



Agenda Item #: _____

Staff Report

City of Manhattan Beach

TO: Honorable Mayor Montgomery and Members of the City Council

THROUGH: David N. Carmany, City Manager

FROM: Richard Thompson, Director of Community Development
Angelica Ochoa, Assistant Planner

DATE: January 18, 2011

SUBJECT: Consideration of Proposed Exchange of Community Development Block Grant (CDBG) Funds Received by the City of Manhattan Beach to the City of Hawaiian Gardens and the Allocation of Funds for the 2011-2012 Fiscal Year

RECOMMENDATION:

Staff recommends that the City Council conduct the public hearing; adopt the attached Resolution No. 6293 (Exhibit A); authorize the City Manager to execute the draft agreement (Exhibit B) with the City of Hawaiian Gardens, approve an allocation of general funds received to the identified public service agencies (Exhibit C), and authorize the City Manager to approve the contract with Beach Cities Health District for the Senior Care Manager (Exhibit F).

FISCAL IMPLICATION:

The City will receive \$100,538.20 in General Funds in exchange for \$143,626 in CDBG funds to allocate to existing public service agencies to continue their programs that benefit low and moderate income residents of Manhattan Beach.

BACKGROUND:

The City receives CDBG funding as a participating City through the Los Angeles County Community Development Commission (LACDC). The City's CDBG allocation for Fiscal Year (FY) 2011-2012 is approximately \$143,626. The LACDC informs cities what the CDBG allotment will be for the new Fiscal Year once the U.S. President signs the budget and the U.S. Department of Housing and Urban Development (HUD) calculates the national CDBG funding allocation for entitlement jurisdictions. The LACDC advises cities to use last Fiscal Year's (2011) CDBG allocation in preparation for determining next Fiscal Year's (2012) CDBG allocation. CDBG funds have been declining every year and the estimated allocation for FY 2011-2012 is a 9% reduction from last Fiscal Year 2010-2011 (Exhibit G).

The City has historically chosen to use its CDBG allocations to fund local public service agencies which meet the intent of the CDBG guidelines. Federal (HUD) regulations currently allow only 15% of CDBG funds to be allocated to public service agencies. Due to the limited amount of

funding the City receives, Capital Improvement Projects (CIP), Low Income, and other types of qualifying CDBG projects can be very difficult to program because of CDBG regulations. These regulations would include meeting the Federal prevailing wage laws and income guidelines, extensive documentation and other requirements that increase the construction and administrative costs of the program by 40 to 50%. Due to these limitations, using CDBG funds for an eligible project would result in minimal savings and an increase in costs.

Projects funded through the CDBG program must meet certain mandated objectives, such as: (1) activities benefiting low and moderate income persons; (2) activities which aid in the prevention or elimination of blight; (3) activities that meet urgent community development needs; and (4) additional criteria as outlined in the Federal Register. Given the City's demographics it has been extremely difficult to develop non-public service projects which satisfy the program objectives. Consequently, over the last seven program years the City has exchanged CDBG funds with another participating City. The City Council has determined in the past that using the limited amount of CDBG funds for these types of projects was not cost effective, and would take valuable money away from the City's local public service agencies.

DISCUSSION:

Last year the City Council approved Resolution No. 6240, authorizing the exchange of the City's entire CDBG allocation with the City of Hawaiian Gardens at a rate of 60 cents. The exchange rate for the upcoming 2011-2012 Fiscal Year will be at a rate of 70 cents with the City of Hawaiian Gardens, which is consistent with today's market. According to the LACDC, the current rate of exchange varies among cities due to the amount of funding needed for a project and the number of projects the exchanging city has programmed in their budget.

Every year staff reviews the possibility of using CDBG funds for City projects rather than exchanging the funds. The Department of Public Works/Engineering, and Parks and Recreation concluded that no project would be eligible due to the limited amount of CDBG funds received by the LACDC and strict CDBG criteria that a project must meet. As mentioned above, funding projects that meet all of the CDBG guidelines is difficult due to extensive documentation, increase in costs of administering the program, and meeting Federal requirements such as income guidelines. Additionally, CDBG funds may not be used as the local matching funds on projects that have other Federal funding.

If this recommendation is approved, the attached CDBG Exchange of Funds Worksheet (Exhibit E) signed by the City of Hawaiian Gardens starts the exchange and approval of CDBG funds between the City of Manhattan Beach and the City of Hawaiian Gardens. Since the payment received is general fund money, and not subject to CDBG guidelines, the City may allocate these funds as directed by the City Council. Since no viable projects were identified by internal departments, staff recommends exchanging the CDBG funds with the City of Hawaiian Gardens for general funds.

