

I. GENERAL INFORMATION

E-mail: kristan.lloyd92595@gmail.com

Organization Web Address:

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

Number of paid staff: 0

Number of volunteers: 150

Members/Board of Directors (*Attach*): Board of Directors - See Attached

III. PROJECT ACTIVITY

A. Name of Project: Pantry Program

B. Specific Location of Project

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

Street or APN: _____

City: _____ Zip Code: _____

C. CDBG Funds Requested: \$50,000 (total amount for the project only)

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

HOPE mirrors the service area of the Lake Elsinore Unified School District.

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

City (ies): Cities of Lake Elsinore, Canyon Lake, and Wildomar

Community (ies): Lakeland Village, Horsethief Canyon

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

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

Requests will be made with the County of Riverside and the Cities of Wildomar and Canyon Lake.

G. Check **ONLY** the applicable category your application represents.

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

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

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

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

Those struggling with poverty and hunger are in constant need of securing healthy and attainable food. HOPE would like to add additional resourcing at the intake level to move clients from critical need to sustainable status.

IV. PROJECT NARRATIVE

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

According to the 2014 Food Hardship in America report by the Food Research and Action Center (FRAC) our geographic location is the 10th Highest Metropolitan Statistical Area struggling with food insecurities with a 22.4% hardship rate. HOPE clients are desperate for assistance. 94% of our clients are extremely low income clients, earning on 30% of the AML. Families are struggling to make ends meet, and food security and housing are the toughest needs to meet, but the most critical. Without access to food children are more likely to be sick more frequently, experience growth and development impairments, have lower academic achievements, and struggle with social and behavioral problems. Seniors without access to healthy and abundant food sources are at a higher risk of illness and loss of independence, resulting in higher rates of depression, suicide and chronic disease.

Through our Pantry Program, we ensure that those at greatest risk of hunger receive the food they need to alleviate food-related consequences. We provide 12 days of food, or 36 meals to qualified individuals per month, serving over 500,000 meals to 1200+ clients. This past year our client base has increased significantly and we anticipate another increase with budgets taking a hit when the California gas tax takes effect in November 2017.

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

CDBG funds will be used to cover our most basic, but crucial costs including food, rent, utilities, supplies, and safety repairs for our Pantry Program.

In 2018/2019 we are looking to maintain and improve our current facility and would like to increase our operation days from just three to Monday through Friday. We're in desperate need of a walk-in fridge that will maintain temperature. We've spoken with the Wildomar Rotary about partnering to reimplementing the Backpacks for Kids program and we'd like to acquire a refrigerated truck with a lift.

Backpacks for Kids is a program that packages and secures food for school aged children that is then sent home for over the weekend.

We would utilize funds from the CDBG program to assist in accomplishing those goals.

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

Our main goals is to ensure that those within our community do not go hungry and have access to food. We provide 20,000 meals per month (approx. 240,000 meals per year) to 550 unduplicated Lake Elsinore residents.

Using our client management tools, we log every individual and/or family who receives services from HOPE along with the type of assistance they receive. This gives us real time and accurate measurement of the individuals receiving assistance and reportable demographics necessary for progress and final reports.

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

We provide services year-round and will serve 550 unduplicated Lake Elsinore residents between July 1, 2018-June 30, 2019.

V. **PROJECT BENEFIT**

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

550 unduplicated Lake Elsinore residents.

- B. Indicate the number of unduplicated clients that will be served (*An unduplicated client is counted only once, no matter how many direct services the client receives during a funding year*):

550 unduplicated Lake Elsinore residents.

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

12 months

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

☒ Men

☒ Women

☒ Children (Range of children's ages : 0-18)

☐ Homeless (Number of beds at facility :)

☒ Seniors

☒ Severely Disabled Adults

☐ Migrant Farm Workers

☒ Families

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

Our Outreach Team regularly goes out into the community to deliver food and to spread the word to those in need. We have ambassadors at many of the local churches in the valley. We visit local trailer parks, and low-income areas of the city to make food deliveries and work with other agencies for referrals. Other agencies include the Lake Elsinore Unified School District, DPSS, the City of Wildomar, the City of Lake Elsinore, and the City of Canyon Lake. We have become a wholly owned subsidiary of the Dream Center to continue our sustainability in the community.

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

HOPE has been meeting the needs of those in desperate need of food for over 26 years. CDBG funds have been instrumental in our ability to leverage other funds and partners, however, it is not our only source of income. We have collaborated with other agencies for referrals and partnered with local markets to receive fresh supplies.

