

#25,000

Organization / Agency Information

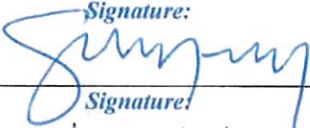

Organization/Agency Name: Casa Teresa		
Physical Address: 123 W. Maple Avenue		City/State/Zip Orange, Ca 92866
Mailing Address: P.O. Box 429		City/State/Zip Orange, CA 92856-6429
CEO or Director: Lisa Wood		Title: Chief Executive Officer
Phone: (714) 538-4860, ext. 16	Fax: (714) 744-6409	Email: lwood@casateresa.org
Contact Person: Lisa Wood		Title: Chief Executive Officer
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Web Site Address: http://casateresa.org/		Tax ID: 95-3251986

Program / Grant Information

Interest Area: ☐ Animal Protection ☐ Education ☐ Environment ☐ Health ☒ Human Dignity

Program/Project Name: Emergency Maternity Shelter (EMS)		Amount of Grant Requested: \$ 25,000	
Total Organization Budget: \$ 2,512,188	Per 990, Percentage of Program Service Expenses (Column B/ Column A x 100): 82.1%	Per 990, Percentage of Management & General Expenses Only (Column C / Column A x 100): 10 %	Per 990, Percentage of Management & General Expenses and Fundraising (Column C+D / Column A x 100): 7.9%
Purpose of Grant Request (one sentence): We respectfully request \$25,000 to support our Emergency Maternity Shelter, a 90-day program providing a full range of services to assist the most vulnerable pregnant women who are homeless, helping them transition off the street and address substance abuse and addiction, while also helping them become self-sufficient and make healthy decisions for themselves and their children.			
Program Start Date (Month and Year): July 2017		Program End Date (Month and Year): June 2018	
Gimbel Grants Received: List Year(s) and Award Amount(s) N/A			

Signatures

Board President / Chair: (Print name and Title) Stephen Muzzy, Board Chair	Signature: 	Date: June 14, 2017
Executive Director/President: (Print name and Title) Lisa Wood, Chief Executive Officer	Signature: 	Date: June 14, 2017



Proposal Narrative for the S.L. Gimbel Foundation 2017

I. ORGANIZATION BACKGROUND

A) What are the history, mission and/or purpose of your organization? How long has the organization been providing programs and services to the community?

Deeply rooted in the Orange County community, Casa Teresa provides a loving and supportive family home to pregnant women and their babies facing difficult circumstances, giving them hope and a future. With a trusted and compassionate team of professionals and a proven residential program, we empower mothers in learning lifelong skills to end cycles of homelessness, abuse, and addiction; regain control of their futures; and create families that thrive. Our philosophy is to be a “home with a heart” for the most high-risk women and children, creating a family home where they can establish a sense of safety, deal with past trauma, and build reciprocal trust with loving supporters.

Founded in 1976, Casa Teresa has served more than 6,400 women and babies in nearly 40 years of service, and currently accommodates up to 42 women and babies at full capacity. Many of those we serve have a history of domestic violence, incarceration, substance abuse, mental health issues, or may have been victims of human trafficking.

B) What are some of your past organizational accomplishments (last three years)?

Casa Teresa actively expands our programs to meet the needs of our clients. Our most recent program, the Emergency Maternity Shelter (EMS), was founded in 2013 to cater specifically to women struggling with chronic homelessness, substance abuse, and other crises. Our proudest achievement specific to this program is that since opening, 100% of EMS clients have transitioned to another housing situation or program. *NO client has exited the program and returned to the streets.*

In addition, we are currently expanding career and education support for all residents, further integrating robust education and workforce development for their success. These activities help mothers transition from homelessness to self-sufficient community members. In collaboration with American Career College, residents can attend free classes and prepare for the High School Equivalency Exam to help increase clients' future job opportunities. Through the Orange County Asian Pacific Islander Community Alliance (OCAPICA), residents may gain retail work experience through our social enterprise, The Collection by Casa Teresa. Our increased focus on educational, workforce, and income development will help create a more defined pathway to long-term financial stability and self-sufficiency for our mothers and their families.

C) What are your key programs and activities? Describe the communities you serve. Include populations, geographic locations served, and relevant statistics.

While all those suffering homelessness are vulnerable, Casa Teresa targets a particular population in desperate need: homeless, pregnant women. Clients eligible for our services include pregnant, homeless women over the age of 18 who are not acting as a danger to themselves or others. In light of the vast needs among our target population, Casa Teresa's programs are in high demand.

The goal of all Casa Teresa programs is to support and encourage women throughout their pregnancy, the transition into motherhood, and their journey towards independence. To this end, we offer five residential programs for pregnant/new mothers and their children: our core **“Steps to Independence” model (Parenting Program, Transformation I and Transformation II)** which transitions residents through structured programming toward independent living, **Hannah’s House** for mothers who choose to place their baby for adoption, and our **Emergency Maternity Shelter (EMS)**, which addresses the needs of chronically homeless pregnant women struggling with addiction. For each of these shelter programs, we provide case management and classes in life skills, financial management, workforce development, parenting, and nutrition. Residents also have access to prenatal care, lactation consultations, and screenings for chronic diseases, vision and dental screenings, mental health care, substance abuse treatment, and child abuse prevention training. In addition, clients have access to our **Reunification Program**, which reunites mothers with previous children in kin or foster care, and the **Dorothy Van der Ahe Infant Care Center**, which provides childcare to moms who work or attend school. Finally, former residents can utilize our **Alumni Resource Center (ARC)** for ongoing case management, counseling, workshops, and classes.