Beach Cities Health District Care Manager Agreement:

In July of 2001 the City entered into a five year agreement with Beach Cities Health District to pay a portion of the costs associated with "Senior Care Services" provided through the Beach Cities Health District (see Exhibit F). This agreement expires on June 30, 2011 and a new 5 year agreement is attached for the City Council's review and approval in order to continue these services.

The balance of these services will be paid by the Beach Cities Health District. The Senior Care Program provides care management and support services to seniors in the City of Manhattan Beach. The program utilizes a full-time equivalent specialized resource person or persons to coordinate necessary living assistance for the City's senior population, rather than have these services spread across several different organizations. It was determined at the time the agreement was approved that the exclusive and immediate availability of the care manager position has proven to be a tremendous asset for not only our seniors who are in need of immediate assistance, but also to the City's employees who often are called upon to respond to these situations.

The Senior Care Program is proposed to continue to be funded at the same rate as has been provided since 2008, which is \$37,315. The BCHD has indicated that they can continue to provide the services at this rate.

The CDBG program has historically funded a majority of the costs associated with this service, even before the City entered into an agreement with Beach Cities Health District. Due to the unpredictable fluctuations in the City's CDBG allocation, the City Council has determined during the last two funding cycles that CDBG funds should be prioritized to cover the City's entire portion of our cost obligation as outlined in the attached Beach Cities Agreement. Staff is recommending that the City Council continue to fund the City's entire share of senior care services each year as outlined in the attached agreement regardless of CDBG funding fluctuations (other agencies funding fluctuates year-to-year, based on their historical percentages). Should the City Council allocate CDBG funds in another manner, funding for this service would have to come from another source. Support for senior care services, as well as the other public service agencies, is consistent with the goals, policies, and programs of the General Plan and specifically the Housing Element, Section 4.3 Overview of Housing Programs, Community Development Block Grant.

CONCLUSION:

Given the continuing LA County policy with regards to limited public service funding, the exchange of funds has allowed the City to maximize the amount of money available to its local public service agencies. As has been done in the past, Staff recommends that the City Council authorize the allocation of this general fund money to the agencies historically funded by the City. The proposed allocations are distributed in a manner that covers the costs of the Beach Cities Health District contract, and distributes the remaining funds to the other agencies based on the same percentages City Council has deemed appropriate in the past. The proposed allocations are identified in Exhibit C. Description of agencies and their programs are identified in Exhibit D.

Pursuant to the attached Exhibits, Staff is recommending that the City Council authorize the City Manager to enter into an Agreement implementing the proposed exchange of funds. Exhibit A is a Resolution of the City Council approving the proposed draft agreement, and authorizing the City Manager to amend the attached agreement (Exhibit B) in order to complete the exchange of CDBG funds based on the final adopted agreement between the City of Hawaiian Gardens and the City of Manhattan Beach.

- Attachments: Exhibit A - Resolution No. 6293
- Exhibit B - Proposed Draft Agreement with City of Hawaiian Gardens
- Exhibit C - Proposed Allocations

Agenda Item #: _____

- Exhibit D - Public Service Agencies Descriptions
- Exhibit E - CDBG Exchange Funds Worksheet with Hawaiian Gardens
- Exhibit F - Beach Cities Health District Agreement
- Exhibit G - CDBG Bulletin dated December 30, 2010

c: Raymond White, LA County Community Development Commission
Public Service Agencies (9)

RESOLUTION NO. 6293

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANHATTAN BEACH, CALIFORNIA, APPROVING AN AGREEMENT BETWEEN THE CITY OF MANHATTAN BEACH AND THE CITY OF HAWAIIAN GARDENS REGARDING THE EXCHANGE OF COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS FOR THE FISCAL YEAR 2011/ 2012

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Manhattan Beach, California, does hereby determine as follows:

SECTION 1. The City Council makes the following findings:

- A. The City Council of the City of Manhattan Beach conducted a public hearing, pursuant to applicable law on January 18, 2011 to consider the allocation of CDBG funds for the Fiscal year 2011-2012;
- B. On April 17, 2008 the City of Manhattan Beach renewed a three year Cooperation Agreement with the City of Los Angeles concerning CDBG funds from July 1, 2009 through June 30, 2012;
- C. The use of CDBG funds is strictly limited by law;
- D. The City Council, on January 18, 2011 authorized the City Manager to sell the City's entire CDBG allocation;
- E. The City Manager is hereby authorized to cooperate with the City of Hawaiian Gardens in the exchange of CDBG funds;
- F. The City Manager is authorized to amend the attached agreement as necessary to complete the exchange of funds on behalf of the City of Manhattan Beach based on the final adopted agreement from the City of Hawaiian Gardens;
- G. The City of Manhattan Beach has the entire CDBG allocation of approximately \$143,626 available to purchase and exchange with the City of Hawaiian Gardens at a rate of .70 on the dollar;

SECTION 2. The attached CDBG Exchange of Funds Worksheet and draft agreement between the City of Manhattan Beach and the City of Hawaiian Gardens and the findings stated therein, is hereby approved, and the City Manager is authorized and directed to execute the final adopted agreement with the City of Hawaiian Gardens on behalf of the City of Manhattan Beach,

SECTION 3. Pursuant to Government Code Section 65907 and Code of Civil Procedure Section 1094.6, any action or proceeding to attack, review, set aside, void or annul this decision, or concerning any of the proceedings, acts, or determinations taken, done or made prior to such decision or to determine the reasonableness, legality or validity of any condition attached to this decision shall not be maintained by any person unless the action or proceeding is commenced within 90 days of the date of this resolution and the City Council is served within 120 days of the date of this resolution. The City Clerk shall send a certified copy of this resolution to the applicant, and if any, the appellant at the address of said person set forth in the record of the proceedings and such mailing shall constitute the notice required by Code of Civil Procedure Section 1094.6.

SECTION 4. This resolution shall take effect immediately. The City Clerk shall make this resolution readily available for public inspection within thirty (30) days of the date this resolution is adopted.

SECTION 5. The City Clerk shall certify to the passage and adoption of this Resolution; shall cause the same to entered among the original resolutions of said City; and shall make a minute of the passage and adoption thereof in the records of the proceedings of the City Council of said City in the minutes of the meeting at which the same is passed and adopted.

PASSED, APPROVED and ADOPTED this 18th day of January, 2011.

AYES:
NOES:
ABSENT:
ABSTAIN:

Mayor, City of Manhattan Beach, California

ATTEST:

City Clerk

AGREEMENT

This Agreement is made on this 18th day of January 2011, by and between the City of Hawaiian Gardens, a municipal corporation, and the City of Manhattan Beach, a municipal corporation.

RECITALS

- A. The City of Manhattan Beach executed a three-year cooperation agreement with the County of Los Angeles concerning Community Development Block Grant (CDBG) Funds for Fiscal Years 2009-2010, 2010-2011 and 2011-2012;
- B. The City of Manhattan Beach executed a three-year reimbursable agreement with the County of Los Angeles concerning Community Development Block Grant Funds (CDBG) for Fiscal Years 2009-2010, 2010-2011, and 2011-2012;
- C. The City of Manhattan Beach will receive CDBG Funds which can be made available to the City of Hawaiian Gardens during fiscal year 2011-2012. In exchange for the assignment by the City of Hawaiian Gardens of the amount of its general funds indicated in Section 1 below, the City of Manhattan Beach is willing to assign unexpended CDBG funds to the City of Hawaiian Gardens.
- D. The two cities will enter into an agreement under which the City of Hawaiian Gardens would exchange \$100,538.20 of its general funds for approximately \$143,626 of the City of Manhattan Beach's unexpended entitlement of CDBG Funds for Fiscal Year 2011-2012.

NOW, THEREFORE, the Cities agree as follows:

- 1. **EXCHANGE.** The City of Manhattan Beach agrees to assign approximately one hundred forty three thousand, six hundred twenty six dollars and zero cents (\$143,626) of its unexpended CDBG allocation to the City of Hawaiian Gardens. In return, the City of Hawaiian Gardens agrees to assign approximately one hundred thousand, five hundred thirty eight dollars and twenty cents (\$100,538.20) of its general funds to the City of Manhattan Beach. The exchange rate will be \$.70/1.00.
- 2. **CONSIDERATION.** The City of Manhattan Beach shall assign the agreed upon CDBG Funds in one lump sum payment. The City of Hawaiian Gardens shall assign the agreed upon general funds to the City of Manhattan Beach in one lump sum payment. The City of Hawaiian Garden's lump sum payment shall be due and payable 30 days after the Community Development Commission of the County of Los Angeles notifies the City of Hawaiian Gardens in writing and on its letterhead that the funds have been transferred to the City of Hawaiian Gardens unallocated funds account.

