

The Foundation Roundtable: Common Grant Application

Cover Sheet

Foundation you are applying to: The St. Francis Foundation
Legal Name of Applicant Organization: Carrillo Counseling Services, Inc., dba New Beginnings
Project Name (if applicable): RV Safe Parking and Homeless Outreach Program
Funds will pay for: Safe overnight parking and support services for Santa Barbara homeless
Full Mailing Address: 324 East Carrillo Street, Suite C, Santa Barbara, CA 93101
Location(s) if different from above: _____
Executive Director: Kristine J. Schwarz, MA, MFT
Phone: 805-963-7777 x144 Fax: 805-963-8135
Email: kschwarz@sbnbcc.org Website: www.sbnbcc.org
Contact Person & Title: Kristine Schwarz, ED Phone: 805-963-7777 x144

Tax-exempt Status: (Most foundations require 501(c)(3) status. You must check this requirement before applying.)

501(c)(3) Granted ☒ Tax I.D. Number: 77-0556795 Other: _____

Type of Request: *Check with individual foundations to determine the types of accepted grant requests.*

General Support ☐ Program Support ☒ Seed Funding ☐ Research ☐

Capital ☐ Endowment ☐ Multi-Year ☐ Other: _____

This Grant Request: \$ 25,000 Total Project Budget: \$ 252,522

Grant Period from: July 1, 2013 To: June 30, 2014

Total Organizational Budget for Current Year: \$ 965,343 Fiscal year begins: July 1

Summarize the organization's mission statement (two to three sentences):

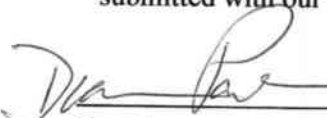
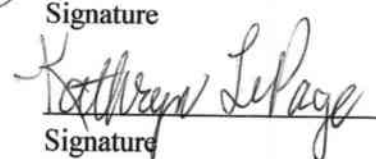
Our mission is to provide quality, affordable counseling services, and outreach programs that match the needs of our community and that are affordable to all. We envision a community that supports the well-being of its members so that each individual can become an engaged, respectful and contributing member of the community.

Summarize your grant request (two to three sentences):

This is a request for \$25,000 to support the RV Safe Parking and Homeless Outreach Program, which provides safe overnight parking spaces for homeless individuals in Santa Barbara. The program includes street outreach to the chronically homeless, mental health services and assistance with accessing housing and jobs. Funds would go directly to program costs, including escalating insurance costs, portable toilet rentals, supplemental food provision and cash assistance expenses, parking lot monitors and case management/outreach services.

Proposal Authorization

We certify that the information in this application is to the best of our knowledge true and accurate and is submitted with our Board of Directors'/Governing Body's full knowledge and endorsement:

	<u>Diane Pannkuk, Board President</u>	<u>3/24/14</u>
Signature	Name & Title of Authorized Board/Governing Body Representative	Date
	<u>Kathryn LePage, Board Vice President</u>	<u>3/24/14</u>
Signature	Name & Title of Authorized Board/Governing Body Representative	Date

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Proposal Narrative

Background

1. Your organization's history and accomplishments. New Beginnings Counseling Center (NBCC), founded in 2000, continues the work of the Santa Barbara Counseling Center to provide high quality mental health services and outreach programs to low-income individuals. NBCC provides these crucially needed services and programs regardless of an individual's ability to pay. We help the most vulnerable members of the Santa Barbara community move towards emotional and socio-economic self-sufficiency by providing them with a stable source of care and support. NBCC continues to be recognized internationally for its success with the *RV Safe Parking and Homeless Outreach Program*.