Our clientele reflects the unfortunate realities facing women who become homeless. Besides the general risk factors of educational attainment, employment, and income, these women often come to us from situations of violence or personal trauma. Of our clients, 100% are low-income, 72% are estranged from their parents, 86% have been physically, sexually, and/or emotionally abused, 60% are high school dropouts, and 96% have substance abuse issues. Residents have spent an average of 7.6 years in public systems (e.g. foster care, prison). Women are primarily from Orange County, but some have come to Casa Teresa from other regions in California.

II. PROJECT INFORMATION

A) Statement of Need

One of the fastest growing segments of the homeless population are families. Homelessness disrupts every aspect of family life; homelessness can damage the physical and emotional health of family members, interfere with children’s education and development, and frequently results in the separation of family members.

An estimated 31% of Orange County’s homeless residents are families with children. Though, many more families are at risk of homelessness due to the region’s lack of affordable housing combined with poverty rates. Research shows that women live in poverty more often than men, and in California, 25.1% of children live in poverty (Stanford Center on Poverty & Inequality). While all those suffering from homelessness are vulnerable, homeless mothers are rarely able to maintain healthy behaviors, and are less likely to initiate and sustain breastfeeding, make well-child visits, or ensure children are immunized (Richards et al 2011, Aday 2002). These risks can have a long-term impact, with homeless babies showing slower development than peers and suffering more ear infections, asthma attacks, stomach problems and speech difficulties later in life.

Our EMS fills a critical gap for homeless pregnant women in urgent need of shelter, and has been at full capacity since opening in 2013. Prior to the establishment of this program, the target population for EMS did not qualify for other residential programs at Casa Teresa, which require

at least 6 months of sobriety. We are seeking support from the S. L. Gimbel Foundation and likeminded donors to expand EMS services to more women.

B) Project Description

The Emergency Maternity Shelter (EMS) provides homeless pregnant women with shelter, food, case management, counseling, vocational/educational assistance, life skills/parenting classes, health care, and other supportive services. This 90-day program, operating year-round helps women who struggle with chronic homelessness, substance abuse, domestic violence, human trafficking, and other issues transition off the streets and into a structured shelter program.

EMS is the only place in Orange County with beds specifically reserved for pregnant women caring for their existing children, housing 11 pregnant women without children and two with children. Residents follow a structured program that includes intensive case management, classes, education or vocational assistance, and referrals to specialty services. Clients can stay in EMS for up to three 30-day phases, plus two months after her baby is born. Progressing from addressing any immediate crisis to growing empowerment, these phases work together to stabilize family situation as quickly as possible while supporting the longer-term health and wellness of the mother and her child(ren).

EMS serves as a bridge—it is the first step off the streets and into a structured program for many of our residents. Clients come to us from public agencies, other shelters and programs, or even directly from the streets. EMS accepts residents as early as the first day in their battle against substance abuse.

C) Project Goal, Objectives, Activities and Expected Outcomes

GOAL: The overall goal of EMS is to address the immediate needs of homeless pregnant women in crisis, taking them off the street, getting them into programs for substance abuse, and to assist them to seek medical care as they prepare for the arrival of their baby.

Objective: Our objective for EMS in 2017-2018 is to assist **100 residents with shelter, food, access to health care and improving overall health and wellbeing by enrolling them in classes and counseling.**

Activities: EMS provides shelter, counseling, food, case management, counseling, vocational/educational assistance, life skills/parenting classes, health care, and other supportive services to clients over three stages of 30 days each. Throughout each stage (detailed further below), residents attend weekly case management meetings, coordinating support to ensure health, substance abuse treatment, nutrition, legal, financial and other needs are met. As previously mentioned, residents' older children who are enrolled and attend school. House mothers also prepare meals and coach residents in life skills such as cooking.

Expected Outcomes: In FY 2017-2018 we anticipate **100 women will be served in our emergency shelter and provided with food. We will provide 100 women with access to medical care, prenatal care and mental health support. We will enroll 100 women into classes (such as substance abuse, human trafficking and domestic violence) and individual counseling through our partnership with Mariposa Women's Center.**

Evaluation: To determine the impact of our activities, Casa Teresa tracks several indicators through case management and the use of standardized measurement tools. At the service level, we track the number of women served (**100**), the number of bed nights (**4,500**) and meals provided, and the number of case management meetings (**12,000**), evaluations, and workshops/classes provided. To measure self-sufficiency and overall health and wellbeing for our residents, we utilize a Self-Sufficiency Matrix which rates clients on a 1-5 scale in domains such as housing, health, substance abuse, support network, vocational training, legal, financial, and children's education **with a goal of improving each woman's self-sufficiency by 75%**. The health and well-being of each resident is tracked using Activities for Daily Living (ADLs) to measure how each resident is doing in life skills learning and functioning. Lastly, we also monitor the resident's attendance and compliance with medical visits, mental health appointments, or substance abuse treatment.