Partnering with the Dream Center-LE will enable us to provide additional volunteers and access to resources at the intake evaluation.

VI. National Objective

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

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

1. Limited Clientele:

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

Through client intake forms and income verification we confirm that all clients receiving services through HOPE are low income persons as determined by HUD guidelines.

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

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

The activity will benefit (check one or more)

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

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

Through client intake forms and income verification we confirm that all clients receiving services through HOPE are low income persons as determined by HUD guidelines.

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

HOPE only serves those in desperate need of assistance within our community. It is our commitment to ensure that those most vulnerable receive assistance, particularly those who do not have adequate means to purchase food for themselves and/or their families. The majority of our clientele are extremely low-income clients as defined by HUD. For 14.6% of the residents in Lake Elsinore living below the poverty line, food costs could easily equate to 30-40% of their income based on the USDA food cost guidelines. Given that the average rent of \$1250 is over 70% of a family of four's monthly income, 30% for food is not realistic, leaving our most vulnerable residents to make tough choices about food security. HOPE ensures that these families and residents have the food they need to stay healthy and secure.

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

2010 Census Tract and Block Group numbers:

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

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

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

Proposed Job Creation/Retention

Total Jobs Expected to Create: _____

Total Jobs Expected to Retain: _____

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

Proposed Assistance to Businesses

New Businesses expected to assist: _____

Existing Businesses expected to assist: _____

Enter Total Businesses expected to assist: _____

VII. FINANCIAL INFORMATION

A. Proposed Project Budget

Complete the following annual program budget to begin July 1, 2017. If your proposed CDBG-funded activity will start on a date other than July 1, 2017, please indicate starting date. Provide total Budget information and distribution of CDBG funds in the proposed budget.

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

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

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

II. Non-Personnel

A. Space Costs	\$ 54,000	\$ 20,000
B. Rental, Lease or Purchase of Equipment	\$ 15,000	\$ 6,000
C. Consumable Supplies	\$ 40,000	\$ 9,000
D. Travel	\$ 12,000	\$ 5,000
E. Telephone	\$ 2,500	\$ 1,000
F. Utilities	\$ 15,000	\$ 5,000
G. Other Costs	\$	\$
NON-PERSONNEL SUB-TOTAL:	\$ 138,500	\$ 46,000

III. Other

A. Architectural/Engineering Design	\$	\$
B. Acquisition of Real Property	\$	\$
C. Construction/Rehabilitation	\$ 10,000	\$ 4,000
D. Indirect Costs	\$	\$
E. Other	\$	\$
OTHER SUB-TOTAL:	\$ 10,000	\$ 4,000
GRAND TOTAL:	\$ 148,500	\$ 50,000

B. Leveraging

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

Federal:

State/Local: We average roughly \$24,500 per year for individual, business and misc. donations.

Private:

Fees:

Donations: 24,000 pounds of food x \$1.00 per pound = \$24,000 worth of in-kind support.
24,000 pounds of food is reflective of 1 month average

Other: Our 150 volunteers average 10 hours of service a month, leveraging 18,000 hours at the Federal giving rate of \$5.00 = \$90,000

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

HOPE has been meeting the needs of those in desperate need of food for over 26 years. CDBG funds have been instrumental in our ability to leverage other funds and partners, however it is not our only source of income. We have collaborated with other agencies for referrals and partnered with local markets to receive fresh supplies.

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

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

If yes, identify sources and indicate outcome.

We will be submitting CDBG applications for Program Year 2018-2019 to the Cities of Wildomar, Canyon Lake and to the County of Riverside.

If no, please explain.

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

If yes, when?

HOPE has been utilizing CDBG funds since July, 1995. CDBG funds have been critical in our ability to keep our doors open and our Pantry Program running.

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

If yes, explain:

14.6% of Lake Elsinore residents live in poverty, and food security is a major, daily hurdle. At HOPE, we ensure that food is available so residents can concentrate on other important essentials such as housing, employment, education, and health.

VIII. MANAGEMENT CAPACITY

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

HOPE has received CDBG Funds for the past 22 years and all funds have been spent in accordance with agreements and with no compliance issues. All required reports and statistics have been submitted on time.

B. Management Systems

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

HOPE's board has adopted policies and procedures regarding personnel, volunteer management, procurement, property management, financial management, records, client intake, and other systems required to operate and manage HOPE.

