to meet the full need and regularly have a waiting list of 40 or more qualifying individuals.

Most importantly, without proper intervention, abused children are at greater risk of becoming an abused or abusive adult. CDBG funds ensure that we can provide services to a segment of our population who would be unable to receive the necessary interventions. In short, the City of Grand Prairie and HUD are helping Children First to break the cycle of violence thereby providing safer home environments.

d) PLANNING FOR SUSTAINABILITY

- Does the organization have financial stability goals?
- If so, list them.
- Does the annual income statement for each of the past three years show a surplus or a deficit?
- If deficits have occurred what action has been taken?

Cost-cutting measures and increased fundraising efforts helped us achieve our goal of not less than 90 days operating funds in reserve in 2013, which we have been able to consistently maintain each year since.

In 2019 our agency purchased a 7800 sq. ft. building which has become our permanent home and has allowed us to expand programming for all of our clients, focusing on our community. We renovated the interior and moved into the facility in June 2021. While this has increased our monthly overhead, we are working diligently to pay down the mortgage and keep adequate reserves on hand. It has been difficult to maintain adequate counseling staff as independent agencies are paying 2 and 3 times the amount we can offer our counselors. To maintain the counseling staff we need, we are implementing pay increases and our session rate has increased to reflect the increased expense. This continues to be an ongoing struggle as many counselors have opportunities to work at a much higher pay grade than we can offer at Children First. There are many people struggling to maintain their mental and emotional health due to the pressures of the economy. CDBG funding is more crucial than ever now to meet the need for mental health counseling to improve living environments for low-mod residents of Grand Prairie. With increasing societal pressures and educational concerns for some children and adolescents, we continue to see an increase in the need for counseling as students struggle with academic structure and social activities among others on a daily basis.

- e) **RELATION TO OTHER PUBLIC OR PRIVATE PROGRAMS:** Describe how your program will relate to and coordinate with other programs underway or proposed for the City of Grand Prairie. Indicate if there is a formal contractual linkage.

While there is no formal contract in place at this time, we have often been called upon by GP United Charities and Lifeline for Families to provide additional counseling services to their clients. Referrals are made when necessary to other Grand Prairie social services when our clients need their services. As stated previously, MOST of the local service agencies located in Grand Prairie refer clients to us for counseling. Many school students are referred by GPISD counselors and social workers as well as Pediatricians that feel that counseling would be of great help in a patient. We receive many referrals from the Grand Prairie Police Department, Municipal Court, CPS and many local churches.

- f) **DUPLICATION/OVERLAP OF SERVICES:** Indicate whether other organizations provide a similar program and how your program avoids duplication of services.

Children First is the only agency solely dedicated to providing financially, geographically, and linguistically accessible counseling services in Grand Prairie. There are a few social service agencies in Grand Prairie where counseling services are a part of their activities. Despite this, the demand for our services remains high, with our waiting list remaining much larger than we would prefer. Additionally, Children First is one of only a few centers in North Texas to make Play Therapy available to children from low-income households. Play Therapy is a highly effective and age-appropriate therapy which can provide emotional healing to children as young as age 3. Additionally, Trauma-Focused Cognitive Behavioral Therapy is also available to children from low-income households. We maintain between 3 and 5 bilingual (English/Spanish) counselors at all times to meet the needs of our city's diverse population.

11. HUD requires that a public service activity must be either a new service, or a quantifiable increase in the level of a service above that which has been provided. Please address how the activity that you propose for 2024 meets this requirement.

If the requested amount is funded through a CDBG grant, it is estimated that an additional 60 individuals or families will receive services that could not be provided otherwise. In addition, we would be able to provide much needed off-site parenting classes through some of the schools and other organizations.

12. Provide a detailed list of accomplishments from previously funded Block Grant activities, if applicable. NOTE: Each organization that is funded through the HUD monies will be required to provide quarterly monitoring reports to the Housing and Neighborhood Services Department indicating how your organization has met one or more of the three national objectives set forth by HUD and will be required to provide demographic data on the persons assisted.

With CDBG funding, in the past 3 years, we have provided therapy to low and moderate income individuals to prevent further violence, provide safety plans for at-risk individuals, and restore stability and security. Based on the previous 3 years of client data, CDBG funds assisted 20% of our General Counseling client population which served 620 unique individuals in one-on-one counseling sessions.

13. Have you or any officers of your organization ever been involved in bankruptcy or insolvency proceedings?

Yes _____ No X _____ If yes, please provide the details.

14. Are you or your organization involved in any pending lawsuits?

Yes _____ No X _____ If yes, please provide the details.

15. Please indicate the census tracts/block groups that your programming will serve based on the attached map. Grand Prairie, City-wide

16. Please indicate whether your organization completes a single audit?

X _____ Single Audit Not Required (Total Federal Expenditures less than \$750,000)

_____ Single Audit Required (Total Federal Expenditures more than \$750,000)

If a single audit is required, please indicate your total Federal expenditures in a calendar year. _____

17. Does your organization have more than 25 employees? no _____ If yes, please attach a listing of each employee, their National Origin and Race per the requirements of the Equal Opportunity Commission.

Certificate

I hereby certify that all the above statements and attachments submitted hereto are true and correct to the best of my knowledge and belief.

Carita Brown
Authorized Signature

3/27/24
Date

Carita Brown, Director of Operations
Print Name and Title

COMPLETED APPLICATIONS ARE DUE BACK NO LATER THAN APRIL 1, 2024

2023 CDBG & HOME INCOME LIMITS (Effective 05/24/2023)

DALLAS COUNTY								
	<u>1Person</u>	<u>2Person</u>	<u>3Person</u>	<u>4Person</u>	<u>5Person</u>	<u>6Person</u>	<u>7Person</u>	<u>8Person</u>
<i>(Deferred Payment Loan DPL)</i>								
CDBG & HOME EXTREMELY LOW 30%	\$21,700	\$24,800	\$27,900	\$30,950	\$33,450	\$35,950	\$38,400	\$40,900
<i>(DPL \$30,000/0% Combo)</i>								
CDBG & HOME VERY LOW 50%	\$36,100	\$41,250	\$46,400	\$51,550	\$55,700	\$59,800	\$63,950	\$68,050
<i>(DPL \$15,000/1% Combo)</i>								
CDBG & HOME VERY LOW 60%	\$43,320	\$49,500	\$55,680	\$61,860	\$66,840	\$71,760	\$76,740	\$81,660
<i>(3% Loan)</i>								
CDBG & HOME LOW 80%	\$57,750	\$66,000	\$74,250	\$82,500	\$89,100	\$95,700	\$102,300	\$108,900
TARRANT COUNTY								
	<u>1Person</u>	<u>2Person</u>	<u>3Person</u>	<u>4Person</u>	<u>5Person</u>	<u>6Person</u>	<u>7Person</u>	<u>8Person</u>
<i>(Deferred Payment Loan DPL)</i>								
CDBG & HOME EXTREMELY LOW 30%	\$20,100	\$23,000	\$25,850	\$28,700	\$31,000	\$33,300	\$35,600	\$37,900
<i>(DPL \$30,000/0% Combo)</i>								
CDBG & HOME VERY LOW 50%	\$33,500	\$38,300	\$43,100	\$47,850	\$51,700	\$55,550	\$59,350	\$63,200
<i>(DPL \$15,000/1% Combo)</i>								
CDBG & HOME VERY LOW 60%	\$40,200	\$45,960	\$51,720	\$57,420	\$62,040	\$66,660	\$71,220	\$75,840
<i>(3% loan)</i>								
CDBG & HOME LOW 80%	\$53,600	\$61,250	\$68,900	\$76,550	\$82,700	\$88,800	\$94,950	\$101,050

Tip: Family sizes in excess of 8 persons are calculated by adding 8% of the four-person income limit for each additional family member. That is, a 9-person limit should be 140% of the 4-person limit, the 10-person limit should be 148%. The income limit values for large households (9-12 persons) must be rounded to the nearest \$50. Therefore, all values from 1 to 24 are rounded down to 0, and all values from 25 to 49 are rounded up to 50.

**CITY OF GRAND PRAIRIE
HOUSING AND NEIGHBORHOOD SERVICES (HNS)
NEIGHBORHOOD SERVICES DIVISION**

**2024
REQUEST FOR PROPOSAL**

All proposals must be typed.
Please do not use additional pages.
Please answer all questions fully and completely or provide explanation if not applicable.

**SECTION I
GENERAL ENTITY INFORMATION**

Name of Organization	Grand Prairie United Charities	
Name of Contact Person	Patti Brock	
Mailing Address	1417 Densman Street	
City, State, Zip	Grand Prairie, Texas 75051	
Area Code & Telephone	Primary: 972-262-2014	Fax: 972-262-4994
Email Address	patti.brock@gpuc.org	

**SECTION II
PROJECT NAME & QUALIFYING CRITERIA**

Project Name	Proposed Program/Project Location		
Grand Prairie United Charities Emergency Financial Assistance for Low-Income Families in Grand Prairie and Food Pantry	Grand Prairie United Charities 1417 Densman Street Grand Prairie, Texas 75051		
What national objectives does your proposed program/project meet: Check Only One	Low/Moderate _____ <u> X </u>	Slum/Blight _____ _____	Urgent Need _____ <u> X </u>

What is the objective and outcome of the Program/Project	
<u> X </u> <u>OBJECTIVE</u> <u> </u> Create suitable living environments <u> </u> Provide decent affordable housing <u> </u> Create economic opportunities	<u> </u> <u>OUTCOME</u> <u> </u> Availability/accessibility <u> </u> Affordability <u> X </u> Sustainability

Project Name: Grand Prairie United Charities**SECTION III
PROJECT INFORMATION****Please describe your program/project in detail, include your design and scope of services:**

GPUC has served the families and individuals of the Grand Prairie community since 1955. **Helping families in our community in crises has been our focus for over sixty-eight years.** We offer emergency assistance for rent/mortgage/shelter, utilities (electric, gas, water) as well as an On-Site Choice Food Pantry. We also offer referrals to clients needing assistance outside what we provide. Clients are served with no regard to race, creed, national origin, or religious preference. There is no charge for our services. We have been incorporated as a 501 (c) 3 not-for-profit organization since November 1984.

Grand Prairie United Charities (GPUC) is dedicated to partnering with our community to empower families with hope, food security, and emergency financial assistance. Last year we served over 22,000 people and \$955,700.00 distributed to Grand Prairie families in need. To my knowledge, we not only serve more families than any other charity in Grand Prairie, we provide more financial assistance as well. The CDBG funding will be used for program administrative/salary costs to our employees who assist in providing financial assistance to low-income families.

For clients requesting financial assistance, our Policies and Procedures dictate we obtain the following:

Picture IDs for all adult household members, Social Security cards for all members of the household, Proof of any and all income for the past 60 days, a signed lease or mortgage statement indicating they are a Grand Prairie resident, and an original utility bill with their name and address on it.

Client must turn in a completed application, including all the required documents. The household income must meet low-income standards as set by the county the client resides in. Once this is established, clients will visit with a caseworker to discuss the emergency that has occurred that is currently affecting their financial situation. In addition, we go over the family's plan to sustain themselves after they receive our assistance. After checks are cut, one of the executive board members are required to sign checks, another safeguard in the process. All client/family information is tracked in our software program.

It has been an honor and a privilege to be in a position to offer help to our community due to the financial support provide by CBGD for our staff salaries.

Describe the need for the program/project, how this program/project benefits the citizens of Grand Prairie and why the program/project is important.

Grand Prairie has an estimated population of 200,000 people. Approximately 12% of our residents are living at or below poverty level, which is approximately 24,000 people.

Our programs assist by supplying the basic, unmet needs of the Grand Prairie residents who qualify under the low-income guidelines. Through our intervention, clients are able to re-establish stability unencumbered by the threat of homelessness, lack of energy resources, hunger, and threat of family separation.

In 2023 we helped over 22,000 people and distributed over \$955,700.00 in much needed financial assistance and food. The largest number of families served by any of the Grand Prairie community charities.

It has been an honor and a privilege to be in a position to offer help to our community due to the financial support provide by CBGD for our staff salaries.

Describe your experience, qualifications, and capacity to carry the program/project successfully.

The CDBG funding will be used for program administrative/salary costs to those employees who assist in providing financial assistance to clients. Grand Prairie United Charities (GPUC) is dedicated to partnering with our community to empower families with hope, food security, and emergency financial assistance. Last year that was over 22,000 people and \$955,700.00 distributed to Grand Prairie families in need. The largest number of families served by any single Grand Prairie community charities.

GPUC has served the families and individuals of the Grand Prairie community since 1955. **Helping families in our community in crises has been our focus for over sixty-eight years.** We offer emergency assistance for rent/mortgage/shelter, utility assistance, as well an on-site, self-select food pantry. We also offer referrals to clients needing assistance outside what we provide. Clients are served with no regard to race, creed, national origin, or religious preference. There is no charge for our services. We have been incorporated as a 501 (c) 3 not-for-profit organization since November 1984.

We have three full-time and three part-time employees. The rest of our services are provided through volunteers. The CDBG funds cover a portion of salaries for employees who assist with providing financial assistance to clients.

For clients requesting financial assistance, our Policies and Procedures dictate we obtain the following:

Picture IDs for all adult household members, Social Security cards for all members of the household, Proof of any and all any income for the past 60 days, a signed lease or mortgage statement indicating they are a Grand Prairie resident, and an original utility bill with their name and address on it.

Clients must turn in a completed application, including all the required documents. The household income must meet low-income standards as set by the county the client resides in. Once this is established, clients will visit with a caseworker to discuss the emergency that has occurred that is currently affecting their financial situation. In addition, we go over the family's plan to sustain themselves after they receive our assistance. After checks are cut, one of the executive board members are required to sign checks, another safeguard in the process. All client/family information is tracked in our software program.

It has been an honor and a privilege to be in a position to offer help to our community due to the financial support provide by CBGD for our staff salaries.

Please check all item(s) that apply: Regarding participants/beneficiaries/targeted population and estimate the number to be served:

Grand Prairie citizens who are non-CDBG eligible		0		
Grand Prairie citizens who are CDBG eligible		22,217 in our food pantry 500 with financial assistance		
Persons from outside of Grand Prairie city limits		0		
Elderly	Disabled	Handicapped	Minority	Other
X	X	X	X	Homeless, Migrant Workers, Low Income, Single Female Head of Households, Veterans

PROPOSED 2024 CDBG/HOME PROJECT COST ONLY

- 1. Amount of 2024 CDBG Funding Requested
- 2. Amount of 2024 Home Funding Requested

\$80,000.00
approximately 40%
of annual salary

\$0.00

TOTAL

PERSONS = 23,000 food/500 financial
or

HOUSEHOLDS TO BE ASSISTED



Community Development Block Grant Program

**Public Service Agency
Application
For
2024 Program Year**

GENERAL REQUIREMENTS

The PY 2024 Community Development Block Grant (CDBG) Program has not received notification of the yearly allocation. All funding allocations by the HCIC Committee will be contingent on the amount of allowable funding from HUD and may be subject to change. If approved allocation does change, the Housing and Neighborhood Services Department will notify each public service agency in writing of the change.

Proposals must provide evidence that the proposed program will primarily serve low and moderate-income City of Grand Prairie residents.

If the proposal does not meet one of the three National Objectives or is determined to be ineligible under any of the CDBG regulations, the project will not be considered for funding.

You are encouraged to check with us before submitting your proposal to make sure it is an eligible activity.

Applications which are approved for funding are subject to monitoring of files and records for the program year in which funding is received.

Your Responsibilities as a CDBG Subgrantee

All CDBG recipients are responsible for maintaining accurate records of all expenditures, certifying that programs are reaching the target population, and performing annual audits of all financial records. **CDBG recipients must verify and document City of Grand Prairie residency and U.S. legal status of all beneficiaries.** Recipients are also responsible for completing monthly reports and submitting them to the Housing and Neighborhood Services. Staff is available to assist you and will work with your organization to help you achieve success in your program.

BASIC INFORMATION

Name of organization: Grand Prairie United Charities

Address: 1417 Densman Street

Charitable Tax #: 75-0939084 Year founded: 1955

Contact person: Patti Brock Title: Executive Director

Phone number: 972-262-2014 Email: patti.brock@gpuc.org

Non-Profit Status (i.e., 501(c)(3): We are a 501 c (3)

Municipal Department/Agency: _____

PROJECT INFORMATION

Project title: Grand Prairie United Charities

Grant requested: \$ 80,000.00 (approximately 40% of our annual salary)

PROJECT BUDGET

Please provide the budget for the ENTIRE PROGRAM in the box below. Include CDBG and ALL OTHER sources of revenue for the program.