D) Timeline

Casa Teresa requests funding for EMS during 2017-2018. Services are delivered to clients year-round, with 24/7 care over three stages of 30 days each:

- **Phase 1** is devoted to assessment and stabilization. Within 24 hours of enrollment, we initiate a case plan, mental health and safety assessments, review legal issues and safety needs, and conduct drug screening when necessary. Throughout this phase, we provide case management, and ensure residents have a local OB-GYN and connected to public services such as Medi-Cal, WIC and CalFresh.
- In **Phase 2**, residents focus on personal improvement action plans which includes an education assessment, referrals to appropriate education and career programs, prenatal and parenting classes, and life skills.
- For **Phase 3**, residents focus on planning for the future, including enrollment into our High School Equivalency program, group or individual counseling, and participating in other recovery and life skills programs as assigned. Case management shifts to future goals and ensures next steps toward safe housing.

E) Target Population

Emergency Maternity Shelter (EMS) caters specifically to women struggling with chronic homelessness, substance abuse, and other immediate crises that otherwise prevent them from caring for their unborn baby and other child(ren). EMS fills a critical gap for homeless pregnant women in urgent need of shelter, and has been at full capacity since opening. Approximately 85% of these mothers reside in Orange County; others come to use from across California.

F) Projects in the Community

According to 2-1-1 Orange County's database of health and human service resources, there are only three organizations specifically providing "homeless shelter for pregnant women" in Orange County. Of these, Mary's Shelter only serves pregnant teens ages 12-17 and Precious Life Shelter does not serve pregnant women with existing children. Prior to the establishment of this program, the target population for EMS did not qualify for other residential programs at Casa Teresa, which require at least 6 months of sobriety.

While other shelters in Orange County require an established period of sobriety for applicants, EMS accepts residents as early as the first day in their battle against substance use, enabling the

women at highest risk for harm to themselves and their infants to find shelter and support. We are the only place in Orange County with beds specifically reserved for pregnant women caring for their existing children.

G) Use of Grant Funds

Funding from the Foundation will support salaries and supplies to bolster the growth and sustainability of this young program for FY17-18. Our goal is to serve more women this year and also expand our career and education support services so that more residents can gain the education and work experience needed for long-term success. Casa Teresa is committed to sustaining the program as a critical component of its mission and services for this vulnerable population of women and children. Funds from the Foundation will be used to support salaries and supplies for FY 17-18.

III. PROJECT FUTURE

A) Sustainability

While EMS is a new program still stabilizing its operations, Casa Teresa is a long-standing provider in the community with a robust and diversified plan for sustainability. With a generous support base among individuals, churches, and local businesses, Casa Teresa also receives significant revenue through corporate and foundation grants, special events, and annual campaigns. Long-term, we are exploring an endowment to support operations in perpetuity. As we research, we intend that any bequests and estate gifts to the organization will be set aside in a unique account to later form a substantial endowment.

IV. Governance, Executive Leadership, and Key Personnel Qualifications

A) Governance

Casa Teresa is led by a 19-member Board of Directors, which is comprised of health, business, and community leaders who offer expertise in their various sectors. Our Board serves as advocates, ambassadors, and has fiduciary responsibility in partnership with the Chief Executive Officer. Board members are quite active, even assisting staff and engaging in residents' lives by participating in evaluations and interviews. The Board also participates in committees such as finance, governance, strategic planning, executive, and events.

B) Management

EMS is run by an EMS Administrator, two Case Managers, and seven House Moms (five full-time and two part-time). Our EMS Administrator is Kim Self, who brings 15 years of experience in human services. Kim earned her Master's in Psychology at Chapman University, specializing in Marriage and Family Therapy. Our two Case Managers are Shannon Murgolo and Toni Delgado. Shannon has her Master's specializing in Marriage and Family Therapy. Toni graduated with a Bachelor's in Sociology with from CSU, Fullerton. Our House Moms, Nicole Sapio, Karen Acosta, Ana Silva, Melissa Perriglio, Ashley England, and Shelby Owens, each have a Bachelor's in a relevant field or the equivalent experience, as well as experience working with homeless, drug/alcohol abuse, domestic violence, and women and children. Mothers also have access to our Intake and Alumni Coordinator, Claudia Gallion, who has also worked in the field of Human Services Field for ten years. EMS residents are also supported by a Career and Education Case Manager, Maria Ayala, and a Registered Nurse. With Casa Teresa for over 23 years, Nurse Kerri provides parenting classes, nutritional information, and health checks or developmental screenings for both mothers and babies.

V. Project Budget and Budget Narrative

A) **Budget Table:** Provide a detailed line-item budget for your **entire** project by completing the table below. Requested line items should be limited to Ten (10) line items. The less the better.

A breakdown of specific line item requests and attendant costs should include:

- 1) Line item requests for materials, supplies, equipment and others:
 - a. Identify and list the type of materials, supplies, equipment, etc.
 - b. **Specify the unit cost, number of units, and total cost**
 - c. Use a formula/equation as applicable. (i.e. 40 books @ \$100 each = \$4000)
- 2) Line item requests for staff compensation, benefits: **Do not use FTE percentages.**
 - a. Identify the position; for each position request, **specify the hourly rate and the number of hours** (i.e. \$20/hr x 20 hours/week x 20 weeks = \$8,000)
 - b. For benefits, provide the formula and calculation (i.e. \$8,000 x 25% = \$2,000)
- 3) Line items on Salaries/Personnel included in budget (contribution or in-kind) but NOT requested from the Gimbel Foundation must be broken down per number 2) above: Provide rate of pay per hour and number of hours.