C. Capacity

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

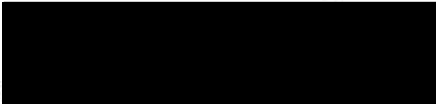
Brett Masters, Co-Executive and Wink Davis, Co-Executive will be primarily responsible for the implementation and completion of this project. Brett Masters serves as the main contact for the Dream Center-LE and Wink Davis has been running the Fresh Food program through HOPE at Gracepoint Church of the Nazareen in Wildomar since 2008, giving them the experience needed to help HOPE continue to succeed.

IX. APPLICATION CERTIFICATION

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

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

DATE: 9-30-2017

Signature: _____

Print Name/Title

Authorized Representative: Brett Masters

CHECK-LIST:

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

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

Attachment 1: Members/Board of Directors List

Board of Directors 2017-2018

Wink Davis
Co-Executive Director
Wildomar, CA 92595
909-210-1251

Bob Guilliams
Delegate to the Free Methodist Conference
Wildomar, CA 92595
951-544-5164

Brett Masters
Co-Executive Director
Wildomar, CA 92595
858-952-4024

Edwin Rodriguez
2nd Delegate to the Free Methodist Conference
Murrieta, CA 92563
951-972-0840

Chuck Searer
Member at Large
Winchester, CA 92596
951-347-5440

Dick Siems
Member at Large
Canyon Lake, CA 92587
951-230-2479

Diane Simones
Secretary
Canyon Lake, CA 92587
951-244-7028

Kara Vega
Treasurer
Lake Elsinore, CA 92532
951-246-2818

Attachment 2: Articles of Incorporation and Bylaws

ENDORSED
FILEDIn the office of the Secretary of State
of the State of California

APR 30 1992

ARTICLES OF INCORPORATION OF
Helping Our People in Elsinore, INC.

I

The name of the corporation is "Helping Our People in Elsinore, INC." MARCH FONG FU, Secretary of State

II

A. This corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for charitable purposes.

B. The specific purpose of this corporation is to provide food, clothing and shelter to needy people.

III

The name and address in the State of California of this corporation's initial agent for service of process is James T. Winkler 31594 Railroad Canyon Road Suite C Canyon Lake California 92587.

IV

A. This corporation is organized exclusively for charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.

B. No substantial part of the activities of this corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.

V

The property of this corporation is irrevocably dedicated to charitable purposes and no part of the net income or assets of this corporation shall ever inure to the benefit of any director, officer or member thereof or to the benefit of any private person. Upon the dissolution or winding up of the corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities of this corporation shall be distributed to a nonprofit fund, foundation or corporation which is organized and operated exclusively for charitable purposes and which has established its tax exempt status under Section 501(c)(3) of the Internal Revenue Code.

2-2-92

DATE


(Signature of Incorporator)Robert J. Bryson

(Type name of Incorporator)

AMENDED BYLAWS
OF
HELPING OUR PEOPLE IN ELSINORE, INC.

PREAMBLE

RECOGNIZING OUR UNITY IN CHRIST AND OUR COMMON PRACTICE IN THE CHRISTIAN FAITH, DESIRING TO HEED AND FULFILL THE LORD'S IMPERATIVE AS STATED IN MATTHEW 25:31-40, MINDFUL OF OUR CHRISTIAN PRIVILEGES AND DUTIES, AND WISHING TO OBSERVE ORDERLY COOPERATION, WE THE MEMBERS OF HELPING OUR PEOPLE IN ELSINORE, INCORPORATED OF LAKE ELSINORE, CALIFORNIA, ADOPT THE FOLLOWING AMENDED BYLAWS, AND DO PROVIDE THAT THE FOLLOWING ARTICLES SUPERSEDE AND REPLACE THE FORMER BYLAWS THAT WERE ADOPTED AT A DULY CALLED MEETING OF THIS CORPORATION ON SEPTEMBER 9, 1991.

ARTICLE I - NAME AND INCORPORATION

1. The name of this organization shall be HELPING OUR PEOPLE IN ELSINORE, INC.
2. For the purpose of these Bylaws, HELPING OUR PEOPLE IN ELSINORE, INC. is hereafter designated as H.O.P.E., Inc., or simply "this corporation."
3. H.O.P.E., Inc. shall be incorporated under the laws of the State of California as a Non-profit Public Benefit Corporation.

ARTICLE II - OFFICES

1. The principal office of this corporation for the transaction of business is located at 29885 2nd Street, Unit R-S, in Lake Elsinore, California.
2. This corporation is hereby granted full power and authority to change the principal office of the corporation from one location to another in Riverside County, California. Any such change shall be noted by the Secretary in these Bylaws, but shall not be considered an Amendment of the Bylaws.