	Last Year's Actual	Current Year's Budget	Next Year's Proposed
Support and Revenue			
Community Development Block Grant (CDBG)	\$65,000.00	\$75,000.00	\$80,000.00
Contributions	\$50,000.00	\$70,000.00	\$75,000.00
Foundations & Venture Grants	\$35,000.00	\$10,000.00	\$15,000.00
Special Events	\$60,000.00	\$80,000.00	\$80,000.00
Legacies & Bequests (unrestricted)	\$0.00	\$0.00	\$0.00
Collected through local member units	\$0.00	\$0.00	\$0.00
Contributed by Assoc. Organizations	\$0.00	\$0.00	\$0.00
Other Government Fees & Grants	\$50,000.00	\$15,000.00	\$15,000.00
Stateline United Way	\$0.00	\$0.00	\$0.00
All Other United Way	\$0.00	\$0.00	\$0.00
Membership Dues	\$0.00	\$0.00	\$1,900.00
Program Service Fees	\$0.00	\$0.00	\$0.00
Sales -Materials, Services	\$0.00	\$0.00	\$0.00
Sales to the Public/ Product Sales	\$0.00	\$0.00	\$0.00
Investment Income	\$100.00	\$0.00	\$0.00
Misc. Revenue (not otherwise listed)	\$0.00	\$0.00	\$0.00
Total Support and Revenue	\$260,100.00	\$250,000.00	\$266,900.00

Expenses	Last Year's Actual	Current Year's Budget	Next Year's Proposed
Salaries	\$140,000.00	\$165,000.00	\$170,000.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Payroll Taxes	\$12,000.00	\$15,000.00	\$17,000.00
Professional Fees	\$4,000.00	\$6,000.00	\$6,200.00
Supplies	\$2,000.00	\$2,000.00	\$2,500.00
Telephone	\$3,200.00	\$2,200.00	\$3,500.00
Postage	\$850.00	\$200.00	\$500.00
Occupancy (building, grounds, utilities)	\$0.00	\$0.00	\$0.00
Equipment Rental & Maintenance	\$1,500.00	\$4,700.00	\$5,000.00
Printing, Art Work, Publications	\$0.00	\$200.00	\$0.00
Mileage for Staff	\$600.00	\$1,200.00	\$1,500.00
Conferences, Conventions, Meetings	\$250.00	\$500.00	\$1,000.00
Agency Dues	\$0.00	\$0.00	\$0.00
Awards, Grants, & Individual Assistance	\$0.00	\$0.00	\$0.00
Officers & Directors Liability Insurance (also car)	\$6,500.00	\$1,500.00	\$2,000.00
Misc. Expenses (not otherwise listed)	\$30,000.00	\$40,000.00	\$40,000.00
Total Expenses (Before Depreciation)	\$200,900.00	\$238,500.00	\$249,200.00
Deficit or Excess (Revenue - Expenses)	\$	\$	\$
Depreciation			
Payment to National Organization			

PROJECT TYPE

1. Please select the type of project you are requesting funding for –Please check all that apply:

Public Services - Includes labor, supplies, and materials including but not limited to those concerned with:

- Employment
- Education
- Crime prevention
- Recreational needs
- Drug abuse
- Energy conservation
- Fair housing counseling
- Senior Services
- Youth Services
- Homebuyer down payment assistance

Other Eligible Activity (List below):

Food + finances

Housing Rehabilitation: This includes labor, materials, and other costs related to rehabilitating houses:

Property Acquisition: Acquisition of property for any public purpose which meets one of the national objectives.

Demolition: Clearance, demolition or removal of buildings and improvements, including movement of structures to other sites.

Code Enforcement: Costs incurred for inspection for code violations and enforcement of codes in deteriorating or deteriorated areas.

Commercial or Industrial Rehabilitation: The acquisition, construction, rehabilitation or installation of commercial or industrial buildings, structures and other real property equipment and improvements, including railroad spurs or similar extensions.

Micro-enterprise Assistance: The provision of assistance to businesses having five or fewer employees.

Planning: Costs of data gathering, studies, analysis, and preparation of plans and the identification of actions that will implement such plans.

Public Facilities and Improvements: Acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements.

Special Economic Development Activities: Provision of assistance to a private for-profit business and economic development services related to the provision of assistance.

Fair Housing: Provision of fair housing service and fair housing enforcement, education and outreach.

2. **Project Description:** (attach no more than 5 pages to this application). Indicate whether this is a new program. Describe the program in depth of detail adequate to prevent any misunderstanding. However, excessive verbiage does not increase likelihood of funding.

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For clients requesting financial assistance, our Policies and Procedures dictate we obtain the following:

Picture IDs for all adult household members, Social Security cards for all members of the household, Proof of any and all income for the past 60 days, a signed lease or mortgage statement indicating they are a Grand Prairie resident, and an original utility bill with their name and address on it.

Client must turn in a completed application, including all the required documents. The household income must meet low-income standards as set by the county the client resides in. Once this is established, clients will visit with a caseworker to discuss the emergency that has occurred that is currently affecting their financial situation. In addition, we go over the family's plan to sustain themselves after they receive our assistance. After checks are cut, one of the executive board members are required to sign checks, another safeguard in the process. All client/family information is tracked in our software program.

It has been an honor and a privilege to be in a position to offer help to our community **due to the financial support** provide by CBGD for our staff salaries.

3. Provide data on the number of people served by your program in the following table.

Household Type	Client Statistics		
	Last Year	This Year to Date	Next Year Projected
Households, Below 30% of the County Median Income	342	92	375
Households, Below 50% of the County Median Income	138	26	150
Households, Below 80% of the County Median Income	69	36	80
Households, Above 80% of the County Median Income	0	0	0
Households, Not Low/ Moderate Income	0		
TOTAL	549	154	605
Race			
Single Race and Ethnicity			
White (Hispanic)	123	0	175
White (Non-Hispanic)	72	19	45
Black/ African American (Hispanic)	0	0	0
Black/ African American (Non-Hispanic)	251	72	300
Asian (Hispanic)	0	0	0
Asian (Non-Hispanic)	4	2	5
American Indian/ Alaska Native (Hispanic)	0	0	0
American Indian/ Alaska Native (Non-Hispanic)	3	2	5
Native Hawaiian/ Other Pacific Islander (Hispanic)	0	0	0
Native Hawaiian/ Other Pacific Islander (Non-Hispanic)	0	0	0
Multi-Race and Ethnicity			
American Indian/Alaska Native and White (Hispanic)	0	0	0
American Indian/Alaska Native and White (Non-Hispanic)	0	0	0
Asian and White (Hispanic)	0	0	0
Asian and White (Non-Hispanic)	0	0	0
Black/African American and White (Hispanic)	0	0	0
Black/African American and White (Non-Hispanic)	0	0	0
American Indian/ Alaska Native & Black/African American (Hispanic)	0	0	0

American Indian/ Alaska Native & Black/African American (Non-Hispanic)	0	0	0
All Other Races (Hispanic)	0	59	75
All Other Races (Non-Hispanic)	96	0	
TOTAL ALL RACES & ETHNICITY	549	154	605
Households with Children under 18	217	71	250
Households with Handicapped/ Disabled Persons	15	17	20
Households with Elderly (62+)	109	29	125
Households with Male Head of Household	162	57	200
Households with Female Head of Household	387	97	405

YOUR ORGANIZATION

1. **Provide a brief description of your organization, its mission and goals, and key areas of activity. Include all services provided with numbers of recipients for past three years (summarized).**

Grand Prairie United Charities is dedicated to partnering with our community to empower families with hope, food security, and emergency financial assistance.

The COVID Virus in 2020/2021 affected so many people and we were able to assist over 34,000 people with both food pantry and financial assistance; this was an increase of over 14,500 from the previous year. We were able to disperse over One Million Dollars in assistance that year. In 2021, we helped over 16,000 people and provided over \$610,000.00 in financial assistance.

Year	Number of Individuals Served
2020	34,241
2021	16,069
2022	16,487
2023	22,217

2. **Statement of Specific Community need:**

Grand Prairie has an estimated population of 200,000 people. **Approximately 12% of our residents are living at or below poverty level, which is approximately 24,000 people.**

We offer emergency assistance for rent/ mortgage/shelter, utility assistance, as well as an on-site, self-select food pantry. Our programs assist by supplying the basic, unmet needs of the Grand Prairie residents who qualify under the low-income guidelines. Through our intervention, clients are able to re-establish stability unencumbered by the threat of homelessness, lack of energy resources, hunger, and threat of family separation.

3. **Proposed Program Goals:**

Grand Prairie United Charities goals and mission is dedicated to partnering with our community to:

- 1) Empower families with hope
- 2) Reduce food insecurity
- 3) Provide emergency financial assistance for rent, mortgage, shelter, and utilities.

4. Proposed Program Outcome Objective(s):

The programs at Grand Prairie United Charities are to provide low-income families emergency financial assistance so they can stay in their homes, have basic utilities and to assist with food for budgets that are ever shrinking. The change in the economy has been hard on everyone, but particularly low-income families. We do not want seniors to choose between food and medicine. We do not want Mom's to skip meals so their kids can eat. We can only provide financial assistance every twelve months so we want to make sure a plan is in place so the family can sustain.

5. Proposed Program Outcome measures (minimum of three):

- a) Serve at least 23,000 low-income families through our food pantry
- b) Serve at least 500 low-income families with financial assistance
- c) Provide 75 rooms for homeless shelter during extreme weather occurrences

NATIONAL OBJECTIVES

To be eligible for funding, the project and/or activity you are requesting funding for **must address one national objective.**

1. The project or activity described in this application directly benefits low- and moderate-income persons (please check all that apply)

The project meets the needs of low- and moderate-income persons. At least 51 percent of the participants or beneficiaries of the program must meet the low- and moderate-income guidelines listed in Appendix A.

The project is located in a low- and moderate-income area. In this case, the project must meet the needs of the residents of one of the areas identified on the map in Appendix B. Typical activities funded are streets improvements, water and sewer lines, parks, and other public facilities.

The project meets the needs of one of the following specific groups of people (low-mod limited clientele): abused children, elderly persons, battered spouses, homeless persons, severely disabled persons, illiterate adults, persons living with AIDS and migrant farm workers.

This project provides housing assistance to low- and moderate-income households. Fundable activities include housing rehabilitation, acquisition of property for housing, and homeownership assistance.

This project creates or retains jobs for low- and moderate-income persons.

The project described eliminates specific instances of blight or physical decay. The only activities to be funded under this category are acquisition, demolition or rehabilitation of buildings.

2. Describe how your program will meet one of the three national objectives, (ie benefit f LMI persons, prevention/elimination of blight/slum, or meets other community development needs).

Grand Prairie's estimated population is 200,000. **Out of that, approximately 12% of residents are designated as living at or below poverty level, which is approximately 24,000 people.**

Our programs assist in supplying the basic, unmet needs of the Grand Prairie residents who qualify under the low-income guidelines. Through our intervention, clients are able to re-establish stability unencumbered by the threat of homelessness, the lack of energy resources, hunger, and threat of family separation. We help low-income families stay in their homes with access to electricity, gas and water.

3. Please describe the program services including hours of operation and is the service provided by: STAFF _____ VOLUNTEERS _____ BOTH X

We are open Monday through Thursday from 9:00 am to 1:00 pm for both food pantry and financial assistance clients. Grand Prairie United Charities is dedicated to partnering with our community to empower families with hope, food security, and emergency financial assistance.

Clients are served with no regard to race, creed, national origin, or religious preference. There is no charge for our services. We have been incorporated as a 501 (c) 3 not-for-profit organization since November 1984.

PROGRAM BENEFICIARIES:

1. **Specify the population to be served by this proposal. Provide a brief description of the potential recipients including age, ethnicity, gender, income levels, and any other relevant characteristics.**

100% of the families we serve meet the low-income guidelines as prescribed by the County where they reside.

Year	Number of Individuals Served
2020	34,241
2021	16,069
2022	16,487
2023	22,217

GPUC Ethnicity Statistics	
African American/Black	46.00%
American Indian	1.00%
Asian	1.00%
Caucasian	13.00%
Hispanic	22.00%
Multi-Racial/Other	17.00%

Male	29%
Female	71%

Ages	%
0-17 kids	40%
18-59	40%
60+	20%

2. **What is the geographic area to be served (attach a map if the project is not City-wide)?**

All the services we provide are for Grand Prairie residents only and encompass the following zip codes: 75050, 75051, 75052, 75053 and 75054.

3. What services will be provided? What is the plan of action to be carried out?

We offer emergency assistance for rent/ mortgage/shelter, utility assistance, as well as an on-site, self-select food pantry.

For clients requesting financial assistance, our Policies and Procedures dictate we obtain the following:

Picture IDs for all adult household members, Social Security cards for all members of the household, Proof of any and all income for the past 60 days, a signed lease or mortgage statement indicating they are a Grand Prairie resident, and an original utility bill with their name and address on it.

Client must turn in a completed application, including all the required documents. The household income must meet low-income standards as set by the county the client resides in. Once this is established, clients will visit with a caseworker to discuss the emergency that has occurred that is currently affecting their financial situation. In addition, we go over the family's' plan to sustain themselves after they receive our assistance. After checks are cut, one of the executive board members are required to sign checks, another safeguard in the process. All client/family information is tracked in our software program.

4. How will you track beneficiaries' data (income)?

For clients requesting financial assistance, our Policies and Procedures dictate we obtain the following:

Picture IDs for all adult household members, Social Security cards for all members of the household, Proof of any and all income for the past 60 days, a signed lease or mortgage statement indicating they are a Grand Prairie resident, and an original utility bill with their name and address on it.

Client must turn in a completed application, including all the required documents. The household income must meet low-income standards as set by the county the client resides in. Once this is established, clients will visit with a caseworker to discuss the emergency that has occurred that is currently affecting their financial situation. In addition, we go over the family's' plan to sustain themselves after they receive our assistance. After checks are cut, one of the executive board members are required to sign checks, another safeguard in the process. All client/family information is tracked in our software program. All paper files are kept for seven years.

5. Describe what is unique about this program or project. Explain how this does not duplicate services currently provided or fills a gap currently unavailable in the City of Grand Prairie.

Grand Prairie United Charities has the widest variety of services of the current charities in Grand Prairie. We offer both food and financial assistance, which sets us apart. There are other charities in town who offer one or the other but even then, the financial assistance they can give is not nearly as broad as what we offer, nor to as many people as we assist every year. We provide rent, mortgage, and shelter for homeless regardless of if they have children in GPISD. We are the only charity in town that offers utility assistance.

6. Will you provide on-going case management to the people serve by your program or project? If yes, how will you provide this on-going case management?

We provide casework when we provide financial assistance, which is once every twelve months. The casework discusses the emergency that has taken place within the family that has required them to need assistance. In addition, we go over the family's' plan to sustain themselves after they receive our assistance.

7. How will you verify and document City of Grand Prairie residency and US legal status of your beneficiaries?

For clients requesting financial assistance, our Policies and Procedures dictate we obtain the following:

Picture IDs for all adult household members, Social Security cards for all members of the household, Proof of any and all income for the past 60 days, a signed lease or mortgage statement indicating they are a Grand Prairie resident, and an original utility bill with their name and address on it.

Client must turn in a completed application, including all the required documents. The household income must meet low-income standards as set by the county the client resides in. Once this is established, clients will visit with a caseworker to discuss the emergency that has occurred that is currently affecting their financial situation. In addition, we go over the family's' plan to sustain themselves after they receive our assistance. After checks are cut, one of the executive board members are required to sign checks, another safeguard in the process. All client/family information is tracked in our software program. All paper files are kept for seven years.

8. Estimate the number of individuals or households you expect to directly serve with the CDBG funds you are requesting.

Total number of recipients 23,000 people
with food and 500 with financial assistance
 (households, housing units, jobs)

Total low- and moderate-income recipients 23,000
people with food and 500 with financial
assistance
 (households, housing units, jobs)

9. PROGRAM STAFFING (Paid Staff and Volunteers) including how many of each, their titles and qualifications?

We have three full-time and three part-time employees. Full-time employees are the Executive Director, Patti Brock and Office Manager, Eunice Jimenez., and Front Office Coordinator, Courtney Bradley. Part-time employees are Armin Hernandez, Driver and Dominic Luvero, Warehouse Manager and Christina Puentes Office Assistant. The rest of our services are provided through approximately 35 to 40 different volunteers monthly. The CDBG funds cover a portion of salaries for employees who assist with providing financial assistance to clients, as the workload for these services is much greater than those clients accessing just the food pantry.

10. PROPOSED PROGRAM OUTCOMES/IMPACTS:

a) OUTCOME/IMPACT OF PROGRAM

Our goal is to serve 23,000 people with food and 500 with financial assistance. We cover basic needs including rent, mortgage, hotel shelter, utilities, and food.

b) COMMUNITY RESPONSIVENESS TO PROGRAM

We have been well received from the Community regarding the services we provide. We are constantly trying to find ways to reach more people, both for support and who may need our assistance. We have also created great partnerships with other organizations and charities our community.

c) ROLE/IMPORTANCE OF CITY OF GRAND PRAIRIE CDBG FUNDING

GPUC would have to cut staff, hours and/or services that we offer for Grand Prairie families in need if we did not have CDBG funding for our staff salaries. We are so very appreciative of the support CDBG and the City gives us.

d) PLANNING FOR SUSTAINABILITY

- Does the organization have financial stability goals?
- If so, list them.