Line Item Request	Line Item Explanation	Support From Your Agency	Support From Other Funders	Requested Amount From Gimbel Foundation	Line Item Total of Project
Personnel: Salaries, Benefits/Payroll	(see Narrative by position)	\$414,229	\$25,000	\$10,000	\$449,229
Direct Program Services	food, household supplies, assistance to residents	\$16,830	\$5,000	\$5,000	\$26,830
Facility Costs	Rent, mortgage interest, building maintenance for shelter for 135 people	\$36,031	\$10,000	\$10,000	\$56,031
Phone/Utilities	Phone, electricity, internet,	\$18,000	\$5,000	\$0	\$23,000

	gas, waste disposal				
Travel/Auto	Automobile & mileage	\$5,000	\$0	\$0	\$5,000
Professional Fees	IT services	\$3,000	\$0	\$0	\$3,000
In-Kind Supplies	Produce	\$1,000	\$0	\$0	\$1,000
Depreciation	Building & improvements	\$135,000	\$0	\$0	\$135,000
Other	Other miscellaneous (see narrative)	\$6,782	\$0	\$0	\$6,782
TOTAL		\$635,872	\$45,000	\$25,000	\$705,872

B) Narrative: The budget narrative is the justification of “how” and/or “why” a line item helps to meet the project deliverables. Provide a description for each line item request as necessary. Explain how the line item relates to the project. If you are requesting funds to pay for staff, list the specific duties of each position. See attached SAMPLE Project Budget and Budget Narrative

1. Personnel: Case Manager (2 FTE)

Case Managers who meet with residents weekly ensuring they are receiving relevant care coordination, Career/Education assistance, and are on track to transition to another program or stable housing.

80 hrs/week x \$20.60/hr. x 52 weeks = \$85,696

Personnel: House Mom (5 FTE)

House Moms provide direct assistance and coordinate daily activities for residents.

200 hrs/week x \$15.25/hr. x 52 weeks = \$158,600

Personnel: Intake Specialist (1 FTE)

Intake Specialist who map out individualized case plans tailored on the needs of each woman

40 hrs/week x \$15.80/hr. x 52 weeks = \$32,864

Personnel: Maintenance (0.25 FTE)

Maintenance includes light house repairs, moving, trash detail, general maintenance.

10 hrs/week x \$16.70/hr. x 52 weeks = \$8,216

Personnel: Program Director (1 FTE)
Manages staff and operations of Emergency Maternity Shelter.
 $40 \text{ hrs/week} \times \$35.35/\text{hr} \times 52 \text{ weeks} = \$73,528$

Personnel: Executive Program Director (0.2 FTE)
Oversees all program staff and operations of Casa Teresa.
 $8 \text{ hrs/week} \times \$52.51/\text{hr} \times 52 \text{ weeks} = \$21,844$

Cost also includes benefits and taxes calculated at 18% = \$68,481

2. Direct Program Services

Covers food, household supplies, baby supplies (formula, bottles, diapers, clothes), and includes assistance to residents such as bus passes, court costs, misc. legal expense, taxi service to medical & legal appointments.
 $135 \text{ people} \times \$198.74 = \$26,830$

3. Facility Costs

Facility costs includes the rent for our shelter where residents live 24 hours a day/ 7 days a week. This also includes mortgage interest and the maintenance for our buildings.
Rent and mortgage interest (\$50,731) to cover shelter for 135 people + building maintenance (\$5,300) = \$56,031

4. Phone / Utilities

Covers the cost of the phone, electricity, gas, cable and waste disposal for our shelter.
Phone (\$4,200) + Utilities (\$18,800) = \$23,000

5. Travel/ Auto

Travel/ Auto includes maintenance, fuel for vehicle (\$4,500) and mileage (\$500) = \$5,000

6. Professional Fees

Professional fees includes IT services to maintain computer lab for residents, as well as staff computers = \$3,000

7. In-Kind Supplies

In-Kind includes produce donated bi-weekly = \$1,000

8. Depreciation

Depreciation of building and improvements = \$135,000

9. Other

Other includes meeting expenses (\$1,560); service agreements (\$3,526); dues and subscriptions (\$271); other outside services (\$475); taxes, licenses, permits (\$340); and storage (\$610) = \$6,782



Budget Comparison 2017

	Actuals Most Recently Completed Year	Budget Projections Current Year	Variance
Income	2015 - 2016	2016-2017	
Individual Contributions	\$712,349	\$912,188	\$199,839
Corporate Contributions	\$18,657	\$50,000	\$31,343
Foundation Grants	\$379,000	\$400,000	\$21,000
Government Contributions	\$350,000	\$300,000	(\$50,000)
Other Earned Income	\$562,713	\$847,000	\$284,287
Other Unearned Income	\$3,629	\$3,000	(\$629)
Interest & Dividend Income	\$22,101	-	(\$22,101)
Total Income	\$2,048,449	\$2,512,188	\$463,739
Expenditures			
Personnel			
Salary CEO	\$125,000	\$125,000	-
Salary Assistant	\$0	\$0	-
Payroll Taxes	\$9,997	\$10,000	\$3
Insurance - Workers' Comp	\$12,500	\$12,950	\$450
Insurance - Health	\$628	\$650	\$22
Payroll Services	\$5,957	\$6,000	\$43
Retirement	-	-	-
Total Personnel	\$154,082	\$154,600	\$518
General Program/Administrative			
Bank/Investment Fee	\$15,186	\$15,000	(\$186)
Publications	\$1,736	\$1,100	(\$636)
Conferences & Meetings	\$5,538	\$4,440	(\$1,098)
Mileage	\$1,337	\$1,000	(\$337)
Audit & Accounting	\$30,650	\$27,500	(\$3,150)
Program Consultants	\$0	\$0	-
Insurance Expense	\$48,624	\$50,210	\$1,586
Telephone Expense/ Land Lines	\$5,424	\$5,620	\$196
DSL & Internet	\$744	\$780	\$36
Website	\$2,200	\$2,200	-
Office Supplies	\$8,579	\$6,400	(\$2,179)
Postage & Delivery	\$2,949	\$2,500	(\$449)
Printing & Copying	\$3,359	\$6,800	\$3,441