ARTICLE III - STATEMENT OF PURPOSE

1. The object and purpose of this corporation shall be to propagate the gospel of Jesus Christ by reaching to those persons who are hungry and who need assistance and renewed hope.
2. To fulfill this object and purpose, this corporation shall provide and dispense food to individuals and families in compliance with the regulations laid down by the governing body of this corporation in the Rules of Qualification. Furthermore, this corporation shall dedicate itself to an ongoing, caring ministry of service to others. We service anyone who qualifies regardless of ethnicity or color. We do not hold religious services.

ARTICLE IV - STATEMENT OF FAITH

1. The members of this corporation adhere in faith to the following common symbol, held in the highest regard in all of Christendom, called the Apostolic Creed:

I believe in God, the Father almighty, creator of heaven and earth.

I believe in Jesus Christ, His only Son, our Lord. He was conceived by the power of the Holy Spirit and born of the Virgin Mary. He suffered under Pontius Pilate, was crucified, died, and was buried. He descended into hell. On the third day He rose again. He ascended into heaven, and is seated at the right hand of the Father. He will come again to judge the living and the dead.

I believe in the Holy Spirit, the holy catholic Church, the communion of saints, the forgiveness of sins, the resurrection of the body, and the life everlasting.



State of California

OFFICE OF THE SECRETARY OF STATE

1820572

CORPORATION DIVISION

I, *MARCH FONG EU*, Secretary of State of the State of California, hereby certify:

That the annexed transcript has been compared with the corporate record on file in this office, of which it purports to be a copy, and that same is full, true and correct.

IN WITNESS WHEREOF, I execute
this certificate and affix the Great
Seal of the State of California this