Grand Prairie United Charities has been around since 1955. We have an annual budget that is reviewed by our Executive Board and then voted on by the entire Board. We have been fortunate to have money to put in a savings account that would cover 6 months of our expenses, should we ever need it. Currently, we do not anticipate any instability regarding our finances.

- Does the annual income statement for each of the past three years show a surplus or a deficit?

The last three years reflect a very nominal surplus each budget year.

- If deficits have occurred what action has been taken?

Several years ago, when GPUC had some financial issues. The Board came in and assisted with the operational end of the Charity. Staff were cut and expenses were reviewed. Several fund-raising alternatives were initiated at that time to keep GPUC open.

e) RELATION TO OTHER PUBLIC OR PRIVATE PROGRAMS: Describe how your program will relate to and coordinate with other programs underway or proposed for the City of Grand Prairie. Indicate if there is a formal contractual linkage.

We have been truly fortunate in recent years to grow and developed great relationships with several of the other agencies here in town. When we get diapers, baby food and clothing, car seats and strollers, we donate them to **Pregnancy Resource Center**, as well as refer to them when needed for clients. We regularly interact with **Lifeline for Families** who assist families that have children in GPISD with rental assistance. We often refer to **Children First** for counseling assistance. We get referrals and help with food donations for **Grand Prairie Homeless Organization**. We regularly give any overflow of water or snacks to both the **YMCA and Boys and Girls Club**. The **GPPD Community Policing**, as well as the **Mental Health Officers** reach out for us to provide assistance and food whenever needed. We have a contract in place with The City to provide shelter for our homeless in extreme weather conditions.

f) DUPLICATION/OVERLAP OF SERVICES: Indicate whether other organizations provide a similar program and how your program avoids duplication of services.

Grand Prairie Co-Op offers food in their pantry. It is much smaller, offers fewer hours and families can only get food there once every three months. They offer hygiene and clothing as well, something we do not. When either organization has an abundance of food, we take it to one another so all clients can be served. Lifeline for Families offers rental assistance but not utilities. Often if the family has kids in school and Lifeline is assisting, they will refer to us for utility assistance. Grand Prairie United Charities has the most diverse offering of services in Grand Prairie and has consistently helped the most people annually.

11. HUD requires that a public service activity must be either a new service, or a quantifiable increase in the level of a service above that which has been provided. Please address how the activity that you propose for 2024 meets this requirement.

Every year, with the exception of the year after COVID, GPUC has served more people. This is especially true with the financial assistance we provide. We anticipate serving over 23,000 people in 2024, if not more.

Year	Number of Individuals Served
2020	34,241
2021	16,069
2022	16,487
2023	22,217

- 12. **Provide a detailed list of accomplishments from previously funded Block Grant activities, if applicable. NOTE: Each organization that is funded through the HUD monies will be required to provide quarterly monitoring reports to the Housing and Neighborhood Services Department indicating how your organization has met one or more of the three national objectives set forth by HUD and will be required to provide demographic data on the persons assisted.**

We were able to overcome our financial difficulties in 2019 and have very solid finances now. We were the only food pantry open the entire year of COVID. Due to that, we served more people than the agency ever has. We also distributed more financial assistance than ever in our history with over One Million Dollars. In 2023 we distributed over \$955,718.00 in food and financial assistance. We anticipate continued growth in the number of families we can help mostly due to the state of the economy.

- 13. **Have you or any officers of your organization ever been involved in bankruptcy or insolvency proceedings?**

Yes _____ **No X** _____ If yes, please provide the details.

- 14. **Are you or your organization involved in any pending lawsuits?**

Yes _____ **No X** _____ If yes, please provide the details.

- 15. **Please indicate the census tracts/block groups that your programming will serve based on the attached map.** _____

All the services we provide stay within the city limits of Grand Prairie and encompass the following zip codes: 75050, 75051, 75052, 75053 and 75054.

- 16. **Please indicate whether your organization completes a single audit?**

 X _____ **Single Audit Not Required (Total Federal Expenditures less than \$750,000)**
 _____ **Single Audit Required (Total Federal Expenditures more than \$750,000)**

If a single audit is required, please indicate your total Federal expenditures in a calendar year. _____

- 17. **Does your organization have more than 25 employees? No we do not. If yes, please attach a listing of each employee, their National Origin and Race per the requirements of the Equal Opportunity Commission.**

Certificate

I hereby certify that all the above statements and attachments submitted hereto are true and correct to the best of my knowledge and belief.

Patti Brock
Authorized Signature

3/25/2024
Date

Patti Brock, Executive Director
Print Name and Title

COMPLETED APPLICATIONS ARE DUE BACK NO LATER THAN APRIL 1, 2024

**CITY OF GRAND PRAIRIE
HOUSING AND NEIGHBORHOOD SERVICES (HNS)
NEIGHBORHOOD SERVICES DIVISION**

**2024
REQUEST FOR PROPOSAL**

All proposals must be typed.
Please do not use additional pages.
Please answer all questions fully and completely or provide explanation if not applicable.

**SECTION I
GENERAL ENTITY INFORMATION**

Name of Organization	LifeLine for Families, Inc.		
Name of Contact Person	Vivian Morris		
Mailing Address	123 W. Main St., Ste 300		
City, State, Zip	Grand Prairie, TX 75051		
Area Code & Telephone	Primary: 972.237.5545	Fax: NA	
Email Address	vivian@lifelineshelter.org		

**SECTION II
PROJECT NAME & QUALIFYING CRITERIA**

Proposed Program/Project Title		Proposed Program/Project Location	
The LifeLine Program		2341 S. Belt Line Rd., Grand Prairie, TX 75051	
What national objectives does your proposed program/project meet? Check Only One	Low/Moderate <input checked="" type="checkbox"/>	Slum/Blight <input type="checkbox"/>	Urgent Need <input type="checkbox"/>

What is the objective and outcome of the Program/Project	
<u>OBJECTIVE</u>	<u>OUTCOME</u>
<input checked="" type="checkbox"/> Create suitable living environments <input type="checkbox"/> Provide decent affordable housing <input checked="" type="checkbox"/> Create economic opportunities	<input type="checkbox"/> Availability/accessibility <input type="checkbox"/> Affordability <input checked="" type="checkbox"/> Sustainability

Project Name: The LifeLine Program

**SECTION III
PROJECT INFORMATION**

Please describe your program/project in detail, include your design and scope of services:

LifeLine for Families, Inc. (LifeLine) reduces homelessness of Grand Prairie Independent School District (GPISD) students and their families. The LifeLine program interrupts homelessness and begins to break the cycle of its contributing dynamics. This has emotional benefits for the children. Homeless children are at greater risk for future school drop-out. They tend to move more, and changes of schools disrupt their educational continuity. By intervening early, LifeLine helps the children to be better able to stay on track with their classes so not to fall behind. Therefore, their academic foundation becomes more stable and the student has a brighter future. LifeLine's children are more likely to succeed in school, gain a foundation for future financial security, and develop life skills, which is necessary to their present and future functioning. Successful students are generally better able to break out of the cycle of poverty as they get older. LifeLine places qualifying homeless families into apartments and pays from one to four months of rental assistance (in decreasing amounts) while in the program. GPISD families who are at immediate risk of eviction with no place to go may also receive rental assistance, casework, counseling, job search training, budgeting, debt management, and other life skills training during this time. Some clients will only need assistance for one or two months while they resolve the situation that caused them to be unable to pay their rent, while others may need additional months of assistance.

Casework is the heart of LifeLine's ability to stabilize families. LifeLine socialworkers are skilled in establishing rapport with the clients and effectively guiding them to resolve related issues in order to engage them in a strong working partnership. They assess all factors involved as presented by the clients. They guide clients to accomplish vital goals and objectives that will improve their circumstances and overall functioning. Case planning also includes referrals for clothes, shoes, school supplies, haircuts, medical, dental, eye care, prescriptions, Medicaid, and food stamps. It is LifeLine's desire and purpose that each person who enters the LifeLine program will exit in a better condition than when they began the program. Assistance is limited to households that are at or below 80% of the Area Median Income (AMI) and a resident of the city of Grand Prairie. LifeLine will maintain required reports and files for City of Grand Prairie and HUD, and will submit reports to the City no later than the tenth of each month. LifeLine will expend all granted funds before the completion of the funding year. LifeLine staff and/or board member(s) will be present at mandatory meetings held by City of Grand Prairie and/or HUD.

LifeLine requests funds toward the total salary of the Executive Director/Program Director (Vivian Chambers), not to exceed the amount of \$58,500 ($\$35.16/\text{hour} \times 32 \text{ hours/week} \times 52 \text{ weeks} = \$58,500$). There has been a recent change in the duties of the new ED. Eighty percent of her time will be spent with program and the other 20% performing ED administrative functions. The Program Director/ED works directly with clients, receives and discusses referral with GPISD Connections Coordinator, performs assessments, follow-up appointments, exit interviews, case planning and goal setting. The Program Director/ED also provides informal counseling through life skills training, which includes parenting, budgeting, goal setting, job skill training, and stress management. Finally, the Program Director/ED manages the program training with staff, interns, and volunteers.

LifeLine also requests funds for 50% of the assistant's salary who will perform case worker functions, which includes vetting clients, intake, client data entry, CDBG reporting, and maintaining monthly client information. The assistant will also prepare and submit all CDBG requests for proposal and other related documents. The requested amount is not to exceed \$28,263 ($33.97/\text{hour} \times 16 \text{ hours/week} \times 52 \text{ weeks} = \$28,263$).

Finally, LifeLine requests funds to hire a part-time bilingual socialworker that will work 16 hours per week with families that do not speak English. The requested amount is not to exceed \$26,624 ($\$32/\text{hour}$). The

bilingual socialworker's duties include assessments, follow-up appointments, exit interviews, case planning and goal setting. Total requested amount is \$113,387.

Describe the need for the program/project, how this program/project benefits the citizens of Grand Prairie and why the program/project is important.

At the beginning of the 2023/2024 school year, GPISD reported approximately over 1100 students were homeless. That represents approximately 260 families. There are no homeless shelters in Grand Prairie. This program is important because it helps families escape from the circumstances leading to their homelessness. Children benefit academically, socially, emotionally, and physically. The community benefits from healthy, well-functioning families.

Describe your experience, qualifications, and capacity to carry the program/project successfully.

The new Executive Director has managed the program side of the LifeLine Program for 7 years. Vivian has an advanced degree in Social Work from the University of Texas at Arlington. She is currently being mentored by the previous ED, Melinda Rodgers, who is still on staff until August of 2025, and has more than 35 years of experience in administration and project management in both the public sector and private industry. Melinda holds two advanced degrees, a Master's in Public Administration and a Ph.D. in Public Affairs with a concentration in the non-profit industry. She has worked with LifeLine since 2004 as a volunteer, and hired as ED in 2015. LifeLine staff continues to be successful by reducing expenses and improving efficiencies, which translates into additional funds for homeless families.

The Board of Directors consists of 29 committed professional and community-minded individuals who are dedicated to the mission of LifeLine. Sara Dedeluk serves as the President. Sara has brought a wealth of guidance to LifeLine, as well as our Past President, Mickey Powell. Other board members bring individual expertise to the organization, such as two attorneys that provide free legal services to the organization, a CPA that manages the funds, and a dentist that provides reduced priced dental service to some of our clients.

Please check all item(s) that apply: Regarding participants/beneficiaries/targeted population and estimate the number to be served:

	Grand Prairie citizens who are non-CDBG eligible	0			
	Grand Prairie citizens who are CDBG eligible	440			
	Persons from outside of Grand Prairie city limits	0			
Elderly	Disabled	Handicapped	Minority	Other	
2	12	2	360	80	

PROPOSED 2024 CDBG/HOME PROJECT COST ONLY

1. Amount of 2024 CDBG Funding Requested

\$113,387

2. Amount of 2024 Home Funding Requested

\$0

TOTAL PERSON or HOUSEHOLDS TO BE ASSISTED

440



Community Development Block Grant Program

Public Service Agency Application For 2024 Program Year

GENERAL REQUIREMENTS

The PY 2024 Community Development Block Grant (CDBG) Program has not received notification of the yearly allocation. All funding allocations by the HCIC Committee will be contingent on the amount of allowable funding from HUD and may be subject to change. If approved allocation does change, the Housing and Neighborhood Services Department will notify each public service agency in writing of the change.

Proposals must provide evidence that the proposed program will primarily serve low and moderate-income City of Grand Prairie residents.

If the proposal does not meet one of the three National Objectives or is determined to be ineligible under any of the CDBG regulations, the project will not be considered for funding.

You are encouraged to check with us before submitting your proposal to make sure it is aneligible activity.

Applications which are approved for funding are subject to monitoring of files and records for the program year in which funding is received.

Your Responsibilities as a CDBG Subgrantee

All CDBG recipients are responsible for maintaining accurate records of all expenditures, certifying that programs are reaching the target population, and performing annual audits of all financial records. **CDBG recipients must verify and document City of Grand Prairie residency and U.S. legal status of all beneficiaries.** Recipients are also responsible for completing monthly reports and submitting them to the Housing and Neighborhood Services. Staff is available to assist you and will work with your organization to help you achieve success in your program.

BASIC INFORMATION

Name of organization: LifeLine for Families, Inc.

Address: 300 W. Main St, Ste 300, Grand Prairie, TX 75051 (permanent mailing address)

Charitable Tax #: 20-0337330 Year founded: 2003

Contact person: Vivian Morris Title: Executive Director

Phone number: 972.237.5545 Email: vivian@lifelineshelter.org

Non-Profit Status (i.e., 501(c)(3)): 501(c)(3)

Municipal Department/Agency: NA

PROJECT INFORMATION

Project title: LifeLine Program

Grant requested: \$ \$113,387

PROJECT BUDGET

Please provide the budget for the ENTIRE PROGRAM in the box below. Include CDBG and ALL OTHER sources of revenue for the program.

Support and Revenue	Last Year's Actual (Jan-Dec 2023)	Current Year's Budget (Jan-Dec 2024)	Next Year's Proposed (Jan-Dec 2025)
Community Development Block Grant (CDBG)	74,469	50,500	\$113,387
Contributions	36,064	34,254	35,000
Foundations & Venture Grants	46,759	43,300	45,000
Special Events	279,254	270,000	280,000
Legacies & Bequests (unrestricted)	0	0	0
Collected through local member units	0	0	0
Contributed by Assoc. Organizations	0	0	0
Other Government Fees & Grants	0	0	0
Stateline United Way	0	0	0
All Other United Way	0	0	0
Membership Dues	0	0	0
Program Service Fees	0	0	0
Sales –Materials, Services	0	0	0
Sales to the Public/ Product Sales	0	0	0
Investment Income	26,031	10,000	10,000
Misc. Revenue (not otherwise listed)	0	20,000	0
Total Support and Revenue	\$462,577	\$428,054	\$483,387
Expenses			
Salaries	137,648	129,651	160,000
Employee Benefits	8,800	9,600	9,600
Payroll Taxes	14,351	9,919	12,000
Professional Fees	7,537	10,100	10,500
Supplies	1,976	2,000	5,000
Telephone	2,300	2,500	3,600
Postage	1,144	1,000	1,200
Occupancy (building, grounds, utilities)	0	0	0
Equipment Rental & Maintenance	0	0	0
Printing, Art Work, Publications	0	500	1,000
Mileage for Staff	0	50	100
Conferences, Conventions, Meetings	723	1,500	1,500
Agency Dues	260	260	300
Awards, Grants, & Individual Assistance	243,325	220,000	250,000
Officers & Directors Liability Insurance	1,496	2,184	1,400
Misc. Expenses (not otherwise listed)	30,462	38,790	27,187
Total Expenses (Before Depreciation)	\$450,022	\$428,054	\$483,387
Deficit or Excess (Revenue –Expenses)	\$12,555	0	0
Depreciation	0	0	0
Payment to National Organization	0	0	0

****Note**** Misc. Expenses includes annual donor database maintenance, annual client database maintenance, fundraising expenses, contract help, credit card and bank fees. Misc. Revenue (not otherwise listed) are in kind goods.

PROJECT TYPE

1. Please select the type of project you are requesting funding for --Please check all that apply:

Public Services - Includes labor, supplies, and materials including but not limited to those concerned with:

- Employment
- Education
- Crime prevention
- Recreational needs
- Drug abuse
- Energy conservation Fair
- housing counseling
- Senior Services
- Youth Services
- Homebuyer down payment assistance

Other Eligible Activity (List below):

Shelter in apartments for homeless students of GPISD and their families. Casework, life skills training for program families.

Housing Rehabilitation: This includes labor, materials, and other costs related to rehabilitating houses:

Property Acquisition: Acquisition of property for any public purpose which meets one of the national objectives.

Demolition: Clearance, demolition or removal of buildings and improvements, including movement of structures to other sites.

Code Enforcement: Costs incurred for inspection for code violations and enforcement of codes in deteriorating or deteriorated areas.

Commercial or Industrial Rehabilitation: The acquisition, construction, rehabilitation or installation of commercial or industrial buildings, structures and other real property equipment and improvements, including railroad spurs or similar extensions.

Micro-enterprise Assistance: The provision of assistance to businesses having five or fewer employees.