Miscellaneous	-	\$0	-
Total General			
Program/Administrative	\$126,326	\$123,550	(\$2,776)
Total Expenditures	<u>\$280,408</u>	<u>\$278,150</u>	<u>(\$2,258)</u>
Revenue Less Expenses	<u>\$1,768,041</u>	<u>\$2,234,038*</u>	<u>\$465,997</u>
Less: Project Budget (EMS)	\$719,099	\$705,872	(\$13,227)
Other Programs	<u>\$1,545,978</u>	<u>\$1,528,166</u>	<u>(\$17,812)</u>
Net Income	<u>(\$497,036)</u>	<u>\$0</u>	<u>\$497,036</u>



Sources of Funding for the S.L. Gimbel Foundation 2017

VI. Sources of Funding: Please list your current sources of funding and amounts.

Secured/Awarded

Name of Funder: Foundation, Corporation, Government	Amount
McBeth Foundation	\$50,000
Ueberroth Family Foundation	\$50,000
Sisters of St. Joseph Healthcare Foundation	\$40,000
St. Joseph Health Community Partnership Fund	\$40,000
Marisla Foundation	\$35,000
Hoag Community Benefit	\$25,000
Healthcare Foundation for Orange County	\$25,000
Margaret E. Oser Fund for Women (OCCF)	\$20,000
Carrie Estelle Doheny Foundation	\$15,000
Pacific Life Foundation	\$10,000
TJX Foundation	\$5,000

Pending

Name of Funder: Foundation, Corporation, Government	Amount	Decision Date
Decorative Arts Society	\$25,000	June 2017
Kenneth A. Lester Family Foundation	\$15,000	Unknown
Majestic Realty Foundation	\$10,000	Unknown

Diversity of Funding Sources: A financially healthy organization should have a diverse mix of funding sources. Complete those categories that apply to your organization using figures from your most recent fiscal year.

Funding Source	Amount	% of Total Revenue	Funding Source	Amount	% of Total Revenue
Contributions	\$731,006	36%	Program Fees	\$337,703	16%
Fundraising/Special Events	\$225,010	11%	Interest Income	\$22,101	1%
Corp/Foundation Grants	\$379,000	18%	Other: Investments	(\$32,799)	-2%
Government Grants	\$350,000	17%	Other:In-kind, other	\$36,428	3%

Notes:

Financial Analysis for the S.L. Gimbel Foundation 2017

VII. Financial Analysis

Agency Name: Casa Teresa

Most Current Fiscal Year (Dates): From July 1, 2014 To: June 30, 2015

This section presents an overview of an applicant organization's financial health and will be reviewed along with the grant proposal. Provide all the information requested on your **entire organization**. Include any notes that may explain any extraordinary circumstances. Information should be taken from your most recent 990 and audit. **Double check your figures!**

Form 990, Part IX: Statement of Functional Expenses

1) Transfer the totals for each of the columns, Line 25- Total functional expenses (page 10)

(A) Total Expenses	(B) Program service expenses	(C) Management & general expenses	(D) Fundraising expenses
\$2,570,481	\$2,110,808	\$258,558	\$201,115

2) Calculate the percentages of Columns B, C, and D, over A (per totals above)

- Program services (B) – A general rule is that at least 75% of total expenses should be used to support programs
- Management & general administration (C) – A general rule is that no more than 15% of total expenses should be used for management & general expenses
- Fundraising (D) – A general rule is that no more than 10% of total expenses should be used for fundraising

(A) Total Expenses	(B) Program service expenses	(C) Management & general expenses	(D) Fundraising expenses
	Columns B / A x 100	Columns C / A x 100	Columns D / A x 100
Must equal 100%	82.1%	10.0%	7.9%

3) Calculate the difference between your CURRENT year budget for management & general expenses and your previous management & general expenses per your 990 (Column C)

Percentage of Organization's <u>Current</u> Total Budget used for Administration	Column C, Management & general expenses per 990 above	Differential
10 %	10 %	0%

If the differential is above (+) or below (-) 10%, provide an explanation:

Financial information for the S.L. Gimbel Foundation 2017

Quick Ratio: Measures the level of liquidity and measures only current assets that can be quickly turned to cash. A generally standard Quick Ratio equals 1 or more.