MAY -1 1992



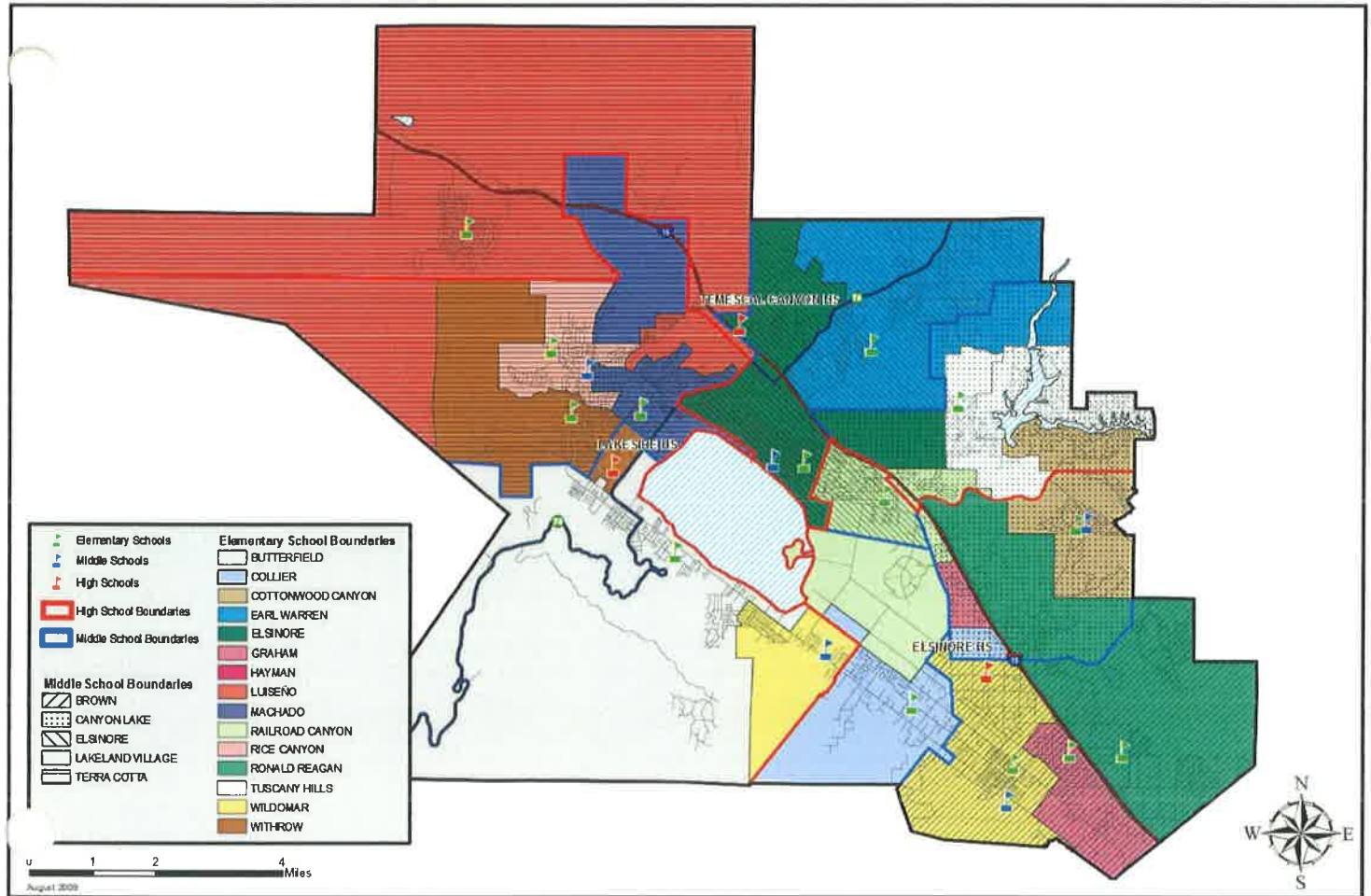
March Fong Eu

Secretary of State

Attachment 3: Project Activity Map

LAKE ELSINORE UNIFIED SCHOOL DISTRICT

ATTENDANCE BOUNDARIES - SCHOOL YEAR 2009/2010



Attachment 4: Project Benefit
Not applicable

Attachment 5: Leveraging

Income and Expense Statement Leveraging Commitments Anticipated Income & Expenses

2017-2018 Income Anticipated Leveraging: \$24,500

Grant Requests	\$114,000.00
Individual Donations	\$12,000.00
Government Funds	\$10,000.00
Businesses/Organizations	\$10,000.00
Misc. Income	\$2,500.00
	\$148,500.00

2017-2018 Expenses

Space Cost	\$54,000.00
Rental, Lease or Purchase of Equip.	\$15,000.00
Consumable Supplies	\$40,000.00
Travel	\$12,000.00
Telephone	\$2,500.00
Utilities	\$15,000.00
Safety Repairs	\$10,000.00
	\$148,500.00

Attachment 6: Income and Expense Statement

2017-2018 Income

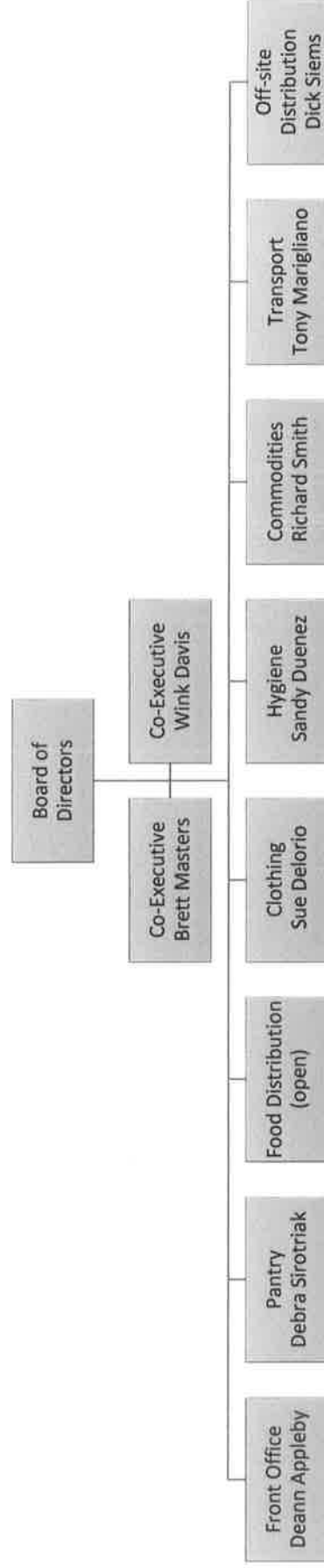
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Travel	\$12,000.00
Telephone	\$2,500.00
Utilities	\$15,000.00
Safety Repairs	\$10,000.00
	\$148,500.00

Attachment 7: Management Capacity

Helping Our People in Elsinore



Attachment 8: Board Authorization

September 20, 2017

The Board of Directors of Helping our People in Elsinore (HOPE) authorizes Brett Masters or Oliver "Wink" Davis, Co-Executive Directors, to submit a Community Development Block Grant to the County of Riverside, the Cities of Lake Elsinore, Wildomar, and Canyon Lake for 2017-2018 Program Year.

In addition, the Board authorizes Brett Masters or Oliver "Wink" Davis to act on behalf of Helping our People in Elsinore (HOPE) in the matter of contracts, billings, contact and reporting.


Signature

September 20, 2017

Date

Chairperson

Title