Planning: Costs of data gathering, studies, analysis, and preparation of plans and the identification of actions that will implement such plans.

Public Facilities and Improvements: Acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements.

Special Economic Development Activities: Provision of assistance to a private for-profit business and economic development services related to the provision of assistance.

Fair Housing: Provision of fair housing service and fair housing enforcement, education and outreach.

2. **Project Description: (attach no more than 5 pages to this application).** Indicate whether this is a new program. Describe the program in depth of detail adequate to prevent any misunderstanding. However, excessive verbiage does not increase likelihood of funding.

Note: Project Description attached at the end of this application

3. Provide data on the number of people served by your program in the following table.

Household Type	Client Statistics		
	Last Year CDBG Year 2022/2023	This Year to Date CDBG Year 2023/2024	Next Year Projected CDBG Year 2024/2025
Households, Below 30% of the County Median Income	50	68	120
Households, Below 50% of the County Median Income	123	103	200
Households, Below 80% of the County Median Income	110	58	100
Households, Above 80% of the County Median Income	0	0	0
Households, Not Low/ Moderate Income	0	0	0
TOTAL	283	229	440
<i>Race</i>			
<i>Single Race and Ethnicity</i>			
White (Hispanic)	93	121	200
White (Non-Hispanic)	13	0	25
Black/ African American (Hispanic)	3	0	5
Black/ African American (Non-Hispanic)	120	93	176
Asian (Hispanic)	0	0	0
Asian (Non-Hispanic)	0	0	0
American Indian/ Alaska Native (Hispanic)	0	0	0
American Indian/ Alaska Native (Non-Hispanic)	0	0	0
Native Hawaiian/ Other Pacific Islander (Hispanic)	0	0	0
Native Hawaiian/ Other Pacific Islander (Non-Hispanic)	0	0	0
<i>Multi-Race and Ethnicity</i>			
American Indian/Alaska Native and White (Hispanic)	0	0	0
American Indian/Alaska Native and White (Non-Hispanic)	0	0	0
Asian and White (Hispanic)	0	0	0
Asian and White (Non-Hispanic)	0	0	0
Black/African American and White (Hispanic)	0	0	0
Black/African American and White (Non-Hispanic)	8	3	10
American Indian/ Alaska Native & Black/African American (Hispanic)	0	0	0
American Indian/ Alaska Native & Black/African American (Non-Hispanic)	5	0	0
All Other Races (Hispanic)	33	7	12
All Other Races (Non-Hispanic)	8	5	12
TOTAL ALL RACES & ETHNICITY	283	229	440
Households with Children under 18	181	143	300
Households with Handicapped/ Disabled Persons	8	10	20
Households with Elderly (62+)	0	0	2
Households with Male Head of Household	10	7	15
Households with Female Head of Household	65	51	100

YOUR ORGANIZATION

1. Provide a brief description of your organization, its mission and goals, and key areas of activity. Include all services provided with numbers of recipients for past three years (summarized).

LifeLine for Families, Inc. began in 2003 and is a 501(c)3 non-profit charitable organization located in Grand Prairie, Texas. The mission is “to reduce homelessness among families of school children in crisis who are enrolled in the Grand Prairie ISD by providing emergency assistance, temporary shelter, and life skills training for their parents.” Homeless families are referred to LifeLine by the GPISD Connections Coordinator. Qualifying families in need of shelter are placed in apartments or rental homes. Families that are already in an apartment but are about to be evicted can also be served by LifeLine. LifeLine intervenes by paying the rent, which the family cannot pay. On rare occasions, LifeLine provides immediate emergency assistance by placing a family in a motel while an apartment is being prepared for them. Rent assistance is available for one to four months, based upon diligent progress toward their case plan assignments, goals, brief solution-focused casework, and life skills training such as the FDIC Money Management program. The goal is to enable the children to remain in school without disruption for a sound academic foundation and for parents to become independently housed. Another goal is for the clients to leave the program with better circumstances, skills, and overall functioning than when they entered the program.

The number of unduplicated recipients for the past three CDBG years is as follows:

2022/2023 - 283 2021/2022 – 249 2020/2021 – 127

2. Statement of Specific Community need:

As of January 2024, approximately 850 GPISD students were designated as homeless. There is no homeless shelter in Grand Prairie and area shelters in the Dallas Fort Worth area are full and not able to take Grand Prairie families. Therefore, there is a substantial need for emergency or temporary assistance for homeless children and their families in Grand Prairie.

3. Proposed Program Goals:

- a) To reduce homelessness of GPISD students and their families.
- b) For LifeLine parent(s) to participate in program components.
- c) For LifeLine families to improve their circumstances and functioning.
- d) For LifeLine families to remain housed after exiting program.
- e) For LifeLine families to keep their students enrolled in GPISD.

4. Proposed Program Outcome Objective(s):

- a) LifeLine will reduce the number of homeless GPISD students and their families by at least 300 people during the 2024/2025 CDBG year.
- b) At least 98% of LifeLine client parents receiving assistance will participate in life skills training, case plan and goal setting assignments, and informal casework during the 2024/2025 CDBG year.
- c) LifeLine families will improve their circumstances and functioning by an average of 30 points on the post program measure assessment.
- d) At least 90% of clients will remain housed in apartments during the 2024/2025 CDBG year.
- e) At least 90% of LifeLine families will keep their students enrolled in GPISD during the semester in which LifeLine serves them and 80% will keep their students enrolled in GPISD throughout the entire school year.

5. Proposed Program Outcome measures (minimum of three):
- A simple count will be used for objective (a), percentages for objectives (b), (d), and (e), and an average on objective (c).
 - Pre-Post test scores to measure increase/decrease of client circumstances and functioning.
 - GPISD Connections report of LifeLine student's information, such as dates of enrollment and withdrawals.

NATIONAL OBJECTIVES

To be eligible for funding, the project and/or activity you are requesting funding for **must address one national objective.**

1. The project or activity described in this application directly benefits low- and moderate-income persons (please check all that apply)
 - The project meets the needs of low- and moderate-income persons. At least 51 percent of the participants or beneficiaries of the program must meet the low- and moderate-income guidelines listed in Appendix A.
 - The project is located in a low- and moderate-income area. In this case, the project must meet the needs of the residents of one of the areas identified on the map in Appendix B. Typical activities funded are streets improvements, water and sewer lines, parks, and other public facilities.
 - The project meets the needs of one of the following specific groups of people (low-mod limited clientele): abused children, elderly persons, battered spouses, homeless persons, severely disabled persons, illiterate adults, persons living with AIDS and migrant farm workers.
 - This project provides housing assistance to low- and moderate-income households. Fundable activities include housing rehabilitation, acquisition of property for housing, and homeownership assistance.
 - This project creates or retains jobs for low- and moderate-income persons.
 - The project described eliminates specific instances of blight or physical decay. The only activities to be funded under this category are acquisition, demolition or rehabilitation of buildings.
2. Describe how your program will meet one of the three national objectives, (ie benefit f LMI persons, prevention/elimination of blight/slum, or meets other community development needs).

LifeLine program services include placement in apartments or rental homes for eligible homeless GPISD students and their families. Brief rent assistance is provided for them and other GPISD families who are imminently at risk of homelessness by eviction, or otherwise, with no place to go. LifeLine's program staff provides services of comprehensive case management and brief solution-focused casework to address pertinent issues related to the family's homelessness. Through instruction and assignments, program staff members guide clients to develop or improve practical life skills to use in better managing their responsibilities.

3. Please describe the program services including hours of operation and is the service provided by: STAFF _____ VOLUNTEERS _____ BOTH X

LifeLine for Families hours of operation are from 9 a.m. until 5 p.m., Monday through Friday. Occasionally, appointments are available on weekends for clients unavailable during normal business hours. Additionally, the caseworker has a cell phone for emergency situations after business hours.

PROGRAM BENEFICIARIES:

1. Specify the population to be served by this proposal. Provide a brief description of the potential recipients including age, ethnicity, gender, income levels, and any other relevant characteristics.

The population served is homeless GPISD students and their families. Consistently throughout LifeLine's years of operation, an average of 88% of the families are headed by single mothers. Most of our clients are employed but have a crisis that also impacts them financially, which results in homelessness or imminent homelessness.

Salaries, including all other monthly income frequently range from \$1,250 to \$1,900. Based upon the 2022/2023 CDBG year, 39% of the families were below 30% AMI, 43% were below 50% AMI, and the remaining 18% were below 80% AMI. The school children and their younger siblings' range in age from birth to 19 years. The majority of the parents are between 25 and 35. Five categories of race were represented during the same CDBG year. Forty-four percent were African Americans, 37% were White, 3% were Black or African American and White, 2% American Indian or Alaskan Native & Black or African American, and 14% Multi-Racial/Other. Fifty-four percent of the total assisted in 2022/2023 were classified as non-Hispanic and the remaining 46% were classified as Hispanic.

2. What is the geographic area to be served (attach a map if the project is not City-wide)?

LifeLine serves residents of Grand Prairie, Texas.

3. What services will be provided? What is the plan of action to be carried out?

LifeLine's plan of action for the 2024/2025 CDBG year is to place qualified homeless students and their families who are referred to us by GPISD Connections Program Coordinator in apartments or rental homes by providing rental assistance for one to four months. Assessment of progress and legitimate financial need will be assessed to determine if the second, third, and potential fourth month of rent assistance is needed. All decisions will be contingent on whether or not the client is accomplishing the casework, case plan, goals, life skills assignments, and indication that the client will be able to pay rent independently at the conclusion of the program.

4. How will you track beneficiaries' data (income)?

LifeLine requires various documents to track client income such as paycheck stubs, affidavits of non-employment, verifications of child support, unemployment benefits, TANF, W-2's, notarized statements of friends, relatives, or others as being listed as sources of income, and IRS tax returns (where applicable).

5. Describe what is unique about this program or project. Explain how this does not duplicate services currently provided or fills a gap currently unavailable in the City of Grand Prairie.

LifeLine is the only program that focuses on homeless students in GPISD, which places their families in apartments or rental homes for shelter or intervenes to prevent homelessness, such as with an eviction. It is the only program in Grand Prairie that provides rental assistance for apartments and case management, and life skills training to help them recover from homelessness and to become independently housed.

6. Will you provide on-going case management to the people serve by your program or project? If yes, how will you provide this on-going case management?

Case management will be provided as long as the family is in the one to four-month program. After the final assistance month, a follow-up interview will assess how the family is doing, and finally, a post-test will be administered to assess current circumstances and functioning.

7. How will you verify and document City of Grand Prairie residency and US legal status of your beneficiaries?

LifeLine verifies Grand Prairie residency through various methods such as Driver's License or a government issued ID card, GPISD records, utility bills and/or lease agreements. US legal status of LifeLine clients is verified through Social Security or ITIN cards for all household members.

8. Estimate the number of individuals or households you expect to directly serve with the CDBG funds you are requesting.

Total number of recipients 440
Individuals
 (households, housing units, jobs)

Total low- and moderate-income recipients
440 Individuals
 (households, housing units, jobs)

9. PROGRAM STAFFING (Paid Staff and Volunteers) including how many of each, their titles and qualifications?

One Executive Director/Program Director. Initially, she was a volunteer and was hired full-time in 2010. She learned through on-the-job-training, seminars, and through the social work program at UTA, where she graduated with a Master's degree in Social Work.

One full-time Staff. Previous ED since 2015, stepped down to mentor the new ED until August 2025 (retirement). She has two advanced degrees and has worked in the public and private industries in management for over 35 years.

Various volunteers throughout the year. On-the-job training (primarily data entry) and working fundraising events.

10. PROPOSED PROGRAM OUTCOMES/IMPACTS:

- a) **OUTCOME/IMPACT OF PROGRAM** - Number of homeless students and their families will be reduced. Children's academic performance and emotional well-being will be improved. LifeLine will function as social support and as a safety net to low-income families, primarily female head of household, who are the most vulnerable of all homeless. They will be helped past the crisis of transitional homelessness. They will resolve issues related to their homeless experience, achieve goals and develop skills to help them now and in the future to have a better life experience, and participate in their schools and community with improved self-confidence and productivity.
- b) **COMMUNITY RESPONSIVENESS TO PROGRAM** - The GPISD superintendent, teachers, social workers, and counselors are extremely supportive and involved. Some have served as board members and helped with fundraising to benefit LifeLine. The GPISD has provided LifeLine's current location in the GPISD Family Service Center, as well as covered the costs with utilities, phone, Internet, and maintenance. They have also provided a color copy/printer and scanner for the LifeLine office. A group of local churches benefit LifeLine by hosting the Annual Gospel Concert. Board members include civic leaders, business professionals, attorneys, and others who use their contacts to build tremendous community support, as can be demonstrated by the growth in funds generated by LifeLine's annual Freedom Luncheon.

- c) **ROLE/IMPORTANCE OF CITY OF GRAND PRAIRIE CDBG FUNDING -** CDBG funding provides valuable financial assistance towards the two full-time employee's salary to provide direct program services to families, and supervise program services of interns and volunteers, or ensure that all aspects of the program function as they should to accomplish its mission to the homeless students and their families.
- d) **PLANNING FOR SUSTAINABILITY -**
- Does the organization have financial stability goals? Yes
 - If so, list them. LifeLine is increasing our partnerships with other organizations, churches, schools, city, civic clubs, and businesses. LifeLine is also pursuing additional funding possibilities with foundations and other grant opportunities.
 - Does the annual income statement for each of the past three years show a surplus or a deficit? LifeLine had a surplus in, 2021, 2022, and 2023.
 - If deficits have occurred what action has been taken? No deficits in the last three years.
- e) **RELATION TO OTHER PUBLIC OR PRIVATE PROGRAMS:** Describe how your program will relate to and coordinate with other programs underway or proposed for the City of Grand Prairie. Indicate if there is a formal contractual linkage. Currently there are no other homeless programs for school-aged children and their families in Grand Prairie.
- f) **DUPLICATION/OVERLAP OF SERVICES:** Indicate whether other organizations provide a similar program and how your program avoids duplication of services. There is not a duplication of services, or similar program in Grand Prairie.
11. HUD requires that a public service activity must be either a new service, or a quantifiable increase in the level of a service above that which has been provided. Please address how the activity that you propose for 2024 meets this requirement.
- LifeLine continues to build relationships with temp-to-hire agencies and local businesses for potential job placement for clients. LifeLine will also increase our services to include transportation options for clients that don't have transportation to and from work. Examples include the new Via transportation through the City of Grand Prairie and Uber/Lyft.
12. Provide a detailed list of accomplishments from previously funded Block Grant activities, if applicable. NOTE: Each organization that is funded through the HUD monies will be required to provide quarterly monitoring reports to the Housing and Neighborhood Services Department indicating how your organization has met one or more of the three national objectives set forth by HUD and will be required to provide demographic data on the persons assisted.

- 283 homeless people were sheltered by LifeLine.
 - 110 extremely low income persons were sheltered by LifeLine.
 - 123 very low income persons were sheltered by LifeLine.
 - 50 low income persons were sheltered by LifeLine.
 - The client pre-assessment average score was 30, and the average post-program score of 80 out of a possible 100 points, which demonstrates an increase in clients' circumstances and functioning.
 - All program participants were provided with casework and life skills training.
 - Over 90% of LifeLine families kept their students enrolled in GPISD throughout the semester in which they were served.
13. Have you or any officers of your organization ever been involved in bankruptcy or insolvency proceedings?

Yes _____ No X _____ If yes, please provide the details.

14. Are you or your organization involved in any pending lawsuits?

Yes _____ No X _____ If yes, please provide the details.

15. Please indicate the census tracts/block groups that your programming will serve based on the attached map. Area within Grand Prairie city limits and Dallas and Tarrant counties.

16. Please indicate whether your organization completes a single audit?

 X Single Audit Not Required (Total Federal Expenditures less than \$750,000)
 Single Audit Required (Total Federal Expenditures more than \$750,000)

If a single audit is required, please indicate your total Federal expenditures in a calendar year. _____

17. Does your organization have more than 25 employees? No If yes, please attach a listing of each employee, their National Origin and Race per the requirements of the Equal Opportunity Commission.

Certificate

I hereby certify that all the above statements and attachments submitted hereto are true and correct to the best of my knowledge and belief.

 Vivian Morris
Authorized Signature

 March 28, 2024
Date

 Vivian Morris, Executive Director/Program Director
Print Name and Title

COMPLETED APPLICATIONS ARE DUE BACK NO LATER THAN APRIL 1, 2024

#2. Continued from Page 7.

Project Description: (attach no more than 5 pages to this application). Indicate whether this is a new program. Describe the program in depth of detail adequate to prevent any misunderstanding. However, excessive verbiage does not increase likelihood of funding.

LifeLine for Families Program Description

LifeLine for Families, Inc. (referred to as LifeLine) carries out its mission “to reduce homelessness among families of school children in crisis, who are enrolled in the Grand Prairie Independent School District (GPISD), by providing emergency assistance, temporary shelter, and life skills training for their parents.”

LifeLine began providing shelter in apartments for homeless students of the GPISD and their families in December 2003. As of date, LifeLine has sheltered over 7,600 individuals.