2. Your current programs and activities. Include the constituency you serve, with specific demographic information. How are they actively involved in your organization and/or how do they benefit from your organization's work? Our mission is to provide quality, affordable counseling, shelter, education and case management services to low-income Santa Barbara individuals so that they can lead healthy and productive lives. Our programs include:

--*The Donald J. Willfong Community Counseling Clinic Program* provides low-cost counseling and psychological assessment by more than 30 masters and doctoral-level volunteer counselors supervised by 12 volunteer masters and doctoral-level licensed clinicians. This program serves 250-plus low-income, English and Spanish-speaking individuals, couples, families and youth monthly.

--*The RV Safe Parking and Homeless Outreach Program* provides case management and outreach to the homeless population and safe overnight parking to individuals and families living in their vehicles. We distribute food boxes and lunches to program participants, and offer case management services, counseling and cash assistance to help the homeless find jobs, housing and medical attention.

--*The Life Skills Parenting Education Program* provides a series of psychoeducational classes and hands-on parenting skills, mindfulness strategies, and overall life skills to low-income families. These classes are provided at no-cost to both clients and sponsoring agencies.

--*The City of Santa Barbara Housing Authority Supportive Services Program* is staffed by New Beginnings' clinical staff and provides case management and mental health counseling for physically and emotionally disabled individuals housed through the Santa Barbara Housing Authority, helping to keep those most vulnerable secure in their housing.

--*The Supportive Services for Veteran Families (SSVF) Program*, through a recent grant award from the U.S. Department of Veteran Affairs, provides short-term case management and rental assistance to very low-income veteran individuals and families living in or transitioning to permanent housing. NBCC was the only agency in the county to be awarded this grant, which began in October 2013.

3. Your organization's relationships – both formal and informal – with other organizations working to meet the same need. In what way does your work differ from that of other organizations? We serve on numerous advocacy groups and wraparound committees that triage and manage individual and community needs and crises. The agencies we collaborate with include essentially all of the regional governmental, non-profit, faith-based, law enforcement and educational institutions and community-based organizations. These partnerships allow us to pool resources to cost effectively case manage individual clients and to avoid overlap in service provision. Our work complements the work of our colleagues and differs in that we serve the most challenging populations, e.g., homeless vehicle dwellers, who are, for various reasons, unable to receive services elsewhere.

Funding Request

1. What need or problem does your project work to address?

Our *RV Safe Parking and Homeless Outreach Program* provides crucial services for homeless individuals in Santa Barbara. The program provides safe overnight parking places for people who live in their vehicles, moves these people into permanent housing and employment, and reaches out to the chronically homeless with food and basic necessities. *There is no other program in Santa Barbara that offers these most essential services to our community's homeless.*

In addition to operating 110 safe overnight parking spaces, the program includes a rapid re-housing component that provides case management to transition this population into permanent housing and employment. We offer job tutoring and resume preparation--including in-kind career counseling services for the City of Santa Barbara Housing Authority's clients--and facilitate outside agency connections as needed to attain housing or gain employment. In addition, we provide cash assistance, usually in the form of donations and gas or food cards, and help individuals to pay for medical and dental expenses, vehicle parts and repairs, registration and insurance costs, etc., on a case-by-case basis. In the most recent fiscal year, we provided over \$20,000 in cash assistance to our clients.

Homeless support within the program includes "Women with Wings", a free counseling group for homeless women every Tuesday afternoon, and extremely low-cost individual counseling through our community clinic: we do not turn away anyone because of inability to pay. Additionally, the program provides street outreach to the chronically homeless in an effort to connect them with medical and psychiatric care, social security, veteran and other benefits, and shelters and food assistance programs.

Currently, we manage and monitor 110 spaces in 22 parking lots provided by area churches, businesses, and city and county offices. Demand is overwhelming: In the 2012-2013 July-June fiscal year, the program served 886 unduplicated individuals, placed 48 in housing and 20 into paid employment. In the previous year, we served 867 unduplicated individuals, housed 67, and connected 16 to employment. There is a waiting list for all programs, including 80 individuals and families waiting for a safe place to park at night.

Support for this program is critical at this time because there is a broadening gap of service offerings for people who do not qualify for county services and for those who have mental health issues significant enough to impede their ability to function effectively in general. The economy has put more families at risk and the current funding climate has forced several of our community collaborators to shut off critical mental health services. We are seeing more and more demand not only from former clients but also from previously middle-income and lower-middle-income individuals who now need to reach out to our programs. This population has tremendous need, is under-served, and is increasingly seeking our services.

This program protects the lives of those with the least in Santa Barbara. It provides a level of stability for homeless individuals to make positive changes, and it offers them access to housing and job security. We believe that if social change is to be achieved, our society must go beyond traditional ways of thinking and provide resources when, how and where resources are needed.

2. In a short paragraph, tell us your project's goals and the specific outcomes you project for the grant period.

The program's primary goal is to help as many homeless people as possible find permanent, safe housing. Secondary to that, our aim is to help connect the chronically homeless to shelters and services

that will get them off the streets and into safer environments. Ultimately, and consistent with our mission, our goal is to help individuals become engaged, respectful and contributing members of our community. In the current July-June fiscal year, our expected outcomes are to:

- Serve 800 unduplicated homeless individuals during the fiscal year that began July 1, all within the “extremely low” or “low” income categories
- Assist at least 50 individuals and families in obtaining permanent housing
- Connect at least 20 individuals to employment.

3. Describe your project or the capital items requested, including:

• Whether the project is new, ongoing or an expansion

This is an ongoing, core program.

• Target audience, including specific demographic information

We serve the most fragile families in Santa Barbara: the recently and chronically homeless, those with severe and persistent mental illness, physically disabled and developmentally challenged youth and adults, seniors, veterans, victims of domestic violence, addicts, and the under- and unemployed. Participants in *Safe Parking* are considered “half homeless,” more highly functioning and more employable than what many would consider homeless individuals to be. They also have a greater likelihood of returning to living in standard housing more rapidly. Our *Homeless Outreach* efforts target the chronically homeless.

Data for the most recent year indicate that the median income of clients was below the 30% AMI level - \$16,750. Ages ranged from 12 to 76, and 67% were male. Seventy-eight percent were Caucasian and 15% Hispanic.

• Activities/strategies that will be used to meet your stated outcomes

Through this program, we link with the spectrum of people struggling with homelessness. Outreach, provision of mental health services, and collaborations with other agencies to assist in housing and employment put us at the hub of social service efforts in Santa Barbara and make us key to alleviating the pain of homelessness.

We also work to better integrate agency programs so that they complement each other and produce comprehensive, wrap-around mental health and supportive services, improving overall outcomes. We are increasing community awareness of our services and reaching out to those in need by improving our external communications. In addition, we are diversifying our income sources by expanding our clinical services, for example by providing groups dealing with issues such as anger management, dialectical behavior therapy, and loss, and offering in-depth psychological assessment, as well as clinical trainings for the greater human services community. We have also sought out and obtained nearly \$200,000 in financial assistance funding to help house people. As well, we continue to strengthen our infrastructure and internal resources through strategic planning and consultation.

• General timeline for the main objectives of your project

Since this is an ongoing program, the timeline is continuous.

4. If this is a request for General Support, what are your organization's most pressing needs?

N/A

5. How do you plan to evaluate the effectiveness or impact of the project?

NBCC uses several tools to measure both client progress and agency effectiveness, one of which is the OQ45.2, a brief screening and outcome scale that attempts to measure the subjective experience of a person, as well as how he or she functions in the world. We also use a client survey, the CSQ-8, an empirically developed measure designed to elicit the client's perspective on the value of services received and therefore involve the clients in the process of evaluating the program.

In the most recent year, 95% of clients surveyed in the CSQ-8 rated the services they received excellent, 97% said they would recommend the program to someone in need, and 93% reported agency services helped them to deal more effectively with their problems.

We also participate in the local Homeless Management Information System (HMIS) administered by the County of Santa Barbara. We use HMIS in both our Safe Parking and VA programs to coordinate care, manage operations, collect data for HUD's Annual Homeless Assessment Report (AHAR), and better serve our homeless clients. HMIS links providers within a community and creates a more coordinated and effective housing and service delivery system. It presents communities with an opportunity to re-examine how homeless services are provided in their community, and to make informed decisions, and develop appropriate action steps to ensure successful outcomes.

6. Summarize the skills and relevant experience of key staff/volunteers essential to the project's success. Note other organizations collaborating on the project.

Executive Director, Kristine Schwarz, is a licensed Marriage and Family Therapist and Professional Clinical Counselor and has significant experience in both the for-profit and non-profit sectors and with managing programs, grants, and organizations. Clinical Director, Barbara Sheffield, has more than 30 years of experience in the social services field, having served as Clinical Coordinator of Family Service Agency of Santa Barbara and Clinical Director of Domestic Violence Solutions of Santa Barbara. Ms. Sheffield has 18 years of experience supervising trainees, interns and clinicians.

Safe Parking program staff members have worked to serve the homeless for more than a decade and both program managers have experienced homelessness personally. Parking lot monitors and outreach workers receive specific training in working with the homeless population.

Our agency also has 30-plus volunteer counselors-in-training and 12 volunteer clinical supervisors in our clinic, both at the Masters and Doctoral levels. Our counselors provide as many as 15 to 20 counseling hours per week each. Agencies we collaborate with are outlined on the first page of this application.

7. If full funding is not available, what is the contingency plan for securing additional support and/or how can you modify your proposal?

We continue to pursue strategies to secure support for our essential services, including increasing board membership, cash reserves and overall revenue—particularly clinic, grant and unrestricted donation income. We also are hosting two significant fundraising events this year and numerous workshops and other events. If full funding is not available from this grant request, we will continue to pursue these strategies to secure support for our essential services. Support from the St. Francis Foundation would be a tremendous help to us as we continue to work to meet the growing needs of low-income people looking for help to get back on their feet. *Without funding from local foundations such as yours, these people would have no other place to turn for safe nights and an opportunity to rapidly secure housing.*

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Project Budget

Note: Check with each foundation to see if this form is required.

Organization Name: Carrillo Counseling Services, Inc.

Name of Project (if different): RV Safe Parking and Homeless Outreach Program

Budget dates for grant period: July 1, 2013 - June 30, 2014

NOTE - Do not use commas as thousand separators in any of the numerical fields

INCOME

Possible categories: Government grants, foundation grants, individuals, business support, events, fees for service, etc.

Source	Total Project (\$)	Pending (\$)	Secured (\$)	Notes
SB City Contract	43500	23375	43500	
Foundation & Gov't Grants	204022	343105	164797	
Donations	5000		3885	
TOTAL INCOME	252522	366480	212182	

List the In-Kind (non-cash) contributions: Food and gas cards, clothing, hygiene products

EXPENSES

Possible categories: Salaries, professional fees, rent and utilities, travel, publicity/outreach, events, capital items, etc.

Item	Total Project (\$)	This Request (\$)	Notes
Cash Assistance	50000	2500	Rental and utility assistance for clients
Occupancy	13239	2500	
Professional Svcs	11375	2500	IT, bookkeeping, legal, etc.
Insurance	1650	500	
Equip & Supplies	3475	1000	
Wages & Benefits	168708	15000	
Travel & Mileage	4075	1000	
TOTAL EXPENSES	252522	25000	

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Organization Financial Summary

Note: Check with each foundation to see if this form is required.

Organization Name: Carrillo Counseling Services, Inc. Fiscal Year Dates: July 1, 2013 - June 30, 2014

INCOME

Possible categories: Government grants, foundation grants, individuals, business support, events, fees for service, etc.

Source	Prior Year's Actual	Projected Annual Budget (\$)	YTD Actual (\$) as of [02.26.14]
Fees for program services	78576	86250	57418
Contracts for program services	176359	153408	71634
Grants for program services	234139	622715	326745
Unrestricted donations	66218	82500	53022
Restricted donations	16332	12500	8925
Event income	7196	15000	3402
Miscellaneous	2874	1200	530
TOTAL INCOME	581694	973573	521676

List the In-Kind (non-cash) contributions: Food, clothing, hygiene and emergency supplies for clients

EXPENSES

Possible categories: Salaries, professional fees, rent and utilities, travel, publicity/outreach, events, etc.

Item	Prior Year's Actual	Annual Budget (\$)	YTD Actual (\$) as of [02.26.14]
Program/rental assistance provided to clients	21510	171500	55645
Administration and occupancy	66732	69600	46120
Outside and professional services	19188	51215	35126
Insurance	7717	8100	9033
Administration organizational	13963	26500	12701
Equipment	5188	12000	12889
Wages, salary and taxes	385646	515512	283150
Employee benefits	20808	35512	20118
Travel/mileage	7167	19004	11068
Marketing, outreach and fundraising	19621	55400	29212
Miscellaneous	1	1000	130
TOTAL EXPENSE	567541	965343	515192
NET PROFIT OR LOSS	14153	8230	6484

Total Capital Expenses	5188	12000	12889
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i.e., computers, vehicles, building improvements, etc.:

Notes:

The agency's budget increased significantly this year due to the VA and HUD grant awards in the amount of almost \$500,000. Close to 40% of those funds are to be used for cash assistance and some will not be expended until after the fiscal year end. There was also a delay in commencing the VA program due to the government shut down.

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Organization Balance Sheet Summary

Note: Check with each foundation to see if this form is required.

ASSETS	MOST CURRENT (\$) as of [02.26.14]	PRIOR YEAR CLOSE (\$)
Current Assets		
Cash and Equivalents	58111	51731
Accounts Receivable	-25396	29703
Prepaid Expenses	375	
Inventory		
Grants/Pledges Receivable		
Other	20	228
Fixed Assets (Net)		
Property		
Buildings		
Equipment	37072	37072
Investments		
Endowments		
Other	-15475	-8520
TOTAL ASSETS	54707	110214
LIABILITIES		
Current Liabilities		
Accounts Payable		17183
Accrued Expenses		
Long Term Debt (Current Portion)		
Short Term Debt		
Other	28514	
Long Term Debt (over a year)		
Loan		
Other		
TOTAL LIABILITIES	28514	17183
Net Assets		
Unrestricted	26193	93031
Temporarily Restricted		
Permanently Restricted		
TOTAL LIABILITIES AND NET ASSETS	54707	110214

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: JAN 08 2001

CARRILLO COUNSELING SERVICES INC
C/O HOMER G SHEFFIELD JR
427 E CARRILLO ST
SANTA BARBARA, CA 93101

Employer Identification Number:
77-0556795
DLN:
17053353026020
Contact Person:
TERRI SARVIS ID# 31055
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
June 30
Foundation Status Classification:
509(a)(2)
Advance Ruling Period Begins:
October 18, 2000
Advance Ruling Period Ends:
June 30, 2005
Addendum Applies:
No

Dear Applicant:

Based on information you supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably expect to be a publicly supported organization described in section 509(a)(2).

Accordingly, during an advance ruling period you will be treated as a publicly supported organization, and not as a private foundation. This advance ruling period begins and ends on the dates shown above.

Within 90 days after the end of your advance ruling period, you must send us the information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, we will classify you as a section 509(a)(1) or 509(a)(2) organization as long as you continue to meet the requirements of the applicable support test. If you do not meet the public support requirements during the advance ruling period, we will classify you as a private foundation for future periods. Also, if we classify you as a private foundation, we will treat you as a private foundation from your beginning date for purposes of section 507(d) and 4940.

Grantors and contributors may rely on our determination that you are not a private foundation until 90 days after the end of your advance ruling period. If you send us the required information within the 90 days, grantors and contributors may continue to rely on the advance determination until we make

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CARRILLO COUNSELING SERVICES INC

a final determination of your foundation status.

If we publish a notice in the Internal Revenue Bulletin stating that we will no longer treat you as a publicly supported organization, grantors and contributors may not rely on this determination after the date we publish the notice. In addition, if you lose your status as a publicly supported organization, and a grantor or contributor was responsible for, or was aware of, the act or failure to act, that resulted in your loss of such status, that person may not rely on this determination from the date of the act or failure to act. Also, if a grantor or contributor learned that we had given notice that you would be removed from classification as a publicly supported organization, then that person may not rely on this determination as of the date he or she acquired such knowledge.

If you change your sources of support, your purposes, character, or method of operation, please let us know so we can consider the effect of the change on your exempt status and foundation status. If you amend your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, let us know all changes in your name or address.

As of January 1, 1984, you are liable for social security taxes under the Federal Insurance Contributions Act on amounts of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the private foundation excise taxes under Chapter 42 of the Internal Revenue Code. However, you are not automatically exempt from other federal excise taxes. If you have any questions about excise, employment, or other federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 170 of the Internal Revenue Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Donors may deduct contributions to you only to the extent that their contributions are gifts, with no consideration received. Ticket purchases and similar payments in conjunction with fundraising events may not necessarily qualify as deductible contributions, depending on the circumstances. Revenue Ruling 67-246, published in Cumulative Bulletin 1967-2, on page 104, gives guidelines regarding when taxpayers may deduct payments for admission to, or other participation in, fundraising activities for charity.

You are not required to file Form 990, Return of Organization Exempt From Income Tax, if your gross receipts each year are normally \$25,000 or less. If you receive a Form 990 package in the mail, simply attach the label provided, check the box in the heading to indicate that your annual gross receipts are normally \$25,000 or less, and sign the return. Because you will be treated as a public charity for return filing purposes during your entire advance ruling period, you should file Form 990 for each year in your advance ruling period.

CARRILLO COUNSELING SERVICES INC

that you exceed the \$25,000 filing threshold even if your sources of support do not satisfy the public support test specified in the heading of this letter.

If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. A penalty of \$20 a day is charged when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty charged cannot exceed \$10,000 or 5 percent of your gross receipts for the year, whichever is less. For organizations with gross receipts exceeding \$1,000,000 in any year, the penalty is \$100 per day per return, unless there is reasonable cause for the delay. The maximum penalty for an organization with gross receipts exceeding \$1,000,000 shall not exceed \$50,000. This penalty may also be charged if a return is not complete. So, please be sure your return is complete before you file it.

You are not required to file federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You are required to make your annual information return, Form 990 or Form 990-EZ, available for public inspection for three years after the later of the due date of the return or the date the return is filed. You are also required to make available for public inspection your exemption application, any supporting documents, and your exemption letter. Copies of these documents are also required to be provided to any individual upon written or in person request without charge other than reasonable fees for copying and postage. You may fulfill this requirement by placing these documents on the Internet. Penalties may be imposed for failure to comply with these requirements. Additional information is available in Publication 557, Tax-Exempt Status for Your Organization, or you may call our toll free number shown above.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, we will assign a number to you and advise you of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

If we said in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Because this letter could help us resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

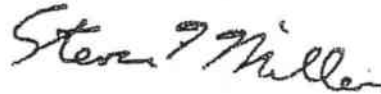
We have sent a copy of this letter to your representative as indicated in your power of attorney.

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CARRILLO COUNSELING SERVICES INC

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,

A handwritten signature in cursive script that reads "Steven T. Miller".

Steven T. Miller
Director, Exempt Organizations

Enclosure(s) :
Form 872-C

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