



2017 S.L. Gimbel Foundation Fund Grant Application

Internal Use Only:

Grant

: 20170708

GRANT ID: 51

Organization / Agency Information

Organization/Agency Name: Operation Safe House, Inc.		
Physical Address: 4509 & 4539 Main Street, Riverside, CA 92501		City/State/Zip
Mailing Address: 9685 Hayes Street, Riverside, CA 92503		City/State/Zip
CEO or Director: Kathy McAdara, Executive Director		Title:
Phone: 951-351-4418 x. 18	Fax: 951-351-4265	Email: Safehouse9@aol.com
Contact Person: Julie Hale, Resource Development Specialist		Title:
Phone: 951-351-4418 x. 12	Fax: 951-351-4265	Email: jhale@operationsafehouse.org
Web Site Address: www.operationsafehouse.org		Tax ID: 33-0326090

Program / Grant Information

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

Program/Project Name: Main Street Transitional Living and Permanent Supportive Housing Program			Amount of Grant Requested: \$50,000
Total Organization Budget: \$4,593,580.00	Per 990, Percentage of Program Service Expenses (Column B / Column A x 100): 91%	Per 990, Percentage of Management & General Expenses Only (Column C / Column A x 100): 8%	Per 990, Percentage of Management & General Expenses and Fundraising (Column C+D / Column A x 100): 10%
Purpose of Grant Request (one sentence): To provide program support for older homeless youth ages 18-24 who reside at the Main Street Transitional Living and Permanent Supportive Housing Program.			
Program Start Date (Month and Year): 07/01/2017		Program End Date (Month and Year): 06/30/2018	
Gimbel Grants Received: List Year(s) and Award Amount(s) 2012 - \$25,000; 2013 - \$25,000; 2014 - \$25,000			

Signatures

Board President / Chair: (Print name and Title) Amy S. Harrison, Board President	Signature: 	Date: 09/18/2017
Executive Director/President: (Print name and Title) Kathy McAdara, Executive Director	Signature: 	Date: 09/18/2017

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Narrative

Please provide the following information by answering **ALL** questions (I to IV) in **five (5) typed pages maximum, 12 Font, One Inch Margins**. Use the format below (I to IV). Type the questions. Type your answer to the questions accordingly. Please be thorough, clear, specific, and concise.

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?

History: Located in Riverside, Operation SafeHouse (SafeHouse) is a private, non-profit organization dedicated to the safety and well-being of children in crisis. In 1988, two educators recognized an overwhelming need to reach out and shelter at-risk and homeless youth in the community. By 1990 they had garnered enough support from county agencies, the public, and other non-profits to open the doors of the first 24-hour emergency shelter for runaway, homeless, and at-risk youth ages 11 – 17. Through the years SafeHouse has grown from the original shelter to add programs and services and geographic locations to meet the growing and changing needs of homeless youth and young adults. SafeHouse programs serve up to 6,000 youth annually.

Mission: Operation SafeHouse, with community support, provides emergency shelter, intervention, and outreach services to runaway, homeless and other youth in crisis. SafeHouse offers youth positive alternatives to becoming victims of the streets.

Purpose: The primary goal of Operation SafeHouse is to provide runaway, homeless and at-risk youth with comprehensive programs designed to increase their safety, well-being, and move them from homelessness into safe and stable environments.

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

The last three years have been a time of major accomplishment and recognition for SafeHouse: In March 2017, SafeHouse was awarded the Unsung Hero Award by State Senator Richard D. Roth of the 31st District for work with at-risk youth. In June 2016, SafeHouse was chosen as one of two California Non-Profit of the Year awardees. In late 2015, SafeHouse began the development of a crisis texting app called “What’s Up” SafeHouse and began introducing it to youth in the Coachella Valley in the fall of 2016.