LifeLine uses local apartments for shelter rather than operating a shelter facility. The first family placed was put into an apartment because there was no other place to put them. In the beginning, there were thoughts of building a traditional shelter, however, we soon came to realize that we were perhaps fortunate, because we did not have the expense of a building to maintain, insure, or staff. Apartment complexes already have those things under control. Therefore, LifeLine decided to place our homeless families in apartments. Our families tell us that they appreciate the privacy and dignity that it allows them.

Sheltering GPISD homeless families in apartments or intervening to prevent homelessness, allows their children to remain in their own local schools and supportive community. Homelessness, or impending homelessness, is traumatic for parents. The stress spills over to the children. During that turbulent time, a child’s school is often his or her most familiar and stable environment. The LifeLine program has emotional and academic benefit for the children. Homeless children are at greater risk for future school drop-out. They tend to move more and frequent changes of schools disrupt their educational continuity. By intervening early, LifeLine helps the children to stay in their own school and classes and not get behind. Their academic foundation is more stable and their future is brighter. LifeLine’s children are more likely to succeed in school, gain a foundation for future financial security, and develop skills necessary to their present and future functioning. Successful students are generally better able to break out of the cycle of poverty as they get older.

The LifeLine program provides up to four months of apartment rent for homeless families that have been referred to us by GPISD Connections Program. LifeLine also intervenes to prevent homelessness of these GPISD families who are at imminent risk for homelessness, often through eviction. LifeLine’s crisis assistance gives the parents time to re-group and resolve the immediate crisis that caused them to become homeless or near homeless. The majority of LifeLine’s families are acutely homeless, not chronically homeless. The LifeLine program is sufficient for most of them to recover from unexpected crises that made them unable to pay rent in the first place.

Once the basic need for safe shelter is met, and referrals for the basic need of food and clothing are met, the family is ready to go to work. They participate in brief solution-focused counseling and case management. The caseworker and client assess the situation together, based upon a comprehensive application and in-depth interview. A case plan is set in motion toward resolving the homelessness situation. LifeLine program staff is skilled in establishing a rapport with the clients. Caseworker and counselor effectively guide clients to resolve related issues that impact the client’s ability to maintain independent housing and living expenses. Their insight, gained through training and experience, makes them a powerful catalyst for positive change. It is the desire and purpose of LifeLine staff and board of directors that each person who enters the LifeLine program will exit in a better condition than when they initially began the program.

The case plan includes personalized referrals and assignments, such as medical resources for adults with no insurance, where to complete a GED, referrals for affordable mental health evaluations and treatments, legal aid, etc.

LifeLine pays close attention to motivating clients to a more productive future. Goal setting is a productive process for the clients with specific objectives of what they will do and when it's done. Life skills training is a crucial component of the LifeLine program. The parents complete an interactive, computer-based FDIC money management class "Money Matters." The instruction helps them to take a much closer look at their spending pattern and learn to manage their money wisely. They are required to record and report all their spending for a month. Many of our clients do not have a bank account and therefore deal strictly in cash. We want to supplement their money management instruction by finding curriculum or information that may be helpful for their financial circumstances, education, and realities of poverty.

Job search and interviewing skills training is productive for them as well. Job seeking clients are told to come for the appointment at LifeLine dressed and groomed just as they would come for a job interview. They are told to bring their resume and the caseworker role plays with the client to help them overcome potential fears of interviewing for a job. The caseworker also helps the client with their resume if needed. Other skills training focuses on goal setting, effective communication with authority figures, such as their children's teachers or principals. This is helpful for the client because many people in poverty feel intimidated and experience low self-esteem and the life skills they receive from LifeLine will relieve some of those problems. All of the program components, crisis rent funds, and the caring staff give clients the opportunity to regain independent housing and care for their families in much improved circumstances.

**CITY OF GRAND PRAIRIE
HOUSING AND NEIGHBORHOOD SERVICES (HNS)
NEIGHBORHOOD SERVICES DIVISION**

**2024
REQUEST FOR PROPOSAL**

All proposals must be typed.
Please do not use additional pages.

Please answer all questions fully and completely or provide explanation if not applicable.

SECTION I**GENERAL ENTITY INFORMATION**

Name of Organization	City of Grand Prairie Parks, Arts, and Recreation Department		
Name of Contact Person	Ray Cerda, Director		
Mailing Address	400 College St		
City, State, Zip	Grand Prairie, TX 75050		
Area Code & Telephone	Primary: 972-237-8100	Fax: 972-237-8267	
Email Address	rcerda@gptx.org		

SECTION II**PROJECT NAME & QUALIFYING CRITERIA**

Project Name	Proposed Program/Project Location		
Grand Prairie Parks, Arts, and Recreation Department Summer Camps	Grand Prairie Recreation Centers- <ul style="list-style-type: none"> • Dalworth Recreation Center 2012 Spike St Grand Prairie, TX 75051 • Tony Shotwell Life Center 2750 Graham Grand Prairie, TX 75050 • Charley Taylor Recreation Center 601 E Grand Prairie Rd Grand Prairie, 75051 • The Epic 2960 Epic Place Grand Prairie, 75052 		
What national objectives does your proposed program/project meet: Check Only One	Low/Moderate <u> X </u>	Slum/Blight <u> </u>	Urgent Need <u> </u>

What is the objective and outcome of the Program/Project	
<u>OBJECTIVE</u>	<u>OUTCOME</u>
<u> </u> Create suitable living environments.	<u> </u> Availability/accessibility
<u> </u> Provide decent affordable housing.	<u> X </u> Affordability
<u> X </u> Create economic opportunities	<u> </u> Sustainability

Project Name: Grand Prairie Parks, Arts, and Recreation Department Summer Camps

**SECTION III
PROJECT INFORMATION**

Please describe your program/project in detail, include your design and scope of services:

Grand Prairie Summer Camp is provided for youth ages 5-15 during summer vacation months. Whenever the children are out of school for summer vacation months, Grand Prairie Parks, Arts, and Recreation- Recreation Centers provide a summer camp to keep Grand Prairie students active and safely supervised. Summer Camps offer a variety of activities along with information on how to make food choices and how to follow a healthy and active lifestyle. Summer Camps offer a wide variety of programming that align with the National Recreation and Park Association's Three Pillars of Social Equity, Conservation and Health and Wellness. Also, we offer mini camps within our summer camp and these camps include the following, Take Me Fishing Outdoor Camp, Golf Camp, Archery Camp, and a Theatre Dance Camp to name a few. Our continued goal is to provide fun, healthy, and safe activities. The total cost of summer camps is approximately \$183,000. These expenditures include staffing, trainings, snack supplies, recreation games and equipment, transportation, awards, t-shirts, and field trip admissions.

Describe the need for the program/project, how this program/project benefits the citizens of Grand Prairie and why the program/project is important.

The Grand Prairie Parks, Arts, and Recreation Department Summer Camps meet the needs of the neighborhood citizens surrounding the recreation centers: Dalworth Recreation Center, Tony Shotwell Life Center, Charley Taylor Recreation Center, and The Epic. Quality recreational activities, supervision, fitness, creative outlets, and educational activities are provided which all promote healthy lifestyles. With an increasing youth obesity rate, recreation centers' Summer Camps are committed to health and wellness of our youth. Recreation Centers will continue to program activities that keep our kids and teens moving, as well as getting them outdoors to while programming around nature and conservation.

Describe your experience, qualifications, and capacity to carry the program/project successfully.

The Grand Prairie Parks, Arts, and Recreation Department's Summer Camp are operated and supervised by City of Grand Prairie Recreation Staff that are experienced and degreed Parks and Recreation Professionals who are committed to delivering excellence. This staff is part of a team that has been awarded the 2008 and the most recently 2017 National Recreation and Park Association Gold Medal, the highest national award a Parks and Recreation Department can receive, as well as a five-time Lone star Recreation Programming Award recipient and four-time Arts and Humanities Award Winners. A week long training is held for summer staff in which they are taught the latest in games, techniques, and trends along with CPR/AED and First Aid. Standards of Care are revised annually and reviewed by all staff. Within the recreation centers gymnasiums, game rooms, meeting rooms, and parks, we can serve a large group of children. The Camp Counselors and Recreation Staff serve not only as leaders of fun, but also as role models and mentors to the children of Grand Prairie who are growing to become our future leaders.

Please check all item(s) that apply: Regarding participants/beneficiaries/targeted population and estimate the number to be served:

	Grand Prairie citizens who are non-CDBG eligible	<input checked="" type="checkbox"/>			
	Grand Prairie citizens who are CDBG eligible	<input checked="" type="checkbox"/>			
	Persons from outside of Grand Prairie city limits				
Elderly	Disabled	Handicapped	Minority	Other	
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

PROPOSED 2024 CDBG/HOME PROJECT COST ONLY

1. Amount of 2024 CDBG Funding Requested

\$20,000

2. Amount of 2024 Home Funding Requested

\$

TOTAL PERSONS or HOUSEHOLDS TO BE ASSISTED

40



Community Development Block Grant Program

**Public Service Agency
Application
For
2024 Program Year**

GENERAL REQUIREMENTS

The PY 2024 Community Development Block Grant (CDBG) Program has not received notification of the yearly allocation. All funding allocations by the HCIC Committee will be contingent on the amount of allowable funding from HUD and may be subject to change. If approved allocation does change, the Housing and Neighborhood Services Department will notify each public service agency in writing of the change.

Proposals must provide evidence that the proposed program will primarily serve low and moderate-income City of Grand Prairie residents.

If the proposal does not meet one of the three National Objectives, or is determined to be ineligible under any of the CDBG regulations, the project will not be considered for funding.

You are encouraged to check with us before submitting your proposal to make sure it is an eligible activity.

Applications which are approved for funding are subject to monitoring of files and records for the program year in which funding is received.

Your Responsibilities as a CDBG Subgrantee

All CDBG recipients are responsible for maintaining accurate records of all expenditures, certifying that programs are reaching the target population, and performing annual audits of all financial records. **CDBG recipients must verify and document City of Grand Prairie residency and U.S. legal status of all beneficiaries.** Recipients are also responsible for completing monthly reports and submitting them to the Housing and Neighborhood Services. Staff is available to assist you and will work with your organization to help you achieve success in your program.

BASIC INFORMATION

Name of organization: City of Grand Prairie Parks, Arts & Recreation Department

Address: 400 College St., Grand Prairie, Texas 75050

Charitable Tax #: Tax ID#: 75-6000543 Years founded: _____

Contact person: Rod Hayes Title: Recreation Superintendent

Phone number: 972-237-8112 Email: rhayes@gptx.org

Non-Profit Status (i.e., 501(c) (3): municipality tax exempt

Municipal Department/Agency: Municipality

PROJECT INFORMATION

Project title: Grand Prairie Parks, Arts and Recreation Department Summer Camps

Grant requested: \$20,000

PROJECT BUDGET

Please provide the budget for the ENTIRE PROGRAM in the box below. Include CDBG and ALL OTHER sources of revenue for the program.

Support and Revenue	Last Year's Actual	Current Year's Budget	Next Year's Proposed
Community Development Block Grant (CDBG)	\$15,055	\$20,000	\$20,000
Contributions			
Foundations & Venture Grants			
Special Events			
Legacies & Bequests (unrestricted)			
Collected through local member units			
Contributed by Assoc. Organizations			
Other Government Fees & Grants			
Stateline United Way			
All Other United Way			
Membership Dues			
Program Service Fees	\$235,602	\$250,000	\$260,000
Sales -Materials, Services			
Sales to the Public/ Product Sales			
Investment Income			
Misc. Revenue (not otherwise listed)			
Total Support and Revenue	\$250,657	\$270,000	\$280,000
Expenses			
Salaries	\$136,251	\$150,000	\$160,000
Employee Benefits			
Payroll Taxes			
Professional Fees			
Supplies	\$9,700	\$12,000	\$14,000
Telephone			
Postage			
Occupancy (building, grounds, utilities)			
Equipment Rental & Maintenance	\$12,766	\$13,000	\$15,000
Printing, Artwork, Publications			
Mileage for Staff			
Conferences, Conventions, Meetings			
Agency Dues			
Awards, Grants, & Individual Assistance			
Officers & Directors Liability Insurance			
Misc. Expenses (not otherwise listed)	\$25,000	\$28,000	\$30,000
Total Expenses (Before Depreciation)	\$183,717	\$203,000	\$219,000
Deficit or Excess (Revenue -Expenses)	\$66,940	\$67,000	\$61,000
Depreciation			
Payment to National Organization			

PROJECT TYPE

1. Please select the type of project you are requesting funding for –Please check all that apply:

Public Services - Includes labor, supplies, and materials including but not limited to those concerned with:

- Employment
- Education
- Crime prevention
- Recreational needs
- Drug abuse
- Energy conservation
- Fair housing counseling
- Senior Services
- Youth Services
- Homebuyer down payment assistance
- Other Eligible Activity (List below):

Code Enforcement: Costs incurred for inspection for code violations and enforcement of codes in deteriorating or deteriorated areas.

Commercial or Industrial Rehabilitation: The acquisition, construction, rehabilitation or installation of commercial or industrial buildings, structures and other real property equipment and improvements, including railroad spurs or similar extensions.

Micro-enterprise Assistance: The provision of assistance to businesses having five or fewer employees.

Planning: Costs of data gathering, studies, analysis, and preparation of plans and the identification of actions that will implement such plans.

Housing Rehabilitation: This includes labor, materials, and other costs related to rehabilitating houses:

Public Facilities and Improvements: Acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements.

Property Acquisition: Acquisition of property for any public purpose which meets one of the national objectives.

Special Economic Development Activities: Provision of assistance to a private for-profit business and economic development services related to the provision of assistance.

Demolition: Clearance, demolition or removal of buildings and improvements, including movement of structures to other sites.

Fair Housing: Provision of fair housing service and fair housing enforcement, education and outreach.

2. **Project Description:** (attach no more than 5 pages to this application). Indicate whether this is a new program. Describe the program in depth of detail adequate to prevent any misunderstanding. However, excessive verbiage does not increase likelihood of funding.

The Grand Prairie Parks, Arts & Recreation Department's Summer Camp is not a new program, it's an existing and continuing program. Whenever the children are out of school for summer vacation months, Grand Prairie Parks, Arts, and Recreation- Recreation Centers

provides a summer camp to keep Grand Prairie students active and safely supervised. Summer Camps offer a variety of activities in a supervised environment. Included in summer programming are educational activities. Our continued goal is to provide fun, healthy, and safe activities. The total cost of summer camps is approximately \$183,000. These expenditures include staffing, trainings, snack supplies, recreation games and equipment, transportation, awards, t-shirts and field trips admissions.

3. Provide data on the number of people served by your program in the following table.

Household Type	Client Statistics		
	Last Year	This Year to Date	Next Year Projected
Households, Below 30% of the County Median Income	4		10
Households, Below 50% of the County Median Income	16		26
Households, Below 80% of the County Median Income	2		4
Households, Above 80% of the County Median Income			
Households, Not Low/ Moderate Income			1
TOTAL			
Race			
Single Race and Ethnicity			
White (Hispanic)	12		20
White (Non-Hispanic)	1		1
Black/ African American (Hispanic)			
Black/ African American (Non-Hispanic)	6		15
Asian (Hispanic)			
Asian (Non-Hispanic)	1		1
American Indian/ Alaska Native (Hispanic)			
American Indian/ Alaska Native (Non-Hispanic)			
Native Hawaiian/ Other Pacific Islander (Hispanic)			
Native Hawaiian/ Other Pacific Islander (Non-Hispanic)			
Multi-Race and Ethnicity			
American Indian/Alaska Native and White (Hispanic)			
American Indian/Alaska Native and White (Non-Hispanic)			
Asian and White (Hispanic)			
Asian and White (Non-Hispanic)			
Black/African American and White (Hispanic)			
Black/African American and White (Non-Hispanic)			
American Indian/ Alaska Native & Black/African American (Hispanic)	2		2
American Indian/ Alaska Native & Black/African American (Non-Hispanic)	2		1
All Other Races (Hispanic)	12		22
All Other Races (Non-Hispanic)	10		18

TOTAL ALL RACES & ETHNICITY	22		40
Households with Children under 18	22		40
Households with Handicapped/ Disabled Persons			
Households with Elderly (62+)			
Households with Male Head of Household			
Households with Female Head of Household	21		38

YOUR ORGANIZATION

1. Provide a brief description of your organization, its mission and goals, and key areas of activity. Include all services provided with numbers of recipients for past three years (summarized).

The Grand Prairie Parks, Arts and Recreation Department are dedicated to Creating a GRAND lifestyle. The Grand Prairie Parks and Recreation Department feature world class parks and recreation facilities, a wide array of exciting program opportunities and numerous special events throughout the year. The City of Grand Prairie has over 5,000 park acres, including 3,000 acres surrounding Joe Pool Lake. The Summer Day Camp serves approximately 400+ children each year. Approximately 40 youth are recipients of financial aid assistance each year.

2. Statement of Specific Community need:

The Grand Prairie community has a need to provide affordable summer care for our youth and teens.