3. **BEST EFFORTS.** The City of Manhattan Beach shall use its best efforts to obtain any consent required of any other governmental or administrative agency to effectuate the assignment of approximately \$143,626 of its CDBG funds to the City of Hawaiian Gardens no later than 30 days after both cities have executed the agreement and any required documents. The City of Manhattan Beach and the City of Hawaiian Gardens shall agree to execute any and all additional documents which such agencies may request in connection with the assignment and receipt of grant.
4. **TERM.** The Agreement is effective on the date above written and for such time as is necessary for both parties to complete their mutual obligations under this Agreement.
5. **TERMINATION.** Termination of this Agreement may be made by either party so long as written notice of intent to terminate is given to the other party at least five (5) days prior to the termination.
6. **NOTICE.** Notices shall be given pursuant to this Agreement by personal service on the party to be notified, or by written notice upon such party deposited in the custody of the United States Postal Service addressed as follows:

CITY OF HAWAIIAN GARDENS
Ernesto Marquez, City Administrator
21815 Pioneer Boulevard
Hawaiian Gardens, CA 90716

CITY OF MANHATTAN BEACH
David N. Carmany, City Manager
1400 Highland Avenue
Manhattan Beach, CA 90266

7. **GOVERNING LAW.** This Agreement shall be governed by the laws of the State of California.

IN WITNESS WHEREOF, the parties have executed this Agreement the 18th day of January 2011.

CITY OF HAWAIIAN GARDENS:

CITY OF MANHATTAN BEACH:

Ernesto Marquez, City Administrator

David N. Carmany, City Manager

ATTEST:

ATTEST:

Sue Underwood, City Clerk

Liza Tamura, City Clerk

Public Service Agency	Percentage of Total Allocation	Estimated Allocation FY 2011-2012
Care Management for Manhattan Beach Seniors (BCHD)	NA	37,315.00
1736 Family Crisis Center	34%	21,311.19
South Bay Family Healthcare Center	25%	16,072.19
South Bay Center for Counseling	21%	13,319.49
South Bay Children's * Health Center (formerly South Bay Youth Project)	7%	4,706.22
The Salvation Army- Operation Sunshine	5%	3,107.88
Project Touch	4%	2,219.92
Wellness Community	2%	1,243.15
South Bay Adult Care Center	2%	1,243.15
Totals	100%	100,538.20

*Additional \$18,800 allocated from General Fund (approved by City Council on 5/22/07). Received every fiscal year through the budget process.

EXHIBIT C
CC Mtg. 1/18/11

PROJECT DESCRIPTIONS

CARE MANAGEMENT FOR MANHATTAN BEACH SENIORS (BCHD)

The Care Management for Manhattan Beach Seniors Program provides care management assistance in obtaining services to seniors of the City of Manhattan Beach which help to promote and maintain their optimum level of functioning. The goal of this program is to keep seniors in the least restrictive environment possible, so as to reduce inappropriate institutionalization. The target age group for this program is those persons 85 years plus, who are at high risk for physical, mental and/ or functional impairment.

1736 FAMILY CRISIS CENTER

The 1736 Family Crisis Center is a non-profit agency providing residents of Manhattan Beach with a variety of counseling services and shelter services to resolve problems associated with child abuse, spousal abuse, and homelessness. Specifically, the Center offers five shelters for battered women and their children; one 24-hour Emergency Adolescent Shelter; 24-hour hotline services; walk-in services; out-patient services; support group counseling and intervention for families and individuals; crisis referral and advocacy; the Mentor Program; assertiveness training; and, community outreach services.

SOUTH BAY FAMILY HEALTHCARE CENTER

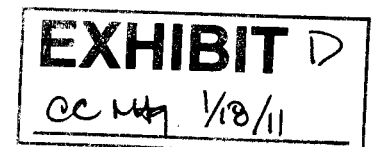
The South Bay Free Clinic provides preventive and emergency dental care to low and moderate residents of Manhattan Beach. Specific services include cleanings, X-rays, fluoride treatments, full examinations, fillings, extractions, limited orthodontics and periodontal services, as well as referrals in cases where the needs of the patient are beyond the scope of the clinic.

