



Meeting Date: 12/01/2009

ACTION	TYPE OF ITEM
<input type="checkbox"/> Approved Recommendation	XX Info/Consent Report
<input type="checkbox"/> Ord. No(s). _____	<input type="checkbox"/> Public Hearing (Info/consent)
<input type="checkbox"/> Res. No(s). _____	<input type="checkbox"/> Other _____
<input type="checkbox"/> Other _____	

Prepared By: Sofia Balderrama *[Signature]* Agenda Item No. I-9  
 Reviewed By: City Manager *[Signature]* City Attorney *[Signature]* Finance *[Signature]* Other (Specify) \_\_\_\_\_

**DATE:** November 19, 2009

**TO:** City Council

**FROM:** Sofia Balderrama, Management Analyst III *[Signature]*  
 Recreation and Community Services

**SUBJECT:** **Community Development Block Grant (CDBG) Youth Enrichment Program Subrecipient Agreements for FY 09-10**

**RECOMMENDATION**

That City Council:

1. Approve the allocation of \$68,600 in CDBG Youth Enrichment Program (YEP) funds to five non-profit community based organizations: Big Brothers Big Sisters for \$11,100, El Concilio for \$12,000, City Impact Inc. for \$18,692, El Centrito for \$ 15,000, and Palmer Drug Abuse Program for \$ 11,808.
2. Authorize the City Manager or his designee to execute CDBG subrecipient agreements requiring such groups to provide enrichment programs that target at-risk youth from very low, low and moderate income families.

**DISCUSSION**

During City Council's consideration of the recommended FY 09-10 CDBG budget, Council approved the maximum amount allowable under CDBG regulations, (15 percent of the entitlement plus program income) and appropriated it under the Public Service component which targets at-risk youth. In keeping with Council's direction, the CDBG Public Services allocation in the amount of \$380,767 provides for continued funding to the Police Activities League (PAL) (\$118,491), the Colonia Gymnasium (\$50,736), the Colonia Boxing Center (\$17,020), the After School Program (\$105,000), and City Corps (\$20,920). The final allocation of grant funds in the amount of \$68,600 goes to the YEP.

The goal of YEP is to collaborate with local community based organizations to implement effective violence prevention and intervention strategies that create multiple opportunities for our youth. In order to receive CDBG funding, non-profit agencies must participate in the City's annual competitive bid process.

As part of the competitive bid process, a Citizens Ad Hoc Review Committee ("the Committee") is formed to specifically review and select CDBG eligible youth enrichment programs from the proposals

that are submitted. This year, the Committee was comprised of five members from the community with diverse backgrounds and extensive years of experience in the field of youth development. As youth advocates and practitioners, these members have a unique understanding of the emerging needs of youth in Oxnard.

The Committee's selection of the proposals is based on the criteria set forth by the Department of Housing and Urban Development (HUD) to benefit youth from very low, low and low-moderate income households. Agencies must demonstrate their ability to provide direct support services that enhance youth asset development and reduce risk factors. Direct services must fall under one of the following priority areas:

- Educational enhancement programs (tutoring, remediation in basic skills, etc.)
- Youth employment/vocational educational & training programs (resume writing, career development, job skills training, etc.)
- Youth's health and safety programs (positive alternative activities, education on childhood obesity and its prevention etc.)
- Parent /family intervention and support programs (teen pregnancy, HIV/AIDS, violence prevention, substance abuse etc.)

Non-profit agencies who have been in operation for at least one year must comply with and submit verification of a number of federal, state and City regulations and policies in order to be considered eligible for CDBG funding, including:

- A commitment of 50% match in cash or in kind contributions
- Insurance coverage
- Articles of incorporation
- Agency bylaws
- Federal and state non-profit status
- A list of current Board of Directors
- An Oxnard business license
- Independently audited financial statements

In addition, the Committee's task is to assess the agencies ability to further build on their existing community capacity and the successes of the past. This is accomplished by evaluating agencies background and experience in complying with the following:

- Ability to conform with CDBG regulations
- Nature and extent of youth at risk needs to be addressed
- Extent to which proposed activities meet those needs
- Ability of agency to carry out the proposed activities
- Past experience and consistency with HUD and other federal grants and regulations
- Proposed activities are not a duplication of existing services
- Confirm the use of standard accounting practices in their fiscal record keeping
- Demonstrated linkage with other service providers

that are submitted. This year, the Committee was comprised of five members from the community with diverse backgrounds and extensive years of experience in the field of youth development. As youth advocates and practitioners, these members have a unique understanding of the emerging needs of youth in Oxnard.

The Committee's selection of the proposals is based on the criteria set forth by the Department of Housing and Urban Development (HUD) to benefit youth from very low, low and low-moderate income households. Agencies must demonstrate their ability to provide direct support services that enhance youth asset development and reduce risk factors. Direct services must fall under one of the following priority areas:

- Educational enhancement programs (tutoring, remediation in basic skills, etc.)
- Youth employment/vocational educational & training programs (resume writing, career development, job skills training, etc.)
- Youth's health and safety programs (positive alternative activities, education on childhood obesity and its prevention etc.)
- Parent /family intervention and support programs (teen pregnancy, HIV/AIDS, violence prevention, substance abuse etc.)