3. Proposed Program Goals:

To provide an affordable and safe summer camp program to Grand Prairie children by offering and implementing educational and healthy structured and supervised activities.

4. Proposed Program Outcome Objective(s):

The summer day camps will serve at least 400 children during the year and lead them in supervised and organized activities through recreation center programming. The opportunity to participate will be made available to all youth and teens, regardless of financial constraints.

5. Proposed Program Outcome measures (minimum of three):

a) The Summer Day Camps will provide quality and supervised recreational opportunities to youth and teens and track participation using the Activenet software.

b) The summer camp programs will offer at least three educational programming opportunities during the Summer Camp hours.

C) The Summer Camp Program will implement at least three fitness-oriented programs and at least 3 programs related to conservation throughout one programming year.

NATIONAL OBJECTIVES

To be eligible for funding, the project and/or activity you are requesting funding for **must address one national objective.**

1. The project or activity described in this application directly benefits low- and moderate-income persons (please check all that apply)

The project meets the needs of low- and moderate-income persons. At least 51 percent of the participants or beneficiaries of the program must meet the low- and moderate-income guidelines listed in Appendix A.

The project is located in a low and moderate-income area. In this case, the project must meet the needs of the residents of one of the areas identified on the map in Appendix B. Typical activities funded are streets improvements, water and sewer lines, parks, and other public facilities.

The project meets the needs of one of the following specific groups of people (low-mod limited clientele): abused children, elderly persons, battered spouses, homeless persons, severely disabled persons, illiterate adults, persons living with AIDS and migrant farm workers.

This project provides housing assistance to low- and moderate-income households. Fundable activities include housing rehabilitation, acquisition of property for housing, and homeownership assistance.

This project creates or retains jobs for low- and moderate-income persons.

The project described eliminates specific instances of blight or physical decay. The only activities to be funded under this category are acquisition, demolition or rehabilitation of buildings.

2. Describe how your program will meet one of the three national objectives, (ie benefit f LMI persons, prevention/elimination of blight/slum, or meets other community development needs).

The Grand Prairie Parks, Arts and Recreation Department summer camps meet the objective of meeting the needs of low-moderate income persons. The program not only offers quality supervised childcare so guardians can work, but the program also offers youth and teens to experience things they might not otherwise have a chance to do. For example, the youth take field trips to places many campers have not visited before and participate in summer educational programs and tours that they may never attended before.

3. Please describe the program services including hours of operation and is the service provided by: STAFF X VOLUNTEERS _____ BOTH _____

The summer camp program is offered Monday-Friday from 7:00am to 6:00pm for ten weeks during the summer vacation months of June - August.

PROGRAM BENEFICIARIES:

1. Specify the population to be served by this proposal. Provide a brief description of the potential recipients including age, ethnicity, gender, income levels, and any other relevant characteristics.

The population being served includes the youth and teens that reside in Grand Prairie, Texas. Grand Prairie has a population of over 190,000 people with 15.2% of the residents below the poverty level. The recipients of the summer day camps funding assistance represent all ethnicities with majority of the recipients being Caucasian, African-American or Hispanic Origins. The youth involved in the programs range from 5 to 15 years of age.

2. What is the geographic area to be served (attach a map if the project is not City-wide)?

The geographical area that is served is the City of Grand Prairie limits.

3. What services will be provided? What is the plan of action to be carried out?

Program participants that qualify will receive financial assistance to go towards their weekly tuition. Each qualified financial aid recipient will receive 50% off weekly tuition. They will be responsible for paying the other 50% weekly.

4. How will you track beneficiaries' data (income)?

A "folder file" will be created for each participant that applies for financial assistance. This folder will include the financial aid application and verification of income, verification of residency and indication of the number of people residing in the household and annual household income. Program attendance will be tracked using our registration software Activenet.

5. Describe what is unique about this program or project. Explain how this does not duplicate services currently provided or fills a gap currently unavailable in the City of Grand Prairie.

The recreation centers offer Summer Day Camps for all residents of Grand Prairie. What is unique about our camps is that all four centers are located in North and Central Grand Prairie and we are able to serve over 400 children. There are a few other summer camps offered on the South End of town and at various churches, however, the recreation centers camps are centrally located and offer a wide range of amenities at their various facilities.

6. Will you provide on-going case management to the people served by your program or project? If yes, how will you provide this on-going case management?

No, we will not provide on-going case management.

7. How will you verify and document City of Grand Prairie residency and US legal status of your beneficiaries?

To verify residency and legal status, we ask for a copy of a lease or deed and a driver's license (or state identification) and utility bill.

8. Estimate the number of individuals or households you expect to directly serve with the CDBG funds you are requesting.

Total number of recipients (households, housing units, jobs)	<u>40</u>
Total low- and moderate-income recipients (households, housing units, jobs)	<u>40</u>

9. PROGRAM STAFFING (Paid Staff and Volunteers) including how many of each, their titles and qualifications?

***45 Seasonal Summer Camp Counselors**

- Minimal qualifications: A high school diploma or GED and a valid Texas Class C Driver's license. Must love children, able to supervise and lead children in activities and have experiences or knowledge of the arts, crafts, games, sports and healthy lifestyles.

***4 Seasonal Summer Camp Supervisors**

- Minimal qualifications; a high school diploma or GED plus one year of recreation experience. An associate degree or two years of college with a major course work in leisure service, park administration is preferred. Must love children, able to supervise and lead children in activities and have experiences or knowledge of the arts, crafts, games, sports and healthy lifestyles.

Additional Support Staff that may assist with Summer Day Camps:

***20 Recreation Specialist and Aides**

- Minimum qualifications: 16 years of ages and older. Work requires the ability to read and understand written instructions, to understand simple processes and the routine operation of machines. Level of knowledge equivalent to less than high school or equivalency. Valid Texas Class C Driver's License and CPR/First Aide Certification.

***4 Recreation Coordinators**

- Minimum Qualifications: Requires an Associate's Degree or two years of college with major course work in leisure services, park administration or a related field. Must have over two years' experience working in a recreation setting with supervisory responsibilities experience preferred. Valid Texas Class C Driver's License and CPR/First Aide Certification.

10. PROPOSED PROGRAM OUTCOMES/IMPACTS:

a) OUTCOME/IMPACT OF PROGRAM

The summer day camp impacts over 400 youth each year. The programs offer opportunities that many of the youth might not have or get to experience without financial assistance.

b) COMMUNITY RESPONSIVENESS TO PROGRAM

The community embraces and supports its parks and recreation department, specifically the programs offered at the recreation centers. Returning recipients and new applicants begin to inquire and apply for financial assistance in early spring.

c) **ROLE/IMPORTANCE OF CITY OF GRAND PRAIRIE CDBG FUNDING**

For most of the CDBG recipients they would not be able to attend camp if they were not awarded some sort of financial assistance. CDBG funding plays a significant role in assisting us in being able to offer quality programming to all.

d) **PLANNING FOR SUSTAINABILITY**

- Does the organization have financial stability goals? If so, list them.
Over the past three years Summer Camp has remained consistent.
- Does the annual income statement for each of the past three years show a surplus or a deficit? Over the past three years Summer Camp has remained consistent.
- If deficits have occurred what action has been taken?

e) **RELATION TO OTHER PUBLIC OR PRIVATE PROGRAMS:** Describe how your program will relate to and coordinate with other programs underway or proposed for the City of Grand Prairie. Indicate if there is a formal contractual linkage.

N/A

f) **DUPLICATION/OVERLAP OF SERVICES:** Indicate whether other organizations provide a similar program and how your program avoids duplication of services.

N/A

11. HUD requires that a public service activity must be either a new service, or a quantifiable increase in the level of a service above that which has been provided. Please address how the activity that you propose for 2024 meets this requirement.
12. Provide a detailed list of accomplishments from previously funded Block Grant activities, if applicable. NOTE: Each organization that is funded through the HUD monies will be required to provide quarterly monitoring reports to the Housing and Neighborhood Services Department indicating how your organization has met one or more of the three national objectives set forth by HUD and will be required to provide demographic data on the persons assisted.
13. Have you or any officers of your organization ever been involved in bankruptcy or insolvency proceedings?
- Yes _____ No If yes, please provide the details.
14. Are you or your organization involved in any pending lawsuits?
- Yes _____ No If yes, please provide the details.
15. Please indicate the census tracts/block groups that your programming will serve based on the attached map. _____
16. Please indicate whether your organization completes a single audit?

_____ Single Audit Not Required (Total Federal Expenditures less than \$750,000)
 _____ Single Audit Required (Total Federal Expenditures more than \$750,000)

If a single audit is required, please indicate your total Federal expenditures in a calendar year. _____

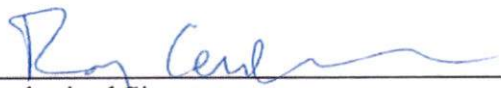
17. Does your organization have more than 25 employees? Yes If yes, please attach a listing of each employee, their National Origin and Race per the requirements of the Equal Opportunity Commission.

Roderick Hayes	American	African-American
Timothy Plummer	American	African-American
Maria Rubio	American	Hispanic
Esmeralda Estrada -Rangel	American	Hispanic
Ryan Garcia	American	Hispanic
Marileysis Longoria	American	Hispanic
Bryan Vazquez	American	Hispanic
Leonardo Alvarez	American	Hispanic
Stephanie Ruiz	American	Hispanic
Francisco Melendez	American	Hispanic
Joshua Benavides	American	Hispanic
Adriana Castillo	American	Hispanic
Maria Rubio	American	Hispanic
Jose Hernandez-Camacho	American	Hispanic
Seth Martinez	American	Hispanic
Julieza Rodriguez	American	Hispanic
Eduardo Gonzelez	American	Hispanic
Heriberto Castaneda	American	Hispanic
Monte Whetstone	American	African-American
Naomi Alexander	American	African-American
Sean Keller	American	Caucasian
Tabetha Kwasnica	American	Hispanic
Selena Cruz	American	Hispanic
Miguel Gonzalez	American	Hispanic
Will Ford	American	African-American
Juric Brown	American	African-American
Aumoni Jennings	American	African-American
Taryn Milton	American	African-American
Amber Baxter	American	African American
Shakavia Chivers	American	African-American
Brenda Pope	American	African-American
Kyler Brown	American	African-American
Nicholas Viellegas	American	Hispanic
Jennifer Colon	American	Puerto Rican
Chris Ginapp	American	Caucasian
Daniel Cauthen	American	Caucasian
Aaron Vazquez	American	Hispanic
Symone Portly		
Jacqui Yepez		

Michelle Sandoval	American	Hispanic
Jaquan Harris	American	African American
Joshua Heard	American	African American
Ana Otano	American	Hispanic
Keyonna Henderson	American	African American
Jashua Lalawi	American	Asian
Jada Smith	American	African American
Arielle Alvarez	American	Hispanic
Jessie Silverburg	American	Caucasian
Levi Kadjo	American	African American
Josephine Jermia	American	African American
Tania Briones	American	Hispanic
Adrienne Brown	American	African American
Kamryn Childs	American	African American

Certificate

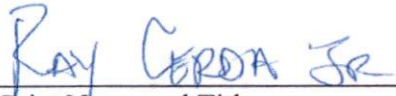
I hereby certify that all the above statements and attachments submitted hereto are true and correct to the best of my knowledge and belief.



Authorized Signature

3/25/24

Date



Print Name and Title

**CITY OF GRAND PRAIRIE
HOUSING AND NEIGHBORHOOD SERVICES (HNS)
NEIGHBORHOOD SERVICES DIVISION**

**2024
REQUEST FOR PROPOSAL**

All proposals must be typed.
Please do not use additional pages.
Please answer all questions fully and completely or provide explanation if not applicable.

**SECTION I
GENERAL ENTITY INFORMATION**

Name of Organization	The Visiting Nurse Association of Texas (VNA)		
Name of Contact Person	Cheryl Jones Jobe, LMSW; Director, Donor Relations		
Mailing Address	1420 W. Mockingbird Lane, Suite 700		
City, State, Zip	Dallas, TX 75247		
Area Code & Telephone	Primary: 214-689-2682	Fax:	
Email Address	jonesc@vnatexas.org		

**SECTION II
PROJECT NAME & QUALIFYING CRITERIA**

Project Name	Proposed Program/Project Location		
VNA Meals on Wheels	VNA Haggerty Kitchen		
What national objectives does your proposed program/project meet: Check Only One	Low/Moderate <input checked="" type="checkbox"/>	Slum/Blight <input type="checkbox"/>	Urgent Need <input type="checkbox"/>

What is the objective and outcome of the Program/Project			
<u>OBJECTIVE</u>		<u>OUTCOME</u>	
<input checked="" type="checkbox"/> Create suitable living environments		<input checked="" type="checkbox"/> Availability/accessibility	
<input type="checkbox"/> Provide decent affordable housing		<input type="checkbox"/> Affordability	
<input type="checkbox"/> Create economic opportunities		<input type="checkbox"/> Sustainability	

Project Name: VNA Meals on Wheels

**SECTION III
PROJECT INFORMATION**

Please describe your program/project in detail, include your design and scope of services:

The Visiting Nurse Association of Texas (VNA) Meals on Wheels provides nutritious, hot, home-delivered meals and vital socialization to those who due to illness, advanced age or disability are unable to obtain or prepare meals for themselves. Currently serving 170 clients in Grand Prairie every weekday, VNA delivers food, friendship, and additional wrap around services including availability of a social worker, community health workers, and a VNA nurse if needed.

Describe the need for the program/project, how this program/project benefits the citizens of Grand Prairie and why the program/project is important.

Approximately 10% of the population in Grand Prairie are seniors equating to more than 20,000 individuals. Recent data from the City of Dallas Office of Data Analytics & Business Intelligence estimates more than 4,000 of these seniors suffer from two or more disabilities and that nearly 3,000 are living below the federal poverty line. Additionally, many of these seniors live alone and have no access to a vehicle making obtaining food a significant obstacle. They are the hidden hungry—homebound, aging and unable to access resources like food pantries and grocery stores. VNA delivers the food and friendship helping these senior clients remain safely in their homes.

Describe your experience, qualifications, and capacity to carry the program/project successfully.

VNA has been providing Meals on Wheels to Dallas County residents since 1973 when 125 clients were served daily. Today, Meals on Wheels serves nearly 5,000 seniors each weekday and in FY23, clients received more than 1.22 million home-delivered meals. As the largest single-site provider of meals on wheels in the country, VNA has developed efficient meal preparation and delivery processes. Meal providers from across the United States visit VNA’s kitchen to learn about best practices for meal production and distribution. VNA currently receives CDBG funding from the cities of Irving, Garland, and Mesquite and looks forward to the possibility of working with the City of Grand Prairie.

Please check all item(s) that apply: Regarding participants/beneficiaries/targeted population and estimate the number to be served:

	Grand Prairie citizens who are non-CDBG eligible	0			
	Grand Prairie citizens who are CDBG eligible	170			
	Persons from outside of Grand Prairie city limits	4,817			
Elderly	Disabled	Handicapped	Minority	Other	
10	8	2	7		

PROPOSED 2024 CDBG/HOME PROJECT COST ONLY

1. Amount of 2024 CDBG Funding Requested

\$8,700

2. Amount of 2024 Home Funding Requested

\$

TOTAL PERSONS or HOUSEHOLDS TO BE ASSISTED

10



Community Development Block Grant Program

Public Service Agency Application For 2024 Program Year

GENERAL REQUIREMENTS

The PY 2024 Community Development Block Grant (CDBG) Program has not received notification of the yearly allocation. All funding allocations by the HCIC Committee will be contingent on the amount of allowable funding from HUD and may be subject to change. If approved allocation does change, the Housing and Neighborhood Services Department will notify each public service agency in writing of the change.

Proposals must provide evidence that the proposed program will primarily serve low and moderate-income City of Grand Prairie residents.

If the proposal does not meet one of the three National Objectives or is determined to be ineligible under any of the CDBG regulations, the project will not be considered for funding.

You are encouraged to check with us before submitting your proposal to make sure it is an eligible activity.

Applications which are approved for funding are subject to monitoring of files and records for the program year in which funding is received.

Your Responsibilities as a CDBG Subgrantee

All CDBG recipients are responsible for maintaining accurate records of all expenditures, certifying that programs are reaching the target population, and performing annual audits of all financial records. **CDBG recipients must verify and document City of Grand Prairie residency and U.S. legal status of all beneficiaries.** Recipients are also responsible for completing monthly reports and submitting them to the Housing and Neighborhood Services. Staff is available to assist you and will work with your organization to help you achieve success in your program.

BASIC INFORMATION

Name of organization: The Visiting Nurse Association of Texas (VNA)

Address: 1420 W. Mockingbird Lane, Suite 700, Dallas, TX 75247

Charitable Tax #: 75-0800692 Year founded: 1934

Contact person: Cheryl Jones Jobe, LMSW Title: Director, Donor Relations

Phone number: 214-689-2682 Email: jonesc@vnatexas.org

Non-Profit Status (i.e., 501(c)(3): 501(c)3

Municipal Department/Agency: _____

PROJECT INFORMATION

Project title: VNA Meals on Wheels

Grant requested: \$8,700

PROJECT BUDGET

Please provide the budget for the ENTIRE PROGRAM in the box below. Include CDBG and ALL OTHER sources of revenue for the program.