SOUTH BAY CENTER FOR COUNSELING

South Bay Center for Counseling provides mental health care for low and moderate income household residents of Manhattan Beach through three counseling programs. The Parents and Children Together Program nurtures children traumatized by abuse, loss, neglect, or behavioral/emotional difficulties. The Counseling Services program provides low cost therapy to families, groups, and individuals. The Beach Cities Health District's Children's Program provides comprehensive screening and referrals to pregnant women and families with hospitalized children.

SOUTH BAY CHILDREN'S HEALTH CENTER (formerly South Bay Youth Project)

The South Bay Children's Health Center identifies and provides counseling to "at risk" youths who are from low and moderate income households and who are residents of Manhattan Beach. Through its In Class Students Assistance Program, this project targets



local high school youths who encounter problems associated with parental neglect, truancy, substance abuse, or involvement with criminal activity.

THE SALVATION ARMY-SENIOR MEALS

The Salvation Army Senior Meals project provides groceries on a bimonthly basis to senior citizen residents of Manhattan Beach. The groceries are provided in order to nutritionally enhance and supplement their diets and are distributed through the Salvation Army's "Operation Sunshine" brown bag program.

PROJECT TOUCH

Project Touch provides tutoring, counseling, social, and therapeutic services to at-risk youth in the South Bay. The goal of Project Touch is to provide a supportive environment in which teens and pre-teens can strengthen their self-understanding, build self esteem, and develop positive attitudes and lifestyles before behavior becomes a problem. Project Touch also provides counseling, social, and therapeutic services at Mira Costa High School for "at risk" youths who are making the transition to a regular school environment. This part of the program provides once-weekly Alternative Classroom Education (A.C.E.) groups for 9th and 10th grade students, and individual counseling as needed.

THE WELLNESS COMMUNITY SOUTH BAY CITIES

The Wellness Community South Bay Cities provides free psychological, emotional and social support for cancer patients and their loved ones. The core of the program consists of 15 ongoing weekly support groups and specialized monthly networking groups for specific types of cancer offered in a homelike setting, 6 days a week with all groups led by professionally licensed psychotherapists. This program provides an alternative to these types of services provided in the marketplace, which are expensive, a great benefit to those already dealing with the costs of cancer treatment.

SOUTH BAY ADULT CARE CENTER INC.

The South Bay Adult Care Center currently operates an Adult Day Care Center in Redondo Beach. The purpose of the center is to enrich the lives of adults suffering from Alzheimer's, Parkinson's, stroke, frailty, loneliness, etc. The center is designed to maintain psychological functioning levels as much as possible, as well as provide respite to family members. The center currently functions with limited hours and wishes to expand these hours as much as possible.

CARE MANAGEMENT FOR MANHATTAN BEACH SENIORS

Program Description and References

The Care Management for Manhattan Beach Seniors program provides assistance in obtaining services that help promote and maintain the optimum level of functioning for participants. The goal of the Care Management program is to assist seniors to access services that enable them to live in the safest and least restrictive environment possible, reducing the possibility of inappropriate institutionalization. The Manhattan Beach Care Management program works with disabled adults and seniors age 60 or older who are at the most risk for physical, mental and/or functional impairment.

Clients for Care Management enter the program through a number of referral sources. The major referral source is the City of Manhattan Beach itself. Referrals are made by the Manhattan Beach Police Department, Manhattan Beach Fire Department, the Older Adults Program and code enforcement. The care management program staff is able to provide linkages to services that help in reducing repeat calls to the paramedics because of living situations rather than emergency medical needs. The care management staff assists the Police Department in maintaining a Memory Impaired File. Other City employees utilize the program when they encounter seniors and/or disabled who could benefit from increased support. Care management staff does outreach at the Manhattan Beach senior centers and the Fire Department on a weekly basis and provides information and referral to senior center participants. Referrals also come from family members, neighbors, hospital discharge planners, home health agencies and other social service providers. All services are voluntary—a person has to be willing to accept services.

Care Management staff is comprised of two individual BCHD care managers working a total of 1 Full-Time Equivalent with Manhattan Beach clients. Both have Masters of Social Work degrees and have several years of experience working as care managers with the frail elderly. Staff are mandated reporters of elder abuse to Los Angeles County Adult Protective Services.