Cash	+ Accounts Receivables	/Current Liabilities	= Quick Ratio
\$87,764	\$400,203	\$367,852	1.3

Excess or Deficit for the Year:

Excess or (Deficit) Most recent fiscal year end	Excess or (Deficit) Prior fiscal year end
(\$544,041)	(\$5,833)

Notes:

In 2012, Casa Teresa expanded its programming to include a stand-alone facility for an Emergency Maternity Shelter. We successfully launched a capital campaign and raised \$2.5MM for property acquisition and first year operations. An additional \$2.5MM was needed, however, to sustain the operation for the next few years. Fundraising fell short of this goal. The Board of Directors has undertaken contingency planning as well as a new strategic plan initiative to address the issue.

VIII. Application submission check list:

<u>Submit FOUR (4) Copies: 1 ORIGINAL (WITH ORIGINAL SIGNATURES) and 3 copies, collated and stapled together of the following:</u>	<u>Submit ONE (1) Copy:</u>
Completed Grant Application Form (cover sheet, narrative), budget page and budget narrative (see sample) and sources of funding, financial analysis page	A copy of your current 501(c)(3) letter from the IRS
Your current operating budget and the previous year's actual expenses (see sample Budget Comparison)	A copy of your most recent year-end financial statements (audited if available; double-sided)
Part IX only of the 990 form, Statement of Functional Expenses (one page). If you completed a 990-EZ, fill out the attached Part IX, Functional Expenses of the 990 form using figures from your 990-EZ	A copy of your most recent 990 (double-sided)
For past grantees, a copy of your most recent final report.	A list of your Board members and their affiliations

Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX ☐

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21				
2 Grants and other assistance to domestic individuals. See Part IV, line 22	42,641.	42,641.		
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees	284,501.	140,609.	83,094.	60,798.
6 Compensation not included above, to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7 Other salaries and wages	1,129,628.	1,002,284.	89,650.	37,694.
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)				
9 Other employee benefits	185,028.	149,539.	22,602.	12,887.
10 Payroll taxes	112,581.	90,988.	13,752.	7,841.
11 Fees for services (non-employees):				
a Management				
b Legal	367.		367.	
c Accounting	27,655.		27,655.	
d Lobbying				
e Professional fundraising services. See Part IV, line 17	54,423.			54,423.
f Investment management fees				
g Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Sch O.)	53,588.	53,588.		
12 Advertising and promotion	12,034.			12,034.
13 Office expenses	40,777.	26,708.	6,955.	7,114.
14 Information technology				
15 Royalties				
16 Occupancy	165,346.	159,279.	3,275.	2,792.
17 Travel	20,393.	19,880.		513.
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings				
20 Interest	45,132.	43,570.	1,562.	
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	228,639.	223,263.	2,688.	2,688.
23 Insurance	38,261.	37,603.	329.	329.
24 Other expenses. Itemize expenses not covered above. (List miscellaneous expenses in line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
a INFANT CARE CENTER	56,108.	56,108.		
b REPAIRS	40,430.	40,181.	124.	125.
c BANK CHARGES	17,811.	14,394.	2,176.	1,241.
d HOSPITALITY	7,034.	3,060.	3,519.	455.
e All other expenses	8,104.	7,113.	810.	181.
25 Total functional expenses. Add lines 1 through 24e	2,570,481.	2,110,808.	258,558.	201,115.
26 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation.				

Check here ☐ If following SOP 98-2 (ASC 958-720)

Budget Comparison 2017

	Actuals Most Recently Completed Year	Budget Projections Current Year	Variance
Income	2015 - 2016	2016-2017	
Individual Contributions	\$712,349	\$912,188	\$199,839
Corporate Contributions	\$18,657	\$50,000	\$31,343
Foundation Grants	\$379,000	\$400,000	\$21,000
Government Contributions	\$350,000	\$300,000	(\$50,000)
Other Earned Income	\$562,713	\$847,000	\$284,287
Other Unearned Income	\$3,629	\$3,000	(\$629)
Interest & Dividend Income	\$22,101	-	(\$22,101)
Total Income	\$2,048,449	\$2,512,188	\$463,739
Expenditures			
Personnel			
Salary CEO	\$125,000	\$125,000	-
Salary Assistant	\$0	\$0	-
Payroll Taxes	\$9,997	\$10,000	\$3
Insurance - Workers' Comp	\$12,500	\$12,950	\$450
Insurance - Health	\$628	\$650	\$22
Payroll Services	\$5,957	\$6,000	\$43
Retirement	-	-	-
Total Personnel	\$154,082	\$154,600	\$518
General Program/Administrative			
Bank/Investment Fee	\$15,186	\$15,000	(\$186)
Publications	\$1,736	\$1,100	(\$636)
Conferences & Meetings	\$5,538	\$4,440	(\$1,098)
Mileage	\$1,337	\$1,000	(\$337)
Audit & Accounting	\$30,650	\$27,500	(\$3,150)
Program Consultants	\$0	\$0	-
Insurance Expense	\$48,624	\$50,210	\$1,586
Telephone Expense/ Land Lines	\$5,424	\$5,620	\$196
DSL & Internet	\$744	\$780	\$36
Website	\$2,200	\$2,200	-
Office Supplies	\$8,579	\$6,400	(\$2,179)
Postage & Delivery	\$2,949	\$2,500	(\$449)

Printing & Copying	\$3,359	\$6,800	\$3,441
Miscellaneous	-	\$0	-
Total General			
Program/Administrative	\$126,326	\$123,550	(\$2,776)
Total Expenditures	\$280,408	\$278,150	(\$2,258)
Revenue Less Expenses	\$1,768,041	\$2,234,038*	\$465,997
Less: Project Budget (EMS)	\$719,099	\$705,872	(\$13,227)
Other Programs	\$1,545,978	\$1,528,166	(\$17,812)
Net Income	(\$497,036)	\$0	\$497,036