Support and Revenue	Last Year's Actual	Current Year's Budget	Next Year's Proposed
Community Development Block Grant (CDBG)	\$ 134,204.00	\$ 171,683.00	\$ 190,000.00
Contributions	\$ 3,825,932.65	\$ 3,713,535.00	\$ 4,217,276.00
Foundations & Venture Grants	\$ 1,697,923.85	\$ 1,676,892.00	\$ 1,708,653.00
Special Events	\$ 675,000.00	\$ 725,000.00	\$ 715,000.00
Legacies & Bequests (unrestricted)	\$ 234,120.73	\$ 215,000.00	\$ 200,000.00
Collected through local member units	\$ -	\$ -	\$ -
Contributed by Assoc. Organizations	\$ -	\$ -	\$ -
Other Government Fees & Grants	\$ 4,949,949.00	\$ 4,902,800.00	\$ 5,000,856.00
Stateline United Way	\$ 124,817.77	\$ 123,750.00	\$ 125,000.00
All Other United Way	\$ -	\$ -	\$ -
Program Service Fees	\$ 204,540.00	\$ 394,480.00	\$ 398,425.00
Sales--Materials, Services	\$ -	\$ -	\$ -
Sales to the Public/ Product Sales	\$ -	\$ -	\$ -
Investment Income	\$ -	\$ -	\$ -
Misc. Revenue (not otherwise listed)	\$ 246.00	\$ -	\$ -
Total Support and Revenue	\$ 11,846,734.00	\$ 11,923,140.00	\$ 12,555,210.00
Expenses			
Salaries	\$ 2,621,161.00	\$ 2,466,528.00	\$ 2,503,526.00
Employee Benefits	\$ 332,760.00	\$ 372,939.00	\$ 394,812.00
Payroll Taxes	\$ 198,418.00	\$ 186,470.00	\$ 189,267.00
Professional Fees	\$ 17,912.00	\$ 17,500.00	\$ 17,763.00
Supplies	\$ 47,201.00	\$ 39,000.00	\$ 39,585.00
Telephone	\$ 155,893.00	\$ 160,000.00	\$ 162,400.00
Postage	\$ 77.00	\$ 6,200.00	\$ 6,293.00
Occupancy (building, grounds, utilities)	\$ 437,195.00	\$ 447,500.00	\$ 454,213.00
Equipment Rental & Maintenance	\$ 311,786.00	\$ 411,000.00	\$ 417,165.00
Printing, Art Work, Publications	\$ 8,475.00	\$ 4,580.00	\$ 4,649.00
Mileage for Staff	\$ 25,375.00	\$ 22,600.00	\$ 22,939.00
Conferences, Conventions, Meetings	\$ 13,170.00	\$ 11,000.00	\$ 11,165.00
Agency Dues	\$ 19,788.00	\$ 26,000.00	\$ 26,390.00
Awards, Grants, & Individual Assistance	\$ -	\$ -	\$ -
Officers & Directors Liability Insurance	\$ 75,723.00	\$ 76,500.00	\$ 78,030.00
Misc. Expenses (not otherwise listed) - <i>Food, miscellaneous, and allocation of corp. admin.</i>	\$ 7,569,452.00	\$ 7,180,006.00	\$ 8,203,897.00
Total Expenses (before depreciation)	\$ 11,834,386.00	\$ 11,427,823.00	\$ 12,532,094.00
Deficit or Excess (Revenue -Expenses)	\$ 12,349.00	\$ 16,013.00	\$ 23,116.00
Depreciation	\$ 462,652.00	\$ 479,304.00	\$ 486,494.00
Payment to National Organization	\$ -	\$ -	\$ -

PROJECT TYPE

1. Please select the type of project you are requesting funding for –Please check all that apply:

Public Services - Includes labor, supplies, and materials including but not limited to those concerned with:

- Employment
- Education
- Crime prevention
- Recreational needs
- Drug abuse
- Energy conservation
- Fair housing counseling
- Senior Services
- Youth Services
- Homebuyer down payment assistance

Other Eligible Activity (List below):

Housing Rehabilitation: This includes labor, materials, and other costs related to rehabilitating houses:

Property Acquisition: Acquisition of property for any public purpose which meets one of the national objectives.

Demolition: Clearance, demolition or removal of buildings and improvements, including movement of structures to other sites.

Code Enforcement: Costs incurred for inspection for code violations and enforcement of codes in deteriorating or deteriorated areas.

Commercial or Industrial Rehabilitation: The acquisition, construction, rehabilitation or installation of commercial or industrial buildings, structures and other real property equipment and improvements, including railroad spurs or similar extensions.

Micro-enterprise Assistance: The provision of assistance to businesses having five or fewer employees.

Planning: Costs of data gathering, studies, analysis, and preparation of plans and the identification of actions that will implement such plans.

Public Facilities and Improvements: Acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements.

Special Economic Development Activities: Provision of assistance to a private for-profit business and economic development services related to the provision of assistance.

Fair Housing: Provision of fair housing service and fair housing enforcement, education and outreach.

2. **Project Description: (attach no more than 5 pages to this application).** Indicate whether this is a new program. Describe the program in depth of detail adequate to prevent any misunderstanding. However, excessive verbiage does not increase likelihood of funding.

Please see "VNA Meals on Wheels Project Description" attachment.

3. Provide data on the number of people served by your program in the following table.
Please see the attachment “VNA Client Demographics”.

Household Type	Client Statistics		
	Last Year	This Year to Date	Next Year Projected
Households, Below 30% of the County Median Income			
Households, Below 50% of the County Median Income			
Households, Below 80% of the County Median Income			
Households, Above 80% of the County Median Income			
Households, Not Low/ Moderate Income			
TOTAL			
Race			
Single Race and Ethnicity			
White (Hispanic)			
White (Non-Hispanic)			
Black/ African American (Hispanic)			
Black/ African American (Non-Hispanic)			
Asian (Hispanic)			
Asian (Non-Hispanic)			
American Indian/ Alaska Native (Hispanic)			
American Indian/ Alaska Native (Non-Hispanic)			
Native Hawaiian/ Other Pacific Islander (Hispanic)			
Native Hawaiian/ Other Pacific Islander (Non-Hispanic)			
Multi-Race and Ethnicity			
American Indian/Alaska Native and White (Hispanic)			
American Indian/Alaska Native and White (Non-Hispanic)			
Asian and White (Hispanic)			
Asian and White (Non-Hispanic)			
Black/African American and White (Hispanic)			
Black/African American and White (Non-Hispanic)			
American Indian/ Alaska Native & Black/African American (Hispanic)			
American Indian/ Alaska Native & Black/African American (Non-Hispanic)			
All Other Races (Hispanic)			
All Other Races (Non-Hispanic)			
TOTAL ALL RACES & ETHNICITY			
Households with Children under 18			
Households with Handicapped/ Disabled Persons			
Households with Elderly (62+)			
Households with Male Head of Household			
Households with Female Head of Household			

YOUR ORGANIZATION

1. Provide a brief description of your organization, its mission and goals, and key areas of activity. Include all services provided with numbers of recipients for past three years (summarized).

Since 1934, the Visiting Nurse Association of Texas (VNA) has provided the highest quality care in the home across North Texas, especially for those with no place to turn and no means to pay. Chartered as a nonprofit to address the need for home health care during the Depression, VNA is committed to providing the highest quality care to the elderly, frail, disabled, and dying and VNA's staff strives to keep patients and clients at home as comfortable as possible. VNA's mission is to help people age with dignity and independence at home which is fulfilled through multiple programs including Meals on Wheels in Dallas County, and VNA Supportive Palliative and adult and pediatric Hospice Care in 16 North Texas counties.

2. Statement of Specific Community need:

As previously mentioned, there are more than 20,000 seniors currently residing in Grand Prairie and of these individuals, more than 4,000 suffer from two or more disabilities and nearly 3,000 are living at or below the federal poverty line. For the vulnerable seniors VNA Meals on Wheels serves, accessing proper nutrition is a major challenge. VNA Meals on Wheels delivers the food and friendship these elderly neighbors desperately need to help them remain healthy and happy at home.

3. Proposed Program Goals:

1. With funding from the City of Grand Prairie CDBG, VNA will provide hot, nutritious meals delivered by friendly volunteers to 10 (ten) Grand Prairie seniors for an entire year (260 meals).
2. VNA aims to have 2% or fewer clients on service discharge to a nursing home.
3. VNA will achieve a 90% or higher satisfaction rate with the Meals on Wheels program from client survey results.

4. Proposed Program Outcome Objective(s):

By helping the hungry, homebound seniors VNA Meals on Wheels serves remain safely at home, VNA ultimately decreases medical costs and improves health outcomes. VNA Meals on Wheels delivers one hot, freshly prepared midday meal that is 1/3 of their recommended daily caloric intake. Additionally, meals are delivered by friendly paid drivers and volunteers helping these seniors feel less isolated and alone. Furthermore, all new clients complete the UCLA 3-Item Loneliness Scale upon enrollment to VNA Meals on Wheels with subsequent follow up assessments as the client remains on meals service. For clients deemed high risk following their initial completion of the assessment, a referral is made to the Senior Source Companion Program by a VNA staff member.

5. Proposed Program Outcome measures (minimum of three):

- a) VNA tracks all client information for those receiving meals via the CDBG funds and monitors these clients throughout the term of the CDBG funding period.
- b) VNA measures clients' reasons for discharge through the following procedure: Meals on Wheels staff is alerted if/when a client's meal service is to end. At that time information regarding the need for program discharge is recorded and tracked in the NetSmart electronic record.
- c) VNA measures clients' opinions from the annual client satisfaction survey mailed every spring.

NATIONAL OBJECTIVES

To be eligible for funding, the project and/or activity you are requesting funding for **must address one national objective.**

1. The project or activity described in this application directly benefits low- and moderate-income persons (please check all that apply)
 - The project meets the needs of low- and moderate-income persons. At least 51 percent of the participants or beneficiaries of the program must meet the low- and moderate-income guidelines listed in Appendix A.
 - The project is located in a low- and moderate-income area. In this case, the project must meet the needs of the residents of one of the areas identified on the map in Appendix B. Typical activities funded are streets improvements, water and sewer lines, parks, and other public facilities.
 - The project meets the needs of one of the following specific groups of people (low-mod limited clientele): abused children, elderly persons, battered spouses, homeless persons, severely disabled persons, illiterate adults, persons living with AIDS and migrant farm workers.
 - This project provides housing assistance to low- and moderate-income households. Fundable activities include housing rehabilitation, acquisition of property for housing, and homeownership assistance.
 - This project creates or retains jobs for low- and moderate-income persons.
 - The project described eliminates specific instances of blight or physical decay. The only activities to be funded under this category are acquisition, demolition or rehabilitation of buildings.

2. Describe how your program will meet one of the three national objectives, (ie benefit f LMI persons, prevention/elimination of blight/slum, or meets other community development needs).

VNA Meals on Wheels utilizes the presumed benefit method for clients by serving hungry, homebound seniors and disabled adults.

3. Please describe the program services including hours of operation and is the service provided by: STAFF _____ VOLUNTEERS _____ BOTH X

VNA Meals on Wheels is open Monday through Friday, 8:30am to 5:00pm.

PROGRAM BENEFICIARIES:

1. Specify the population to be served by this proposal. Provide a brief description of the potential recipients including age, ethnicity, gender, income levels, and any other relevant characteristics.

Seniors receiving Meals on Wheels are some of the most vulnerable individuals in our community. Of the nearly 5,000 elderly neighbors currently receiving VNA Meals on Wheels every weekday, 80% have a household income of \$31,200 or less per year and 91% of all clients are 60 or older. Many of these seniors live alone and are unable to prepare or access proper nutrition to help them safely maintain their independence at home. VNA Meals on Wheels also serves a diverse client base as 49% are African American, 35% are Caucasian, 11% are Hispanic, 1% are Asian, and 4% are of another ethnic background. Additionally, 62% of clients are senior women and more than 10% of clients are veterans.

2. What is the geographic area to be served (attach a map if the project is not City-wide)?

VNA delivers Meals on Wheels to Grand Prairie residents who are located in Dallas County. Please see VNA Meals on Wheels map attached.

3. What services will be provided? What is the plan of action to be carried out?

Beginning at 5:00 a.m. every weekday, more than 4,900 home-delivered meals are prepared at the VNA Haggerty Center. All meals are individually packaged and delivered to 20 drop sites throughout the county. At 10:30 a.m., meals are picked up by dedicated drivers—half of whom are volunteers—and delivered with kindness and friendship by 1:30 p.m. to hungry, homebound seniors throughout the entire 1,000 square miles of Dallas County.

4. How will you track beneficiaries' data (income)?

VNA utilizes the presumed benefit method for Meals on Wheels clients, therefore, income information is self-reported by the clients. Depending on the reporting requirements for the City of Grand Prairie, VNA is able to collect a copy of clients' monthly income which is often only their Social Security payments each month.

5. Describe what is unique about this program or project. Explain how this does not duplicate services currently provided or fills a gap currently unavailable in the City of Grand Prairie.

There are many other organizations providing food assistance to residents in Grand Prairie. These organizations provide standing or mobile food pantries for individuals to come and pick up food. However, only VNA Meals on Wheels and Jewish Family Service of Greater Dallas deliver meals directly to clients' homes. Additionally, VNA provides a continuum of care not available with any other social service agency in North Texas by providing clients with a Social Worker, Community Health Workers, and a VNA Nurse if/when appropriate. This dedicated team of professionals offers resources to clients, makes referrals for additional services—food and otherwise—and is able to help refer clients for a higher level of clinical support in the home.

- 6. Will you provide on-going case management to the people serve by your program or project? If yes, how will you provide this on-going case management?

Offering a continuum of care not available with any other social service agency in North Texas, VNA is able to provide clients with physical nourishment, referrals for social service needs, as well as assisting with clinical needs including medication review, care navigation, and assistance obtaining additional support in the home. In addition to the physical nutrition VNA Meals on Wheels delivers every weekday, high-risk clients receive an in-home visit/evaluation from one of VNA's Community Health Workers. During the visit the Community Health Worker can assess whether the client may need referrals for other social services (i.e., medication assistance, rental/mortgage assistance, home repair, etc.) and/or if the client would benefit from additional support services in the home. Following the completed evaluation, the Community Health Workers will work closely with VNA's Clinical Social Worker for any community referrals. Furthermore, clients who would benefit from a nursing visit for needs such as medication review, health education, and/or care navigation will be referred to a VNA nurse to follow up with the client in the home.

- 7. How will you verify and document City of Grand Prairie residency and US legal status of your beneficiaries?

VNA collects income and residency verification as well as demographic information for all clients for required reporting and tracking. A photo identification card (i.e., Driver's License, Passport, etc.) is required for participation in the CDBG program.

- 8. Estimate the number of individuals or households you expect to directly serve with the CDBG funds you are requesting.

Total number of recipients
(households, housing units, jobs) 10

Total low- and moderate-income recipients
(households, housing units, jobs) 10

- 9. PROGRAM STAFFING (Paid Staff and Volunteers) including how many of each, their titles and qualifications?

Inga Wilson, CVA, Managing Director of Meals on Wheels and Population Health
 Joyce Gause, Director of Operations, Meals on Wheels
 Cheryl Jones Jobe, LMSW, Director of Donor Relations
 Tracie Demery-Glover, Volunteer Engagement Supervisor
 Taylor Sneed, Clinical Social Worker
 (4) Intake Specialists
 (3) Community Health Workers
 (2) Volunteer Coordinators

- 10. PROPOSED PROGRAM OUTCOMES/IMPACTS:

- a) OUTCOME/IMPACT OF PROGRAM – VNA Meals on Wheels delivers nutritious meals, comforting friendship, and helps seniors age safely in place. VNA Meals on Wheels helps seniors stay out of nursing homes and improves health outcomes.
- b) COMMUNITY RESPONSIVENESS TO PROGRAM – VNA Meals on Wheels currently has more than 140 volunteers in the Grand Prairie area delivering meals and supporting the program.
- c) ROLE/IMPORTANCE OF CITY OF GRAND PRAIRIE CDBG FUNDING – City of Grand Prairie CDBG funding will provide hot, nutritious meals for 10 hungry, homebound Grand Prairie seniors.

d) **PLANNING FOR SUSTAINABILITY**

- Does the organization have financial stability goals?
- If so, list them.
- Does the annual income statement for each of the past three years show a surplus or a deficit?
- If deficits have occurred what action has been taken?

VNA makes carefully budgets and plans to ensure program sustainability. Additionally, VNA has developed a long-term strategic plan to ensure adequate funding is raised to meet the current need of Dallas County's homebound neighbors as well as building capacity for future needs. Funding for VNA Meals on Wheels is comprised of a diverse portfolio of foundations, corporations, government funders, and individual donors. In order to ensure the continued success of our Meals on Wheels program, VNA continuously seeks new partnership opportunities to secure and expand services. Funding from generous and dedicated partners enables VNA to provide uninterrupted meal service for clients.