Care Management begins with an in-home assessment after a referral is made. To develop a care management plan, the care manager evaluates an individual's physical environment, emotional and social needs. A comprehensive assessment of a person's capacities, resources, support system and attributes is needed in understanding the problems, needs, resources and strengths of an older person to develop a plan of care. With the input of the individual and based upon the individualized needs, the Manhattan Beach care management staff develop a care plan that may include: referrals to community resources such as Meals on Wheels, the Brown Bag program, transportation, or public benefits; co-ordination and arrangement of in-home help; home safety assessments with recommendations for improvements; collaboration with community agencies to provide support groups and activities; and increased socialization through Beach Cities Health District programs such as Conversation



CARE MANAGEMENT FOR MANHATTAN BEACH SENIORS

Companions, Peer Counseling, Errand Volunteers, MoveWell In-Home Exercise and Support Line. The care management staff assists the individual in accessing the appropriate services and provides regular follow-up by phone and/or in person with a home visit.

Moreover, the Manhattan Beach care management program has access to the Beach Cities Health District Senior and Disabled Health fund to purchase supportive services for low-income Manhattan Beach clients. In Fiscal Year 2009-2010 the Manhattan Beach care management program worked with 131 senior and adult disabled residents of Manhattan Beach. Approximately eighty percent (80%) of these clients met the verified low- and moderate-income criteria. Thus far, this program year, the care management program has worked with 90 Manhattan Beach residents.

Beach Cities Health District Community Care Services Department staff work very closely together as a team and the Manhattan Beach Care Management program is able to benefit from the community networking the entire team participates in: KEEP-SAFE Coalition (a coalition of social service providers, law enforcement, and financial institutions that provides training and education for seniors to prevent financial abuse and exploitation), South Bay MAPS (Marketing and Admissions Professionals for Seniors), Alzheimer's Association and the Department of Mental Health Service Area Advisory Committee.

References:

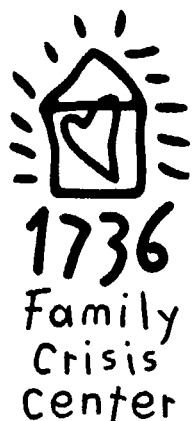
Jan Buike, Older Adults Program Supervisor, City of Manhattan Beach, (310) 802-5447

Karen Liebig, Julius Sumner Miller Foundation and KEEP-SAFE, (310) 320-8291

Karen Hill, Manhattan Beach Volunteers in Patrol, (310) 379-5023

Charlotte Lesser, Manhattan Beach Neighborhood Watch, (310) 802-5183

Agency and Address (Please Type Your Answers)		Input	
Beach Cities Health District Community Care Services Department 514 North Prospect Avenue, 3rd Floor Redondo Beach, CA 90277		Please make entries in grey boxes	
Program Name CARE MANAGEMENT FOR MANHATTAN BEACH SENIORS			
Total Annual Budget		2011-2012 Projected	2010-2011
Program Budget (enter only if different from above, i.e. if CDBG monies fund only a specific program provided by the agency)		\$ 67,845	\$ 67,846
Percentage of Budget Increase Decrease 2010-2011 / 2011-2012		0%	
Requested Funding		\$ 37,315	
Approved Funding			\$37,315
Number of Manhattan Beach Residents Served		(Projected) 100	(Year to Date)90
			(Projected) 125
Average Number of Hours Spent Annually per Manhattan Beach Client		2-40 hours	2-40 hours
Cost per Hour of Clients Served		33.26	33.26
Proposed 2011-2012			
Breakdown of How Manhattan Beach Funding Will be Spent		Total	Percentage
Note: Enter "NA" for entries which are not applicable	Equipment/Supplies	\$ 100	0.27%
	Salary Used for Direct Contact with Clients	\$ 34,818	93.31%
	Administrative	NA	NA
	Travel	\$ 500	1.34%
	Space (Lease/Rent)	\$ 930	2.49%
	Other (Specify) telephone, training, office supplies	\$ 967	2.59%



January 10, 2011

Mayor Richard P. Montgomery and Members of the City Council
Attn: Angelica Ochoa, Assistant Planner
City of Manhattan Beach
1400 Highland Avenue
Manhattan Beach, CA 90266

Dear Mayor Montgomery and Members of the City Council:

On behalf of our board of directors, staff and clients, please accept my sincerest thanks for the City's many years of continued support to help 1736 Family Crisis Center keep its doors open 24 hours a day in service to local residents.

Since its beginnings in 1972 as "1736 House," 1736 Family Crisis Center has grown to operate four shelters for domestic violence victims and their children, a shelter for runaway and homeless youth, three Community Service Centers offering outpatient services, a job development and placement program, an in-house Legal Services Department, five 24-hour crisis hotlines, and ancillary programs designed to help our neediest community members.