Strengthening Inland Southern California through Philanthropy

BOARD OF DIRECTORS

July 21, 2017

S. L. Gimbel Foundation Fund

Sean Varner
Chair of the Board

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Vice Chair of the Board

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Chief Financial Officer

Dr. Paulette Brown-Hinds
Secretary of the Board

Rabbi Hillel Cohn

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Beverly Stephenson

Randall Tagami

Diane Valenzuela

Paula Myles
Interim President and CEO

Ms. Lisa Wood
Chief Executive Officer
Casa Teresa
P.O. Box 429
Orange, CA 92856-6429

Dear Ms. Wood:

Congratulations! A grant has been approved for Casa Teresa in the amount of **\$25,000.00** from the S.L. Gimbel Foundation. **The performance period for this grant is August 1, 2017 to July 31, 2018.** Additional funding beyond the performance period is not guaranteed. It is highly recommended that alternative funding sources be sought accordingly. The grant is to support the following as specified in your proposal:

Support emergency maternity shelter for most vulnerable, homeless pregnant women

This grant is subject to the terms outlined in the enclosed Grant Agreement. After you have reviewed the terms and conditions of the Grant Agreement, **please sign and date the agreement and return with original signature to The Community Foundation by Friday, August 25, 2017.** Be sure copy the signed agreement for your records. Funds will be released upon receipt of the signed Grant Agreement.

A condition of this grant is that you agree to submit the Grant Evaluation Form which includes a narrative report and fiscal report. **The Grant Evaluation is due by August 15, 2018** and a copy will be available online.

We wish you great success and look forward to working with you during the grant performance period. If you have any questions, please feel free to contact me at 951-241-7777.

Sincerely,

Celia Cudiamat
Executive Vice President of Programs

23470 Casa Teresa

20170374 GIMB





Strengthening Inland Southern California through Philanthropy

3700 Sixth Street, Suite 200

Riverside, CA 92501

P: 951-684-4194

F: 951-684-1911

www.thecommunityfoundation.net

**S. L. Gimbel Foundation Fund
Grant Agreement**

Organization: Casa Teresa

Grant Amount: \$25,000.00 **Grant Number:** 20170374

Grant Period: August 1, 2017 to July 31, 2018 (*Evaluation Due: August 15, 2018*)

Purpose: Support emergency maternity shelter for most vulnerable, homeless pregnant women

1. Use of Grant Funds

Grant funds must be expended within the grant period, for the purpose and objectives described in your grant proposal. Grant funds may not be expended for any other purpose without prior written approval by The Community Foundation. If there are significant difficulties in making use of the funds as specified in your proposal, or if the grant funds cannot be spent within the grant period, notify us in writing promptly.

Formal requests for extensions or variances must be submitted to the Foundation's Board of Directors for approval a minimum of 60 days before the end of the grant period.

Requests for variances or extensions are reviewed on a case-by-case basis and approved by the Board of Directors. If a request is denied, unused funds must be immediately refunded to the Foundation.

Grant funds will not be expended for any political or lobbying activity or for any purpose other than one specified in section 170(c)(2)(b) of the Code.

2. Payment of Grant Funds

The grant funds will be paid in full by the Foundation upon receipt of the signed Grant Agreement. Challenge grant funds will be paid in full upon receipt of the signed Grant Agreement and upon receipt of documentation providing evidence that condition(s) of the challenge grant has/have been met.

3. Certification and Maintenance of Exempt Organization Status

This grant is specifically conditioned upon Grantee's status as an eligible grantee of The Community Foundation. The Foundation has obtained a copy of the Grantee's IRS determination letter. Grantee confirms that it has not had any change in its legal or tax-exempt status, and shall notify the Foundation immediately of any such change.

4. Final Report and Records

The Grantee will submit the Grant Evaluation report per the deadline set forth in the award letter. This report includes a narrative on outcomes based on goals and objectives set forth in the grant proposal and an expenditure report documenting use of grant funds. If equipment was purchased, copies of receipts need to be included.

5. Grantee's Financial Responsibilities

Grantee will keep records of receipts and expenditures of grant funds and other supporting documentation related to the grant at least four (4) years after completion of the grant and will make such records of receipts, expenditures and supporting documentation available to the Foundation upon request, for the purpose of conducting financial audits, making verifications, and investigations as deemed necessary concerning the grant.

6. Publicity

The Community Foundation appreciates publicity for the grant in all relevant published materials, such as brochures, newsletters and annual reports. The credit line of "Made possible in part by a grant from **"The Community Foundation, Strengthening Inland Southern California through Philanthropy"** is suggested. The Grantee will allow the Foundation to review and approve the content of any proposed publicity concerning the grant prior to its release, upon request. When your donors are listed in printed materials, include the Foundation in the appropriate contribution size category. Sending a brief press release to your local paper is appreciated. Please email Charee Gillens, our Marketing & Communications Officer, at cgillens@thecommunityfoundation.net with copies of any printed or publicity materials that highlight the grant. When publishing our name, please note the "The" at the beginning of our name is a legal part of our name. It should always be used and capitalized. Attaching a logo is also appreciated. Our logo can be downloaded on our website at www.thecommunityfoundation.net.