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

Operation SafeHouse serves all runaway, homeless, and at-risk youth between the ages of 11-24 in Riverside County. Key programs include: **Emergency Shelters**– located in the City of Riverside and Thousand Palms, these facilities accept males and females, ages 11-17, 24 hours a day. Interventions include 21 days of emergency shelter, food, clothing, daily counseling, family reunification when possible, and on-site education. **Transitional Living and Permanent Supportive Housing Programs** – located in the City of Riverside and Thousand Palms, these apartment settings provide transitional living for up to 18 months for older youth ages 18 – 22 who are aging out of foster care or who are homeless and permanent supportive housing for

chronically homeless or disabled homeless youth ages 18-24. Services include life skills, financial education, employment assistance, continuing education, and mental health counseling. The program goal is to move youth from homelessness to permanent housing and self-sufficiency. **Anti-Human Trafficking Program** - SafeHouse provides long-term services and housing for victims of sexual and labor trafficking of all ages throughout Riverside County. Last year, the Riverside County Sheriff's Department reported 2,300 runaways in Riverside County. SafeHouse shelters and housing programs provided services for 700 of these youth. The population served by SafeHouse programs are ethnically diverse with 47% Hispanic; 25% African American; 4% Native American and Alaskan Native; 22% White; Multi-race 3%.

II. Project Information:

A) Statement of Need

1. Specify the community need you want to address and are seeking funds for.

SafeHouse is addressing the community need of Human Dignity in order to provide transitional and permanent housing for older homeless youth. Transitional living is designed to meet the need for homeless and disabled youth to improve basic life and interpersonal skills, expand educational opportunities, assist with job preparation and attainment, and ensure that physical and mental health care needs are met. SafeHouse is seeking funding assistance from the S.L. Gimbel Foundation to help young people develop skills necessary to move to independence and life as healthy, productive adults. Support for the program is necessary in providing essential services for the Residential Advisor, Therapist and Maintenance Personnel (salaries and benefits).

B) Project Description

1. Describe your project. How does your project meet the community need? What is unique and innovative about this project?

According to the Riverside County Department of Health and Human Services 700-900 youth age out of foster care each year in Riverside County, with 25% of these youth becoming homeless within the first six months. Many of these youth lack safe, stable living accommodations, basic life skills building (consumer education, budgeting, housekeeping, food preparation and parenting skills), educational opportunities (GED preparation, post-secondary training and vocational education), employment readiness (career counseling and job placement), mental health care (individual and group counseling and physical health care (physicals, health assessments and emergency treatment). In 2000, SafeHouse established the Main Street Transitional Living Program (City of Riverside) to meet the growing need for housing and supportive services for older homeless youth between the ages of 18 and 22 who were aging out of foster care or living on the streets. All clients are eligible to participate in the on-site services, which includes individualized service plans, mental health counseling, life skills, education advancement, employment assistance, financial education, and access to medical and dental assistance. The Main Street Program provides 20 beds for the Riverside County Continuum of Care and is an integral part of the County's Ten Year Plan to End Homelessness.

C) Project Goal, Objectives, Activities and Expected Outcomes

Note: Objective, Outcomes and Evaluation must all be based on the same quantifiable criteria.

The Gimbel Foundation support will be evaluated in the manner consistent with federally mandated requirements, and those of private funding sources. SafeHouse maintains and tracks data to ensure all supporters that program goals, objectives and activities for the City of Riverside Main Street Transitional Living and Permanent Supportive Housing program are achieved and documented.

Goal: The goal of the Main Street Transitional Living and Permanent Supportive Housing Program is to move youth from homelessness to permanent housing and self-sufficiency.

Objective: Provide safe, stable housing and supportive services for up to 20 older homeless youth resulting in independent living through the Riverside Main Street Transitional Living and Permanent Supportive Housing Program.

Activities: All 20 youth who reside in the Main Street Program are provided with safe and stable apartment style living and participate in supportive services designed to improve their skill set needed for independent living. Activities include: mental health counseling, life skills, financial education, job coaching, educational assistance, and access to referrals and outside services if needed. Participants have Individualized Service Plans that guide their daily activities and measure progress towards independent living skills. A total of 20 youth will be served during the grant period (15 for the 18-month Transitional Living Program and up to five disabled homeless youth in the Permanent Supportive Housing, which is offered without time constraints).

Expected Outcomes: The primary outcome is that 65% of the 20 youth served (13 youth) will exit the program to permanent housing and self-sufficiency (based on youth who pass their 30-day probationary period and successfully complete all of the Individual Service Plan milestones). Drilling down to Individual Service Plan milestones (as documented by staff), the outcomes anticipated include:

- 100% or 20 of the youth will complete life skills and financial education classes;
- 75% or 15 youth will secure living wage employment (pay stubs);
- 50% or 10 youth will enroll in college or vocational school (proof of registration);
- 25% or 5 youth will obtain their GED (proof of diploma);
- 75% or 15 youth will hold a savings account (proof of bank statements); and
- 65% or 13 of the youth will exit to a safe and stable environment (proof of rental agreements)

Evaluation: Case Managers develop an Individual Service Plan with each youth that states the measurable goals for each milestone the youth should reach while they are in the program. This plan forms the basis for evaluating achievement of the expected outcomes and is monitored and tracked by staff on a weekly basis. Once participants exit the program, the data is entered into two web-based data systems: 1. Runaway and Homeless Youth Management Information System – RHYMIS – federal data collection required for all federal grantees and 2. Apricot Statistical Database – measures, tracks and analyzes program inputs and outcomes for each client served. As an additional evaluative measure to ensure youth remain in a safe and stable environment and are self-sufficient, SafeHouse staff follow up with youth at 30, 60, and 90 days after exit from the program and track

progress. These outcomes/impacts are reported back to all SafeHouse funders and community stakeholders to ensure program success and accountability.

D) Timeline

Provide a timeline for implementing the project. State the start date and ending date of the project, include timeframes for specific activities, as appropriate.

As an established program, Main Street provides on-going activities and services year round. SafeHouse's fiscal year begins 07/01/17 and will end 06/30/18 and services reported coincide with this timeframe.

E) Target Population

Who will this grant serve? How many people will be impacted? Provide a breakdown: Number of Children, Youth, Adults, Seniors, Animals.

The support of The Gimbel Foundation will serve up to 20 older homeless and disabled homeless youth between the ages of 18-24. This includes youth ages 18 – 22 who are aging out of foster care or who are homeless and permanent supportive housing for chronically homeless or disabled homeless youth ages 18-24.

F) Projects in the Community

How does this project relate to other existing projects in the community? Who else in the community is providing this service or has a similar project? Who are your community partners (if any)? How are you utilizing volunteers?

The Main Street Housing Program is the only dual program in Riverside County offering transitional and permanent support housing in an apartment like setting for older homeless youth between the ages 18-24. SafeHouse has established collaborative relationships with other youth, mental health, crisis intervention, health and welfare agencies and law enforcement agencies to ensure service coordination and referrals to better serve Main Street clients. These include Riverside County Behavioral Health, Department of Public Social Services, and Riverside County Sheriff's Department. Other partners include; Inspire for life skills training, Riverside Area Rape Crisis Center, Alternatives to Domestic Violence, and the Path of Life Adult Shelter. SafeHouse utilizes volunteers in all of its facilities, including partnerships for volunteer interns from local universities who are in the process of receiving their Masters in child counseling, church or service groups, and individuals who work as support staff or utilize another talent to mentor SafeHouse youth. In 2016, 1,289 SafeHouse volunteers donated over 23,825 hours to benefit all programs.

G) Use of Grant Funds

How will you use the grant funds?

In order to achieve the goals, objectives and outcomes for moving homeless youth to permanent housing and self-sufficiency, grant funds will be used to support the salaries and benefits of direct service personnel as follows: Partial support for 1 FTE Residential Advisor (37% of total annual salary and 100% of benefits); .5 FTE Therapist (100% of annual salary and benefits); 1 FTE Maintenance Worker (50% salary and benefits). These funds will allow us to continue providing older homeless youth with supportive housing

services and mental health counseling and ensure their successful movement from homelessness to independence.

III. Project Future

A) Sustainability

Explain how you will support this project after the grant performance period. Include plans for fundraising or increasing financial support designated for the project.

SafeHouse receives funding for operations, maintenance and support services from a composite of resources, based upon funding levels and political priorities at the national and local levels. While the income streams may change from year-to-year, SafeHouse remains dedicated to pursuing all resources to ensure continuity of quality services. The agency has increased private fundraising events in Riverside and the desert and have tried to partner with organizations in joint fund-raising efforts. The SafeHouse Board is very involved in sustainability efforts through the Get or Give process to fundraising. SafeHouse employs a full-time Grant Writer, Development Assistant, and Sustainability Officer who all are working together in order to establish new sources of funding to ensure agency stability.

IV. Governance, Executive Leadership and Key Personnel/Staff Qualifications

A) Governance

Describe your board of directors and the role it plays in the organization. What committees exist within your board of directors? How does the board of directors make decisions?

SafeHouse is organized by a 14-member Board of Directors who set policy for the agency, and a professional staff led by the Executive Director who oversees the administration, fiscal and programmatic activities of the agency. The Executive Director's job is to make sure everything runs smoothly, ethically and the board is notified when necessary. Within the Board of Directors are an Executive Committee and an Advisory Committee. The board makes decisions based on informed knowledge of issues. Decisions are made and carried out on a day-to-day basis by the Executive Director and staff. Decisions that affect policy are always reviewed and voted on by the board. Appropriate committees exist depending on the current need of the agency. The Board meets monthly via video conferencing or by phone meetings as necessary.

B) Management

Describe the qualifications of key personnel/staff responsible for the project.

Ann Miller, Clinical Program Director: Ann has worked for SafeHouse for fifteen years and provides direct supervision of our Marriage and Family Trainee counselors. She has over 40 years of experience working with the at-risk population and has a Master's Degree in Social Work. **Sandra Dunn, TLP Supervisor:** Sandra has worked for SafeHouse for 18 years and provides management of the TLP program and oversight of the Case Managers and Residential Advisors. **Case Managers, Various Staff Members:** Case Managers create service plans with our participants in order to meet the goals of the program; they coordinate educational advancement and community resources, and provide oversight of youth in their care to ensure program success. A Bachelor's Degree or higher is required for the position. **Residential Advisors, Various staff members:** Residential Advisors provide on-sight 24-hour supervision of the youth who reside in the program. Their duties consist of teaching life skills classes, transporting the youth, enforcing curfew and other rules of the program, and assist with school work.

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V. Project Budget and 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/TCF	Line Item Total of Project
Building, Equipment, Auto, Lease, Maintenance & Repair, Taxes, Supplies, Mortgage		\$34,227.00	\$42,176.00		\$76,403.00
Utilities	\$2,216.75/mo x 12 mo = \$26,601		\$26,601.00		\$26,601.00
Personnel: Residential Advisor	40 hrs/wk x \$11.50/hr x 52 wks = \$23,920		\$15,042.00	\$8,878.00	\$23,920.00
Residential Advisor Benefits	\$23,920 x 18% = \$4,306			\$4,306.00	\$4,306.00
Personnel: Therapist	20 hrs/wk x \$15.00/hr x 52 wks = \$15,600			\$15,600.00	\$15,600.00
Therapist Benefits	\$15,600 x 18% = \$2,808			\$2,808.00	\$2,808.00
Personnel: Maintenance Worker	40 hrs/week x \$15/hr x 52 wks = \$31,200		\$15,600.00	\$15,600.00	\$31,200.00
Maintenance Worker Benefits	\$31,200 x 18% = \$5,616		\$2,808.00	\$2,808.00	\$5,616.00
Staff & Administration - Salaries & Benefits			\$270,611.00		\$270,611.00
TOTALS		\$34,227.00	\$372,838.00	\$50,000.00	\$457,065.00

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.

BUDGET NARRATIVE

The following budget narrative has been prepared to reflect the budget presented on the previous page, and represents the budget only for the Main Street Transitional Living Program, the focus of the funding request. SafeHouse is requesting \$50,000 from The Gimbel Foundation.

1. Residential Advisor: The Residential Advisor provides supervision to participants; directs appropriate leisure time and recreational activities for participants; provides guidance with meal preparation; facilitates group discussions and life skills classes; and transports participants when necessary. **SafeHouse is requesting \$8,878 of the \$23,920 salary for this position from the Gimbel Foundation to pay for 37% of this salary (Total salary figured at 40 hours per week at \$11.50 per hour for 52 weeks totaling 2,080 hour per year). The remaining funds will be paid for by another funding source.**
2. Therapist: The Therapist duties will include: Interviewing youth and other involved persons, if necessary, to gather personal and social data relevant to assessing mental or emotional issues; Developing service plan with youth; evaluates psychological, economic, vocational, educational, physical, health, socialization, and housing needs; Coordinating with program staff and community agencies in carrying out and designing treatment plans; Assisting the youth in understanding and choosing options of mental health treatment; Initiating and conducting individual, collateral, group and family therapy sessions; and, Establishing and maintaining effective contacts with local area mental health resources including community members, parents, schools, and other agencies/organizations. SafeHouse is requesting \$15,600 from the Gimbel Foundation to pay for 100% of this salary (Figured at 20 hours per week at \$15 per hour for 52 weeks totaling 1,040 hours per year).
3. Maintenance / Apprenticeship Mentor Worker: The maintenance worker will conduct routine maintenance on all program equipment and throughout the facility. This position is necessary and essential to ensure the facility remains safe and all appliances functioning for the youth we serve. The maintenance worker will also do a facility safety inspection monthly to determine any maintenance or repairs needed and will perform those repairs as applicable. In addition to performing the maintenance the worker will also run an apprenticeship/mentor program with youth in the program teaching them how to do minor repairs and make compost for their program garden. By giving the clients skills they can take with them when they leave we are improving their dignity and self-worth. (Figured at \$15/hr x 40hrs/wk x 52 weeks = \$31,200; half of this amount \$15,600 is being requested from Gimbel this represent 1,040 hours per year at \$15/hr)
4. Benefits: Benefits for the three staff above include workers compensation; FICA; SUI and health/life benefits figured at 18%. The agency is requesting \$9,922 for benefits $(\$23,920 + \$15,600 + \$15,600) \times 18\% = \$9,922$

Please see Attachment 1 for the full Main Street Transitional Living and Permanent Supportive Housing Program line item budget.

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

Secured/Awarded

Name of Funder: Foundation, Corporation, Government	Amount
Department of Health and Human Services Transitional Living Grant	\$200,000.00
City of Riverside Community Development Block Grant	\$7,500.00
Shelter plus Care Program (Permanent Housing Only)	\$73,000.00
Bank of America Grant	\$10,000.00
Riverside County Transportation Commission	\$15,309.00

Pending

Name of Funder: Foundation, Corporation, Government	Amount	Decision Date
*County of Riverside Community Development Block Grant	\$100,000	6/30/17
Kaiser Foundation	\$25,000	07/30/17
Louis & Donna Jones Foundation	\$2,500	08/01/17
*High potential for funding lower than amount requested		

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	\$253,094	6%	Program Fees	\$106,450	3%
Fundraising/Special Events	\$177,254	4%	Interest Income	\$0	0%
Corp/Foundation Grants	\$419,588	10%	Other: Gain on Debt	\$105,000	2%
Government Grants	\$2,809,686	68%	Other: Thrift Store, In-kind, United Way	\$283,333	7%

Notes: In-Kind Income - \$122,825 = 5% and Thrift Store = \$104,118 = 1%. United Way - \$40,208 = 1%

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VII. Financial Analysis

Agency Name: Operation Safe House, Inc.

Most Current Fiscal Year (Dates): From 07/01/2016 To: 06/30/2017

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
\$4,593,580.00	\$4,154,030.00	\$379,992.00	\$59,558.00

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%	91%	8%	1%

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
12 %	8 %	4%

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

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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
\$128,700	\$148,608	\$340,738	.81%

Excess or Deficit for the Year:

Excess or (Deficit) Most recent fiscal year end	Excess or (Deficit) Prior fiscal year end
\$(559,596)	\$(523,471)

Notes: Deficit explanation for fiscal year 14/15 – Operation SafeHouse had a few programs that were running at a deficit. Our desert thrift store and an outside counseling center were not making a profit. Our group home in Cathedral City was not operating at full capacity. The thrift store and the outside counseling center were closed down and we changed our clientele from boys to sexually trafficked girls and have had it running at full capacity since the change. Other expenses that were not covered were the growing employee costs through the State of California mandated wage increases and rising costs of insurance and benefits. We made several staffing and budget cuts at the end of the fiscal year in order to balance our budget for the next fiscal year. **Please note: This fiscal year includes \$391,614.68 in non-cash depreciation expense.**

In the fiscal year 15/16 we had one more thrift store that was running at a deficit located in Riverside. Our Board opted to continue running it for one year in order to see if it would be successful with more advertising and promotion. Unfortunately it was not and was closed down as of May 24th, 2017. We started a new program using some grant money that was raised, but also dipped into our general fund in order to sustain it until further grant money was awarded. We have now fully funded this program for the upcoming fiscal year. We discontinued our 28-day Substance Abuse Program in the desert as it was too costly to maintain and ran our shelters with half of our staff over the summer in order to cut costs. Once again, a state mandated wage increase was imposed and our payroll costs rose without additional funding to balance our budget. **Please note: This fiscal year includes \$400,305 in non-cash depreciation expense.**

In the fiscal year 16/17 we increased all of our requests for funding in order to cover the rising costs of staff in all of our programs and hired an assistant in our Development Department who will be writing smaller foundation grants. We are working with churches and other groups who are doing fundraising events for us and are increasing our efforts with individual donor development. We have currently met our projections and cut costs accordingly and believe that we will complete this fiscal year much stronger than we have in the past two years.

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

Line Item Request	Line Item Explanation	Support From Your Agency	Support From Other Funders	Requested Amount From Gimbel/TCF	Line Item Total of Project
Fuel	\$116.5/mon x 12		\$1,398		\$1,398
Auto Repair and Maintenance	\$47.17/mon x 12		\$566		\$566
Building Repair and Maintenance	\$1,082.75/mo x 12		\$12,993		\$12,993
Lease Equipment	\$50/mo x 12		\$600		\$600
Equipment Repair and Maintenance	\$33.33/mo x 12	\$400			\$400
Utilities	\$2,216.75/mo x 12		\$26,601		\$26,601
Property Taxes	\$28.67/ mo x 12	\$344			\$344
Postage & Freight	\$5.33/mo x 12	\$64			\$64
Printing & Publications	\$13.50/mo x 12		\$162		\$162
Cell Phones	\$168/mo x 12		\$2,016		\$2,016
Office Phones	\$427.83/mo x 12		\$5,134		\$5,134
Taxes, Licenses, Permits	\$6.58/mo x 12	\$79			\$79
Office Supplies	\$140.67/mo x 12		\$1,688		\$1,688
Office Equipment	\$41.67/mo x 12		\$500		\$500
Interest Expense Assured Loan	\$3,666.67/mo x 12	\$32,000	\$12,000		\$44,000
Membership Dues & Subscriptions	\$48.33/mo x 12		\$580		\$580
Training, Classes & Seminars	\$13.75/mo x 12		\$165		\$165
Salaries and Wages\$ 251,680					
*(Asst Program Director)	40 hrs/wk x 52 wks x \$24/hr = \$49,920		\$49,920		\$49,920
*(Residential Advisor)	40 hrs/wk x 52 wks x \$13/hr = \$27,040		\$27,040		\$27,040
*(Case Manager)	40 hrs/wk x 52 wks x \$12/hr = \$24,960		\$24,960		\$24,960
*(Residential Advisor)	40 hrs/wk x 52 wks x \$11.5/hr = \$23,920		\$15,042	\$8,878	\$23,920
* (Residential Advisor)	24 hrs/wk x 52 wks x \$11/hr = \$13,728		\$13,728		\$13,728
* (Residential Advisor)	40 hrs/wk x 52 wks x \$11/hr = \$22,880		\$22,880		\$22,880
*Maria Betancourth (Therapist)	20 hrs/wk x 52 wks x \$15/hr = \$15,600			\$15,600	\$15,600
*(Maintenance/Apprenticeship Mentor)	40 hrs/wk x 52 wks x \$15/hr = \$31,200		\$15,600	\$15,600	\$31,200

*Alicia Duchesne (Residential Advisor)	16 hrs/wk x 52 wks x \$11/hr = \$9,152		\$9,152		\$9,152
*Ann Miller (Program Director)	16 hrs/wk x 52 wks x \$40 = 33,280		\$33,280	\$0	\$33,280
Employer Payroll Taxes, Workers Comp, Health and Life Insurance	Figured at 18% of Salaries		\$35,380	\$9,922	\$45,302
Program Supplies	\$126.83/mo x 12		\$1,522		\$1,522
Travel Expenses	\$62.50/mo x 12		\$750		\$750
Child Related Expenses	\$111.67/mo x 12	\$1,340			\$1,340
Scholarships	\$166.67/mo x 12		\$2,000		\$2,000
Background Checks for clients	\$3.67/mo x 12		\$44		\$44
Admin Spread	\$4,761.42/mo x 12 includes liability insurance, audit and other Admin costs		\$57,137		\$57,137
TOTAL EXPENSES	All monthly fees are averages per month not exact	\$34,227	\$372,838	\$50,000	\$457,065
For the purpose of this Document the salary line item was figured with the current staff. There was an approximate \$3,000 savings from the estimated 2016 -2017 budget					



Strengthening Inland Southern California through Philanthropy

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October 23, 2017

S. L. Gimbel Foundation Fund

Ms. Kathy McAdara
Executive Director
Operation Safe House Inc.
9685 Hayes Street
Riverside, CA 92503

Dear Ms. McAdara:

Congratulations! A grant has been approved for **Operation Safe House Inc.** in the amount of **\$50,000.00** from the S.L. Gimbel Foundation. **The performance period for this grant is November 1, 2017 to November 30, 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:

Main Street Transitional Living & Permanent Supportive Housing Program

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 Thursday, November 30, 2017.** Be sure to 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 December 15, 2018** and will be available online at:
<https://www.thecommunityfoundation.net/grants/grants/forms>.

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

57 Operation Safe House Inc.

20170708 GIMB



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

Organization: Operation Safe House Inc.
Grant Amount: \$50,000.00 **Grant Number:** 20170708
Grant Period: November 1, 2017 to November 30, 2018 (*Evaluation Due: December 15, 2018*)
Purpose: Main Street Transitional Living & Permanent Supportive Housing Program

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 Gillins, our Marketing & Communications Officer, at cgillins@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.

Kathy McAdara
Signature

Kathy McAdara
Printed Name

10-27-17
Date

Executive Director
Title

Organization: Operation Safe House Inc.
Grant Number: 20170708

AV
10/31/17

10/31/17



Strengthening Inland Southern California through Philanthropy

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Paula Myles
Interim President and CEO

November 6, 2017

S. L. Gimbel Foundation Fund

Ms. Kathy McAdara
Executive Director
Operation Safe House Inc.
9685 Hayes Street
Riverside, CA 92503

Dear Ms. McAdara:

The Community Foundation is pleased to enclose a grant check for \$50,000 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 November 9, 2018** and will be available online on The Community Foundations website under: <https://www.thecommunityfoundation.net/grants/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: *"Operation Safe House, Inc. 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

20170708

43186

GIMB-3



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

43186

PAY * Fifty Thousand and no/100 *

TO THE
ORDER OF

DATE
11/03/2017

AMOUNT
\$ ****50,000.00

Operation Safe House Inc.
9685 Hayes Street
Riverside, CA 92503

Brown-Kinds
[Signature]
AUTHORIZED SIGNATURE

⑈043186⑈ ⑆122234149⑆ 244124437⑈

The Community Foundation

57 Operation Safe House Inc.

11/03/2017 043186

43186

20170708	11/02/2017	Main Street Transitional Living & Permanent Supportive	50,000.00
GIMB		S.L. Gimbel Foundation Advised Fund	50,000.00

CHECK TOTAL: \$ ****50,000.00

The Community Foundation

57 Operation Safe House Inc.

11/03/2017 043186

43186

20170708	11/02/2017	Main Street Transitional Living & Permanent Supportive	50,000.00
GIMB		S.L. Gimbel Foundation Advised Fund	50,000.00

CHECK TOTAL: \$ ****50,000.00