Manhattan Beach's support of 1736 Family Crisis Center is extremely important to our ability to keep our doors open 24 hours a day, 365 days a year, providing services that South Bay residents, including those of Manhattan Beach, so urgently need. We are hopeful that the City will continue to provide generous support as it has in the past. To that end, please find enclosed our proposal requesting an allocation of \$55,000 for fiscal year 2011-2012.

To each of you personally, and to the City of Manhattan Beach as a whole, thank you for your ongoing commitment to our programs. I would like to extend an open invitation to the council members to tour our Center. I think you would be as proud as we are of the good work your dollars do for so many people. Should you have any questions, please contact me directly at (323) 630-9777 or Betty Liu, Development Associate at (323) 737-3900, ext. 210 or blui@1736fcc.org.

Our best wishes.

Sincerely,

Carol A. Adelskoff
CEO and Executive Director

**1736 FAMILY CRISIS CENTER
2011-12 PROPOSAL TO THE CITY OF MANHATTAN BEACH**

Overview. Since 1972, 1736 Family Crisis Center (1736 FCC) has provided critical services to domestic violence victims and their children, runaway and homeless teens, adults, children and families in crisis in the South Bay. 1736 FCC offers comprehensive shelter and non-residential supportive services with effective and often life-saving intervention. Some clients might need a bed, food, clothing, counseling, and coordinated case management in one of our shelters. Others might need case management, counseling, job development, and/or legal assistance in our outpatient clinic, emergency 24-hour telephone hotline response to prevent a suicide or other crises, or other immediate emergency assistance. 1736 FCC's commitment is to never turn away an individual in need and to provide the maximum level of care for long-term safety and stability. Through this proposal, 1736 FCC respectfully requests a grant of \$55,000 from the City of Manhattan Beach's CDBG allocation.

CDBG Objectives. Services offered under this proposal will meet CDBG objectives: 1) Services will be provided to Manhattan Beach residents meeting verified low and moderate income criteria as established by the U.S. Department of Housing and Urban Development – more than 51% of clients served will meet these criteria (by federal definition, domestic violence victims and child abuse victims are considered low-income); 2) Services will aid in elimination of blight by reducing truancy, homelessness, and community violence; and 3) Services will meet urgent community development needs by providing life-saving emergency and transitional shelter to homeless domestic violence victims and their children, runaway and homeless youth, as well as non-residential counseling and 24-hour hotline response to Manhattan Beach residents.

Program Descriptions. Manhattan Beach residents can access any of 1736 FCC's programs to obtain shelter, counseling, case management, and referrals associated with spousal abuse, child abuse, and other crises. These programs include:

Emergency Youth Shelter: 1736 FCC's Emergency Youth Shelter Program is a six-bed shelter that offers two weeks of comprehensive services to runaway, homeless, and throwaway boys and girls ages 10 through 17, with 24-hour intake. Supportive services include counseling, case management, life skills training, consequences of high-risk behaviors, etc. The program addresses the immediate critical needs of homeless boys and girls with the goal of helping vulnerable youth return home when appropriate, or find stable alternative living arrangements when their home is not safe. 1736 FCC works with youth and their families to help each youngster develop the skills and networks of support that will lead them on paths toward safety and stability. Approximately 40%-50% of youth served in this shelter run from homes in which there is domestic violence, and the majority have experienced abuse. Our Youth Shelter has been successfully operating and serving the community for 39 years, promoting the growth and development of homeless, runaway, and abandoned boys and girls by providing them with a safe and structured haven in which they can learn about healthy alternative behaviors and build their self-esteem. The shelter is licensed by the California Community Care Licensing Division.

Four Domestic Violence Shelters: 1736 FCC's four domestic violence shelters (confidentially located in three local cities) provide safety and refuge for battered victims and their children while staff helps them develop plans for safe and stable futures. The shelters offer a highly innovative, blended program of emergency and transitional stage care (up to two years). The blended program model was developed in response to clients' needs for more time and continuity to rebuild their lives and develop the skills necessary to achieve economic independence and self-sufficiency. Comprehensive services for adult shelter clients include case management, counseling, legal assistance, life skills training, parenting education, job development and placement services, financial literacy education, advocacy and referrals to other needed services such as medical care and housing. Children receive school enrollment/re-enrollment services, age-appropriate counseling, therapeutic free play, recreational activities, and art therapy to enhance their healthy social and emotional development.