Grantee agrees to allow the Foundation to include information about this grant in the Foundation's periodic public report, newsletter, news releases, social media postings, and on the Foundation's website. This includes the amount and purpose of the grant, any photographs you have provided, your logo or trademark, and other information and materials about your organization and its activities.

7. Indemnification

In the event that a claim of any kind is asserted against the Grantee or the Foundation related to or arising from the project funded by the Grant and a proceeding is brought against the Foundation by reason of such claim, the Grantee, upon written notice from the Foundation, shall, at the Grantee's expense, resist or defend such action or proceeding, at no cost to the Foundation, by counsel approved by the Foundation in writing.

Grantee hereby agrees, to the fullest extent permitted by law, to defend, indemnify, and hold harmless the Foundation, its offices, directors, employees, and agents, from and against any and all claims, liabilities, losses, and expenses (including reasonable attorneys' fees) directly, indirectly, wholly, or partially arising from or in connection with any act or omission by Grantee, its employees, or agents in applying for or accepting the Grant, in expending or applying the Grant funds or in carrying out any project or program supported by the Grant, except to the extent that such claims, liabilities, losses, and expenses arise from or in connection with any bad faith act or omission by the Foundation, its officers, directors, employees, or agent.

8. Termination

The Community Foundation may terminate this agreement, modify or withhold payments under this grant award, require a total or partial refund of any grant funds, or all at any time, if, in the Community Foundation's judgment: a) The Community Foundation is not satisfied with the quality of the Grantee's progress toward achieving the project goals and objectives; b) the Grantee dissolves or fails to operate; c) the Grantee fails to comply with the terms and conditions of this agreement; d) the Grantee fails to comply with the requirements of any law or regulation applicable to you, the Foundation, or this grant.

9. Limitation of Support

This Agreement contains the entire agreement between the parties with respect to the Grant and supersedes any previous oral or written understandings or agreements.

I have read and agree to the terms and conditions of the Grant Agreement.

Lisa Wood

Signature

Lisa Wood

Printed Name

7.28.17

Date

CEO

Title

Organization: Casa Teresa

Grant Number: 20170374



Strengthening Inland Southern California through Philanthropy

BOARD OF DIRECTORS August 9, 2017

S. L. Gimbel Foundation Fund

Sean Varner
Chair of the Board

J. Sergio Bohon
Vice Chair of the Board

Pat Spafford, CPA
Chief Financial Officer

Dr. Paulette Brown-Hinds
Secretary of the Board

Rabbi Hillel Cohn

Paul Granillo

Stanley Grube

Dr. Fred Jandt

Andrew Jaramillo

Nefertiti Long

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Philip Savage IV
Immediate Past Board Chair

Dr. Henry Shannon

Tamara Sipos

Beverly Stephenson

Randall Tagami

Diane Valenzuela

Paula Myles
Interim President and CEO

Ms. Lisa Wood

Chief Executive Officer

Casa Teresa

P.O. Box 429

Orange, CA 92856-6429

Dear Ms. Wood:

The Community Foundation is pleased to enclose a grant check for \$25,000.00 from the S. L. Gimbel Foundation, a component fund at The Community Foundation. By cashing the grant check, you are agreeing to the conditions stated under the *Terms of Grant* which you have signed and returned. **The completed Grant Evaluation form is due by August 15, 2018** and will be available online on The Community Foundations website under Grants/Forms. Please note that any grant variances or extensions must be requested in writing and in advance. Any remaining grant funds must be returned to The Community Foundation at the end of the grant period.

We greatly appreciate any help you can give us in publicizing the grant. Please use the following credit in any grant announcements or materials funded by the grant: *"Casa Teresa is supported by a grant from The S. L. Gimbel Foundation."* You may send us copies of articles printed in local papers, stories in your agency newsletter, annual report, press releases, and other publications for our files.

Please feel free to contact me at 951-241-7777 should you have any questions.

Sincerely,

Celia Cudiamat

Executive Vice President of Programs

20170374

42710

GIMB2



The Community Foundation
Strengthening Inland Southern California through Philanthropy
3700 SIXTH STREET, SUITE 200
RIVERSIDE, CA 92501
951-241-7777 / FAX 951-684-1911

CITIZENS BUSINESS BANK
A Financial Services Company
3495 Main Street, Riverside, CA 92501
90-3414/1222

Check Fraud
Protection for Business

42710

PAY * Twenty-Five Thousand and no/100 *

TO THE
ORDER OF

DATE

08/08/2017

AMOUNT

\$ ****25,000.00

Casa Teresa
P.O. Box 429
Orange, CA 92856-6429

[Signature]
P. Brown-Hinds
AUTHORIZED SIGNATURE

⑈042710⑈ ⑆122234449⑆ 244124437⑈

The Community Foundation

42710

23470 Casa Teresa

08/08/2017 042710

20170374	07/20/2017	Support emergency maternity shelter for most	25,000.00
GIMB	S.L. Gimbel Foundation Advised Fund		25,000.00

CHECK TOTAL: \$ ****25,000.00

The Community Foundation

42710

23470 Casa Teresa

08/08/2017 042710

20170374	07/20/2017	Support emergency maternity shelter for most	25,000.00
GIMB	S.L. Gimbel Foundation Advised Fund		25,000.00

CHECK TOTAL: \$ ****25,000.00