Non-profit agencies who have been in operation for at least one year must comply with and submit verification of a number of federal, state and City regulations and policies in order to be considered eligible for CDBG funding, including:

- A commitment of 50% match in cash or in kind contributions
- Insurance coverage
- Articles of incorporation
- Agency bylaws
- Federal and state non-profit status
- A list of current Board of Directors
- An Oxnard business license
- Independently audited financial statements

In addition, the Committee's task is to assess the agencies ability to further build on their existing community capacity and the successes of the past. This is accomplished by evaluating agencies background and experience in complying with the following:

- Ability to conform with CDBG regulations
- Nature and extent of youth at risk needs to be addressed
- Extent to which proposed activities meet those needs
- Ability of agency to carry out the proposed activities
- Past experience and consistency with HUD and other federal grants and regulations
- Proposed activities are not a duplication of existing services
- Confirm the use of standard accounting practices in their fiscal record keeping
- Demonstrated linkage with other service providers

After listening to agency presentations, the Committee came to a decision and is recommending the following five proposals for City Council's consideration and final approval:

<u>Non-Profit Agency:</u>	<u>Proposed Program</u>	<u>Recommended Grant Award:</u>
Big Brothers Big Sisters of Ventura County	<p><b>Mentoring for Success Program</b>            Agency proposes to match and provide ongoing professional supervision and support to approximately 50 youth in Oxnard with mentors who serve as role models and guide students toward academic and personal excellence. The outcome for youth is improved academic performance, pride in their homework, individualized attention and improvement in social skills.</p>	\$11,100
El Concilio del Condado de Ventura	<p><b>Youth for Success Program</b>            Agency proposes to provide the Youth for Success Program which incorporates the following interventions: 1) Reproductive Health Care and Healthy Dating Relationships and 2) Leadership Development and Training, with personal growth and life skills. The program strives to teach 35 youth to take responsibility for their actions by empowering youth to end involvement in youth violence, school drop-out, truancy, teen pregnancy and other high risk behaviors. Workshops are held weekly at teen centers and in high schools.</p>	\$12,000
City Impact, Inc.	<p><b>Student Prevention and Education Program/Parent Project</b>            Agency proposes to provide student support groups to approximately 180 elementary and jr. high students in the Oxnard School District. Topics include: risks of teen pregnancy, effective ways to handle social and sexual pressures, substance use/abuse and risk factors associated with drinking/using drugs, refusal and negotiation skills, career awareness and job-readiness skills. Agency also proposes to enhance their program by adding the Parent Project within the Oxnard School District boundaries that assists 150 parents combat the high-risk behaviors that their students are exhibiting in their homes and on school campuses, reducing gang involvement and enabling them to succeed in school.</p>	\$18,692
El Centrito Family Learning Centers	<p><b>Adelante Homework Club</b>            Agency proposes to serve approximately 20-25 students a day with the Adelante Homework Club. The homework club is a daily, hour-long program offering focused, structured homework assistance to elementary age children at the City of Oxnard's Campus Park facilities. Agency also proposes to provide quarterly informative family meetings that reinforce the importance of parent participation, and emphasize their important role in supporting their children's education.</p>	\$15,000

<p>Palmer Drug Abuse Program</p>	<p><b>Substance Abuse Prevention and Treatment Program for High Risk Adolescents in the Southwinds Neighborhood Revitalization Area and Parent Project Course at Haycox Elementary School located in the Hueneme School District.</b></p> <p>High-risk youth are referred by Juvenile Probation Officers, Juvenile Court judges, parents, teachers, school counselors, group homes and other community agencies when substance abuse is known or suspected to be a problem. Certified Addiction Treatment Counselors assess the severity of using patterns and related behaviors and work with the approximately 50 youth primarily in weekly group sessions. Individual counseling and alternative social activities are also provided. In addition to this program, agency proposes to provide two bilingual, bicultural counselors trained to lead the Parent Project classes at Haycox Elementary School which is an effective learning experience for 20-30 parents to improve skills in dealing with their adolescent children.</p>	<p>\$11,808</p>
<p><b>TOTAL CDBG FUNDS AVAILABLE:</b></p>		<p><b>\$68,600</b></p>

If approved, staff will prepare and execute CDBG subrecipient agreements with the five subgrantees.

**FINANCIAL IMPACT**

As part of the FY 09-10 budget, City Council approved \$68,600 in CDBG funds (account number 285-5312-804-8209) to disburse to non-profit community based organizations that provide activities for at-risk youth and that participated in the competitive bid process. Staff is requesting Council's approval of the Committee's selection and recommendation to award grants to five non-profit community based organizations totaling \$68,600.

GR:SB:mmn