VNA experienced a deficit due to a Centers for Medicare and Medicaid (CMS) recoupment in 2023. VNA has appealed the decision and is currently awaiting a resolution to said appeal. Due to the changing landscape of Medicare reimbursement by CMS, VNA is taking steps to ensure funding is available should a recoupment of this nature occur in the future. VNA works diligently to provide quality programming in a cost-effective manner. Efficacy and fiduciary health of the VNA Meals on Wheels program are verified rigorously through vendor agreements and audits.

di) **RELATION TO OTHER PUBLIC OR PRIVATE PROGRAMS:** Describe how your program will relate to and coordinate with other programs underway or proposed for the City of Grand Prairie. Indicate if there is a formal contractual linkage.

VNA Meals on Wheels is a collaborative program with a variety of community partners including the Dallas Area Agency on Aging and the Texas Department of Health and Human Services. These entities work closely to assess and refer clients to appropriate services to meet their nutritional, safety, health and wellness needs. Additionally, VNA provides referral services for clients needing other social services by partnering with area organizations including Adult Protective Services, CitySquare, Dickinson Place, Feonix Mobility, North Dallas Shared Ministries, The Salvation Army, The Senior Source, the Wilkinson Center, and many other agencies. Whenever a client is identified as having additional needs, VNA will refer to appropriate community agencies/organizations to further assist.

dii) **DUPLICATION/OVERLAP OF SERVICES:** Indicate whether other organizations provide a similar program and how your program avoids duplication of services.

Jewish Family Service of Greater Dallas delivers free or low-cost kosher meals for those who follow Jewish dietary laws, are homebound or disabled, and unable to access food pantries. VNA assesses and screens all potential clients prior to beginning meal delivery. If a client is identified as needing kosher meals, VNA will refer to Jewish Family Service for their meal service.

11. HUD requires that a public service activity must be either a new service, or a quantifiable increase in the level of a service above that which has been provided. Please address how the activity that you propose for 2024 meets this requirement.

As previously mentioned, VNA has been providing Meals on Wheels services in Dallas County since 1973. City of Grand Prairie CDBG funding would facilitate a quantifiable increase in the level of services provided in the area.

12. Provide a detailed list of accomplishments from previously funded Block Grant activities, if applicable. NOTE: Each organization that is funded through the HUD monies will be required to provide quarterly monitoring reports to the Housing and Neighborhood Services Department indicating how your organization has met one or more of the three national objectives set forth by HUD and will be required to provide demographic data on the persons assisted.

VNA partners with three other cities for CDBG funding including Irving (first awarded in 2018), Garland (first awarded in 2017), and Mesquite (first awarded in 2018). Funding has grown significantly with all three cities since first awards were granted. Additionally, the City of Irving CDBG now funds a dedicated Community Health Worker solely for the Irving area to provide services to City of Irving elderly residents, help enroll individuals to Meals on Wheels, and participate outreach activities in the area to increase awareness of senior hunger.

13. Have you or any officers of your organization ever been involved in bankruptcy or insolvency proceedings?

Yes _____ No X If yes, please provide the details.

14. Are you or your organization involved in any pending lawsuits?

Yes _____ No X If yes, please provide the details.

15. Please indicate the census tracts/block groups that your programming will serve based on the attached map. 153-165

16. Please indicate whether your organization completes a single audit?

_____ Single Audit Not Required (Total Federal Expenditures less than \$750,000)

X Single Audit Required (Total Federal Expenditures more than \$750,000)

If a single audit is required, please indicate your total Federal expenditures in a calendar year. VNA's single audit is required for state expenditures: \$2,440,011

17. Does your organization have more than 25 employees? Yes If yes, please attach a listing of each employee, their National Origin and Race per the requirements of the Equal Opportunity Commission.

Please find the employee breakout for the entire VNA organization attached.

Certificate

I hereby certify that all the above statements and attachments submitted hereto are true and correct to the best of my knowledge and belief.

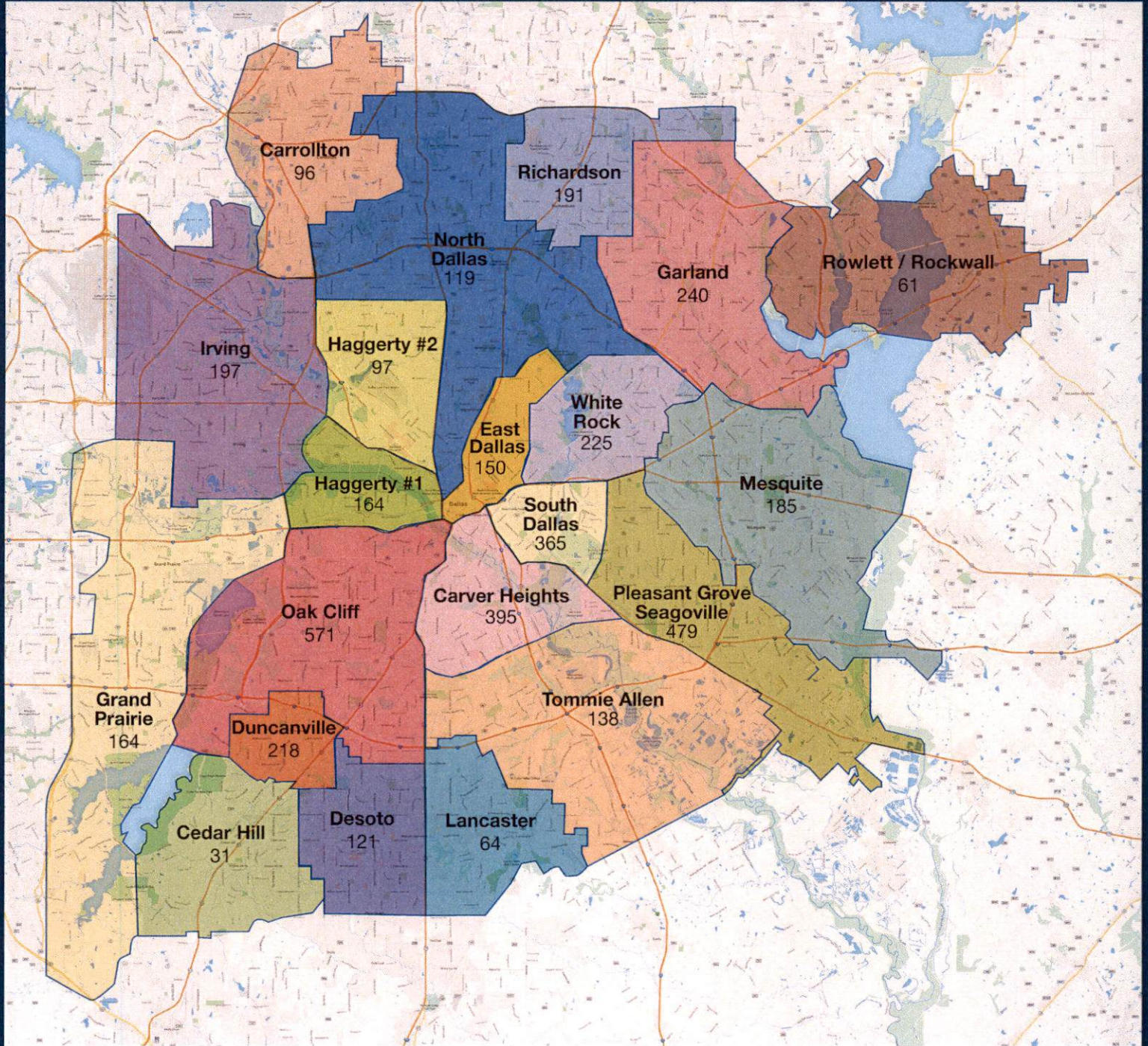
Katherine Krause
Authorized Signature

April 1, 2024
Date

Katherine Krause, President & CEO
Print Name and Title

COMPLETED APPLICATIONS ARE DUE BACK NO LATER THAN APRIL 1, 2024

VNA Meals On Wheels Average Daily Meals by Distribution Site



LOCATION WITH AVERAGE DAILY MEALS

CARROLLTON	96	GRAND PRAIRIE	164	OAK CLIFF	571
CARVER HEIGHTS	395	HAGGERTY #1	164	PLEASANT GROVE/SEAGOVILLE	479
CEDAR HILL	31	HAGGERTY #2	97	RICHARDSON	191
DESOTO	121	IRVING	197	ROWLETT/ROCKWALL	61
DUNCANVILLE/ROLLING HILLS	218	LANCASTER	64	SOUTH DALLAS	365
EAST DALLAS	150	MESQUITE	185	TOMMIE ALLEN	138
GARLAND	240	NORTH DALLAS	119	WHITE ROCK	225



VNA Meals on Wheels Project Description

VNA Meals on Wheels provides nutritious, hot, home-delivered meals to homebound seniors and disabled adults who due to illness, advanced age or disability are unable to obtain or prepare their own meals. Seniors receiving Meals on Wheels are some of the most vulnerable individuals in our community. Of the nearly 5,000 elderly neighbors currently receiving VNA Meals on Wheels every weekday, 80% have a household income of \$31,200 or less per year and 91% of all clients are 60 or older. Many of these seniors live alone and are unable to prepare or access proper nutrition to help them safely maintain their independence at home. VNA Meals on Wheels also serves a diverse client base as 49% are African American, 35% are Caucasian, 11% are Hispanic, 1% are Asian, and 4% are of another ethnic background. Additionally, 62% of clients are senior women and more than 10% of clients are veterans.

Continued research into the social determinants of health has identified social isolation as a high-risk factor affecting health behavior, physical and mental health, as well as mortality risk (AARP, 2017). The Centers for Disease Control and Prevention estimates social isolation and loneliness among adults 65 and older cost Medicare approximately \$6.7 billion annually. Higher risks of a variety of health conditions including heart disease and stroke, Type 2 diabetes, dementia, and even an earlier death are linked to feelings of isolation and loneliness (CDC, 2023).

For the seniors VNA Meals on Wheels serves, these feelings of being alone are often compounded by their inability to obtain the nutritious food they need. Food insecurity has a wide variety of devastating effects on health including a higher likelihood of developing chronic disease such as congestive heart failure, coronary artery disease, and diabetes. Additionally, according to the Aging Services Network, food insecure seniors are 50% more likely to have diabetes, three times more likely to suffer from depression, 60% more likely to have a heart attack, and two times as likely to report asthma.

According to the State of Senior Hunger in America – 2021 report published by Feeding America in April 2023, Texas has one of the highest rates of food-insecure seniors in the country at 8.5%. Research by Gundersen and Ziliak has shown food insecurity among seniors is linked to poor nutrition and a wide variety of negative health outcomes (2021). With high rates of food insecurity among the senior population, it is likely greater public health challenges and costs to our health system will result (Berkowitz et. al. 2017; Berkowitz et. al. 2019).

The food and friendship VNA Meals on Wheels delivers fulfills elderly neighbors' need for nourishment and reduces feelings of isolation and loneliness. VNA helps seniors stay in their own homes—where they want to be—which is less costly than alternatives like nursing homes. One year of meals costs \$2,015 or \$7.75 per meal for 260 days (weekdays in a year). Due to rising costs and the consistent decrease in government funding, the cost of meals has increased

substantially over the last several years. In contrast, one day in a hospital costs \$2,633 or \$165 per day in a nursing home (Meals on Wheels America). VNA's approach to deliver more than just a meal, but also a connection to the outside world, creates a safety net reducing medical costs and allowing these seniors to stay at home living a more fully nourished life.

Research has continued to demonstrate the tremendous impact Meals on Wheels has for improving health outcomes and keeping seniors safe at home. PwC completed a pro bono research analysis of the health and social impact of Meals on Wheels. Using analytics coupled with PwC's Bodylogical model, research was designed to understand VNA's client population and predict community and client health. Research highlights included an estimated \$10.4 million savings annually in health costs collectively for Meals on Wheels clients.

Offering a continuum of care not available with any other social service agency in North Texas, VNA is able to provide clients with physical nourishment, referrals for social service needs, as well as assisting with clinical needs including medication review, care navigation, and assistance obtaining additional support in the home. In addition to the physical nutrition VNA Meals on Wheels delivers every weekday, high-risk clients receive an in-home visit/evaluation from one of VNA's Community Health Workers. During the visit the Community Health Worker can assess whether the client may need referrals for other social services and/or if the client would benefit from additional support services in the home. Following the completed evaluation, the Community Health Workers will work closely with VNA's Clinical Social Worker for any community referrals. Furthermore, clients who would benefit from a nursing visit for needs such as medication review, health education, and/or care navigation will be referred to a VNA nurse to follow up with the client in the home.

In efforts to further meet the needs of the homebound seniors VNA serves, beginning in 2023, all new clients complete the UCLA 3-Item Loneliness Scale and the Patient Health Questionnaire (PHQ-2) upon enrollment to VNA Meals on Wheels with subsequent follow up assessments as the client remains on meals service. For clients deemed high risk following their initial completion of the assessment, a referral is made to the Senior Source Companion Program by a VNA staff member.

Clients are referred to VNA Meals on Wheels through a variety of sources. Referrals are often received from other community agencies, as well as case managers/social workers from area hospitals, nursing homes, and rehabilitation facilities. Additionally, clients' family members may refer to the program and sometimes clients will call and request to be enrolled.

Following referral, VNA contacts the client to begin the assessment process. It is during this process that VNA collects client demographics, nutritional needs, and other data such as medical diagnoses which is all entered into the electronic record system. This tool is also used to track the reason for discharge once VNA is notified by the referring agency or the client that meal service is to end. Last year, 98% were not discharged to a nursing home; evidence VNA Meals on Wheels helps clients age with dignity and independence at home.

A variety of program outcomes are tracked daily and presented monthly to the executive management staff at VNA. Although the reality for VNA's clients is they will not become self-sufficient, VNA Meals on Wheels fulfills their need for food and social interaction in a cost-efficient manner allowing them to age safely in place. VNA will utilize the \$8,700 funding from

CDBG to feed 10 hungry seniors for one year. The VNA Meals on Wheels program is ongoing and funds will be utilized for the 2024-2025 CDBG program year.

The assessment process is as follows:

1. Intake assessment via telephone with potential client to ensure eligibility for service. Information collected includes household income, nutritional needs, and challenges related to mobility and transportation.
2. If eligible, the client's information is entered into the NetSmart client database and technology streamlines the process of assigning new clients to a geographically appropriate route. It typically takes two business days between telephone assessment and the first day of meal service for an individual client.
3. The client receives his/her first meal and a packet of information with facts about the program, as well as a notice of his/her rights and responsibilities. Clients receive meals five days a week.
4. During delivery the VNA Meals on Wheels mobile app provides a mechanism for volunteers to immediately report any client concerns directly from their mobile devices. This feedback appears on a dashboard monitored by VNA Meals on Wheels staff and is received in real time.
5. Through said feedback, referrals can be made for other services to address client needs beyond nutrition. Additionally, high-risk clients may receive an in-home visit from a Community Health Worker to assess for additional needs and provide resources/referrals in conjunction with the VNA Meals on Wheels Social Worker for such referrals.
6. The Community Health Worker may recommend a VNA Nurse visit with a client in the home to identify whether he/she would benefit from additional in-home support services such as hospice or palliative care. The nurse provides medication reviews, education and, if appropriate, refers the client for a higher level of care.
7. As clients are discharged from service, VNA assesses and adds clients as funding allows.

PSA APPLICATION SCORING CRITERIA AND DESCRIPTIONS

Selection Criteria	Description	Points Possible	Total
Meets Minimum Eligibility Requirements	Application was on time, complete (including attachments), and an eligible activity.	10	
Capacity/Experience	Application demonstrates that the application has the necessary experience and capacity (staff and financial) to administer the proposed program.	15	
Scope of Services	Application describes a scope of service that meets the needs of its target population.	5	
Collaboration	Application has a robust plan to collaborate with other entities in order to provide program participants with meaningful services.	5	
National Objective	Application proposes a program that meets a National Objective and provides a detailed explanation regarding determining client eligibility and program design/policies.	10	
Financial	Application demonstrates that the applicant will be able to provide meaningful services with awarded funds and has a financial management system in place to ensure funds are disbursed responsibly.	10	
Program Design	Application describes a program that is in line with the City of Grand Prairie priorities. Program design reflects processes that promote efficient and effective program implementation.	10	
Outcomes	Outcomes appear reasonable and effective in order to accomplish the proposed program purpose.	10	
Performance Measures	Performance measures provide an effective method to track and measure proposed outcomes.	10	
Budget	Application demonstrates a balanced, reasonable and adequate budget. Applicant demonstrates reasonable self-sufficiency for program implementation.	15	
Total Points			



**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 04/15/2024

REQUESTER: Patrick Cornelius

PRESENTER: Patrick Cornelius, Neighborhood Manager

TITLE: Selection and Rating of Applications

RECOMMENDED ACTION:



**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 04/15/2024

REQUESTER: Patrick Cornelius

PRESENTER: Patrick Cornelius, Neighborhood Services Manager

TITLE: Required Open Meetings Training Video Certification

RECOMMENDED ACTION:
