



# City of Mission Viejo

## Community Development Block Grant (CDBG)

### Program Year 2018-2019

### Public Service Grant Application

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#### A. GENERAL INFORMATION

1. Name of Proposed Program: Saddleback Valley Unified School District
2. Full Legal Name of Applicant Organization: The Learning Connection
3. Application Contact Person: Shirley Rockwood
4. Phone: 949-460-2717 Fax: 949-770-7463
5. Mailing Address: 24150 Lindley Street, Mission Viejo, CA 92691
6. E-Mail: shirley.rockwood@svusd.org
7. Location Where Services Will Be Provided: Mission Viejo Elementary Schools: Cordillera, Del Cerro, Del Lago, De Portola, Glen Yermo, Linda Vista, and Montevideo
8. Official Authorized to Sign Contract: Shirley Rockwood
9. Federal Tax I.D. #: 95-2823596 DUNS Number: 007864564
10. Provide a CD-ROM or USB drive with a copy of the following documents:
  - Proof of Tax Exempt status
  - Articles of Incorporation & By-Laws
  - Most recent 990 tax return filed with the IRS
  - Most recent audit or A-133 Single Audit if applicable (remove password protection)
  - Existing or proposed program applicant/participant registration or intake form

**E-MAIL MS-WORD VERSION OF THIS FORM TO MLINARES@CITYOFMISSIONVIEJO.ORG &  
MAIL PAPER COPY OF COMPLETE APPLICATION & CD-ROM/USB TO:**

CITY OF MISSION VIEJO  
COMMUNITY DEVELOPMENT DEPT.  
200 CIVIC CENTER  
MISSION VIEJO, CA 92691  
Attention: Mike Linares

**APPLICATION IS DUE 3 PM DECEMBER 19, 2017**

**B. PROGRAM INFORMATION**

1. This request is for a New  or Existing  program. **If it is an existing program**, how will services be expanded in the City? (Be as specific; attach additional pages if necessary.)

Under the umbrella of SVUSD, The Learning Connection program is non-profit, but fee-based on a monthly schedule. As the program does not offer internal assistance to help subsidize childcare, CDBG funding allows qualifying low to moderate income families the opportunity to participate in the program.

Enrollment in TLC has presented a noticeable increase over the last few years. We believe that the need for daycare services grows simultaneously with the increase in residents enrolling into our Mission Viejo schools. The feedback our staff has received from our families is that most households have two working parents and are in need (and value) the daycare options. Enrollment for the beginning of the 2017/18 school year is hovering around 562 students participating in the Mission Viejo Learning Connection programs.

2. Have you previously received funding from the City of Mission Viejo CDBG Program? Yes  No . If yes, identify the year(s), amount(s), and program(s) funded. In the 2<sup>nd</sup> table below, provide the year(s), name of agencies, program name and amount of CDBG funding received from communities other than Mission Viejo.

Previous MV Funding Information (last 5 years)

Year	MV CDBG Amount	Program Name
2017/18	\$7,790.00	The Learning Connection
2016/17	\$7,940.00	"
2015/16	\$6,325.00	"
2014/15	\$7,500.00	"
2013/14	\$7,505.00	"

Previous Non-MV Funding Information (last 3 years)

Year	Agency	Program Name	Grant Amount
2017/18	City of Lake Forest CDBG	The Learning Connection	\$8,070.00
2016/17	"	"	\$10,000.00
2015/16	"	"	\$7,000.00
2014/15	"	"	\$7,085.00
2013/14	"	"	\$8,868.00

3. Is your agency based in the City of Mission Viejo? Yes  No

5. Funding is requested under which category? **(Limit one)**

- |   |  |
|---|--|
| <input type="checkbox"/> Elderly/Frail Elderly Services             | <input type="checkbox"/> Youth Services                |
| <input type="checkbox"/> Physically/Developmentally Disabled Adults | <input type="checkbox"/> Crime Awareness               |
| <input type="checkbox"/> HIV/AIDS Services                          | <input type="checkbox"/> Homeless Services             |
| <input type="checkbox"/> Fair Housing Services                      | <input type="checkbox"/> Substance Abuse Services      |
| <input type="checkbox"/> Mental Illness Services                    | <input checked="" type="checkbox"/> Childcare Services |
| <input type="checkbox"/> Other Low/Mod Services (Specify) _____     | <input type="checkbox"/> Health Services               |

6. Provide the following proposed program budget information:

FY 2018-2019 CDBG funds requested from Mission Viejo:	\$7,000
Total Program budget:	\$6,887,185
Total Agency budget:	\$6,887,185

7. Provide the following information regarding the number of **unduplicated** clients to be served by the proposed program between July 1, 2018 & June 30, 2019:

- Total number of unduplicated clients to be served by the proposed program **regardless of city of residence**: 2,399
- Of the number listed above in "a", what is the total number of unduplicated **Mission Viejo clients** to be served? 562
- Of the total Mission Viejo residents to be served listed above in "b", how **many will be assisted with CDBG funds**? 12

8. Can you provide documentation verifying the following:

- Program applicant/client household income? Yes  No
- Program applicant/client race and ethnicity? Yes  No

9. All CDBG-funded activities must meet a HUD Objective and Outcome.

Objectives: Select **one** HUD objective that best applies to the proposed program:

- Suitable Living Environment – The activity is designed to benefit community, families, or individuals by addressing issues in their living environment.
- Decent Housing – The activity is designed to cover a wide range of housing opportunities that meet an individual family or community need.
- Creating Economic Opportunities – The activity will generate economic development, commercial revitalization, or job creation.

Outcomes: Select **one** HUD outcome that best applies to the proposed program:

- Availability/Accessibility – The activity makes services, infrastructure, housing or shelter available/accessible to low and moderate-income persons, including individuals with disabilities.
- Affordability – The activity provides affordability in a variety of ways for low and moderate-income persons, including creation or maintenance of affordable housing, basic infrastructure hook-ups, or services.
- Sustainability (promoting livable & viable communities) – The activity aims to improve the community or neighborhoods, helps to make them livable or viable by providing benefits to low and moderate-income persons, or by removing/eliminating slums/blighted areas.

10. In any of the past three years has your agency expended more than \$750,000 in cumulative federal funds during one fiscal year? Yes  No

If yes, did your agency prepare a Single Audit compliant with OMB Circular A-133? Yes  No  If yes, provide a copy of most recently completed Single Audit. If no, explain why a Single Audit was not prepared. \_\_\_\_\_

11. Please complete the budget proposal provided as **Attachment A** of this application.
  
12. **Narratives:** Please provide the following information. (**NOTE:** Your responses are limited to 1,000 characters per question. Narratives beyond this limit may be deleted during final production of your application for presentation to commissions and the City Council):
  - a) Identify the nature and extent of the community need to be addressed by the proposed program/service. Provide data that supports the unmet demand for the proposed service in Mission Viejo. The Learning Connection is a before and after school, monthly tuition based daycare program that provides a structured, safe, and positive environment for elementary aged children. A number of low income families in the Mission Viejo area are in need of assistance with childcare but may not be eligible for other State or Federal assistance. CDBG funding allows many families the opportunity to enjoy the benefits of this highly regarded program within their community. In review of other before and after school daycare programs within Mission Viejo, The Learning Connection offers the most competitive pricing coupled with accomodating hours of operation.
  
  - b) Describe the proposed program/service. Include information on how the program/service will address the specific community need. Specify activities to be undertaken, the average amount or length of service will be provided, and the expected outcome of the program/service: Saddleback Valley Unified School District, Child Care Services, has been providing before and after school childcare for elementary aged children since January 1985. Services are provided at 22 SVUSD elementary school sites. The Learning Connection provides daycare year-round, including non-school days, holidays, and summer recess. Our service hours are offered from 7:00am - 6:00pm, Monday through Friday. Currently, the TLC program is serving 562 children at our Mission Viejo elementary schools.
  
  - c) Describe your organization detailing professional qualifications to carry out the proposed program. List all appropriate credentials (if applicable) and related experience. Also discuss organization resources (e.g., facilities, materials, etc.) that are available to provide services. The Learning Connection provides a well-planned, recreational and education program. Although The Learning Connection program is not required to be licensed by the State of California, the program and staff continue to meet or exceed all State licensing requirements. The Child Care Services Division Manager often shares operational manuals, budget, and staffing policies with interested childcare providers upon request. The Child Care Services Division Manager and Supervisors are well-eductated professionals with over 100 combined years of service in the field of Early Childhood Education. The five Child Care Managers participate in trainings, staff development services, and remain current regarding SVUSD policies and procedures. The Management staff also coordinates annual trainings for new hires, Senior staff, and Site Coordinators.
  
  - d) Describe the organization's capacity to implement the program and meet projected service goals, and experience administering CDBG funds. The Learning Connection program is housed at 22 elementary schools in the Saddleback Valley Unified School District. TLC owns and maintains facilities at each location. The is a fee based program that covers expenditures of staffing, equipment, and all program expenses. The Child Care Division Manager has overseen CDBG funding for over 20 years and will continue to be fully involved in the admistration of funds. The Office Manager who will be overseeing the applications and completing the quarterly reports has been involved with CDBG funding for nearly three years. Child Care Office Clerks will be able to suggest applying for the CDBG funding based on the family residing in the City of Mission Viejo and making the determination that the family may possibly need assistance paying their monthly tuition fee.

- e) Provide specific information on how CDBG funds awarded to the program will be spent (e.g., program staff, office supplies, food costs)? Also include information regarding the percentage of agency resources utilized for fundraising and agency management. The funds provided by the CDBG offsets staffing costs which allows TLC to offer childcare to eligible low to moderate income, Mission Viejo families. This allows qualifying low to moderate income families the opportunity to utilize our daycare services.

**C. CERTIFICATION**

1. I hereby certify that, if funds are granted from the City of Mission Viejo to our organization, they will be used to only benefit lower income residents of Mission Viejo. We understand that funding is provided on a reimbursable basis only, that proof of liability insurance will be required, and that our formal agreement with the City will define other reporting and programmatic requirements.
2. No federal appropriated funds have been paid or will be paid, by or on behalf of the grantee, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
3. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.

Name: Shirley Rockwood

Title: Child Care Division Manager

Signature: ORIGINAL SIGNATURE ON FILE Date: 12/14/2017

**CDBG PUBLIC SERVICES AND GRANTS APPLICATION  
ATTACHMENT A**

**Proposed Budget**

Organization: Saddleback Valley Unified School District

Program: The Learning Connection

**EXPENDITURES**

<b>CATEGORY</b>	<b>MISSION VIEJO CDBG FUNDS</b>	<b>OTHER SOURCES (Specify Amount)</b>	<b>TOTAL BUDGET</b>
Administration Salaries & Benefits		\$980,801.00	\$980,801.00
Program Salaries & Benefits	\$7,000.00	\$4,614,421.00	\$4,621,421.00
Program Supplies		\$388,015.00	\$388,015.00
Facilities (Specify)		\$0.00	\$0.00
Communications		\$4,720.00	\$4,720.00
Insurance		\$0.00	\$0.00
Utilities		\$10,940.00	\$10,940.00
Professional Services (Specify) Contract Services		\$369,715.00	\$369,715.00
Other (Please specify) Indirects, Printing, etc		\$306,964.00	\$306,964.00
Other (Please specify) Admin. Supplies		\$204,609.00	\$204,609.00
Other (Please specify)			
<b>TOTAL</b>	<b>\$7,000.00</b>	<b>\$6,880,185.00</b>	<b>\$6,887,185.00</b>

**REVENUES**

<b>Source (Specify)</b>	<b>OTHER SOURCES (Specify Amount)</b>	<b>Is Source Secured via Contract?</b>
Source: Parent paid child care tuition fees	\$8,198,739.00	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Source: City of Lake Forest CDBG (request)	\$7,500.00	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Source: City of Mission Viejo CDBG (request)	\$7,000.00	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Source:		Yes <input type="checkbox"/> No <input type="checkbox"/>
Source:		Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>TOTAL</b>	<b>\$8,213,239.00</b>	

**CDBG Funded Personnel** - **ONLY** list personnel that will be paid with CDBG funds requested as part of the 2018-2019 Program Budget.

**Not applicable**

**AGENCY ADMINISTRATION**

POSITION TITLE	ANNUAL SALARY	ANNUAL BENEFITS	TOTAL COMPENSATION	CDBG FUNDS REQUESTED	% OF TIME POSITION IS DEDICATED TO MV CDBG ACTIVITY
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%

**PROPOSED PROGRAM STAFF**

POSITION TITLE	ANNUAL SALARY	ANNUAL BENEFITS	TOTAL COMPENSATION	CDBG FUNDS REQUESTED	% OF TIME POSITION IS DEDICATED TO MV CDBG ACTIVITY
Site Coordinator #1	\$61,915	\$24,746	\$86,661	\$2,000	100%
Site Coordinator #2	\$56,801	\$24,746	\$81,547	\$1,500	100%
Site Coordinator #3	\$46,395	\$24,746	\$71,141	\$1,000	100%
Site Coordinator #4	\$54,076	\$24,746	\$78,822	\$1,500	100%
Site Coordinator #5	\$50,572	\$24,746	\$75,318	\$1,000	100%

**PROPOSED PROGRAM CONTRACT STAFF**

POSITION TITLE	ANNUAL SALARY	ANNUAL BENEFITS	TOTAL COMPENSATION	CDBG FUNDS REQUESTED	% OF TIME POSITION IS DEDICATED TO MV CDBG ACTIVITY
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%