Three Community Service Centers: For persons not requiring acute or long-term shelter care, these conveniently-located outpatient clinics offer comprehensive case management, counseling, job development and placement, and legal assistance to individuals and families in need, free of charge. The Community

Service Centers are certified by the L.A. County Department of Mental Health to provide Early Prevention, Screening, Detection and Treatment services to low-income children and their families.

24-Hour Hotline and Drop-In Program: Five 24-hour crisis hotlines provide round-the-clock professional help to several thousand callers each year, assisting with issues such as suicidality, child abuse, domestic violence, need for referrals, shelter intake, and other assistance. The Drop-In Program is overseen by trained staff and offers outpatient counseling, referrals, bus tokens, and other necessary assistance to community members need.

Welfare-to-Work Services: This extremely successful program component provides a comprehensive continuum of services to help victims of domestic violence and others transition from long-term welfare to career-level employment. The program helps clients overcome barriers to employment and links them with jobs suited to their experience and employment goals. Over the past decade, 1736 FCC has refined its job development and placement program from “soft-skills training,” which included dressing for the workplace, résumé preparation, interview skills, etc., to helping clients develop specific skill sets and placing them in jobs with growth potential. The Center’s experienced Job Developers have in-depth knowledge of partnering employers, employment settings, and client goals and interests to effectively identify appropriate employment opportunities for clients. Clients are placed in diverse work sectors that correspond to individual skills and interests, including the nonprofit sector, municipal government, travel industry, retail, local businesses, and others. Positions targeted are unsubsidized, competitive, exceed minimum wage and are typically career-level in that employees have a reasonable expectation of growth opportunities and developing longevity with an employer. Today, 1736 FCC is one of the County’s largest providers of welfare-to-work services to domestic violence survivors and others in need.

Legal Services: In addition to coping with intimate partner abuse and the possibility of homelessness, a domestic violence victim often deals with legal abuse as she tries to protect her safety and that of her children. 1736 FCC addresses this barrier to safety and sufficiency by providing comprehensive in-house legal response and pro bono court representation so that domestic violence survivors can easily access legal services and be adequately represented in court. 1736 FCC employs two in-house licensed staff attorneys and a trained paralegal to assist domestic violence victims with court representation, restraining orders, child custody/visitation, divorce settlements, child support, mediation with respondent, benefits access, and other necessary legal assistance. The agency also collaborates with law-school interns from Loyola and Pepperdine Law Schools and volunteer attorneys who provide pro-bono services.

Community Education and Outreach: 1736 FCC offers community outreach and education programs (including educational lectures and presentations conducted at schools, charitable groups, churches, business groups, law enforcement and health care personnel, and other community groups) to raise public awareness about the availability of community resources and of domestic violence and homeless youth as pressing community concerns.

References. References include, but are not limited to, the City of Manhattan Beach, the City of Redondo Beach, as well as other municipal, county, state, and federal funding offices.

Ability to Execute Certified City Contract. 1736 FCC has 39 years of experience in managing private and public funds (federal, state, county, and city), including many years of successful provision of services in agreement with the City of Manhattan Beach. Our programs are strategically developed and overseen by a volunteer Board of Directors with expertise in a variety of areas (e.g., human resources, legal, etc.). Services are provided by approximately 125 full-time, part-time, and on-call professionals, highly trained paraprofessionals, and master’s-level interns, all working under the supervision of licensed mental health professionals, in addition to our legal program under supervision of a licensed attorney. Close to 200 volunteers enhance services in a variety of capacities. 1736 FCC maintains a strong staff training program, including 40 hours of domestic violence training mandated by the State of California, extensive training as required by the Community Care Licensing Division, and First Aid/CPR training for all direct service staff. 1736 FCC’s programs have success rates ranging from 85% to 95%, as measured by clients establishing the goals they have set for themselves at intake and by moving toward permanent safe self-sufficiency. 1736 FCC is fully able to execute a certified City of Manhattan Beach contract.

Agency and Address (Please Type Your Answers)		Input	
1736 Family Crisis Center 2116 Arlington Avenue, Suite 200 Los Angeles, CA 90018		Please make entries in grey boxes	
Program Name: 1736 Family Crisis Center			
		2011-2012 Projected	2010-2011
Total Annual Budget		\$7,571,622	\$7,351,089
Program Budget (enter only if different from above, i.e. if CDBG monies fund only a specific program provided by the agency)			
Percentage of Budget Increase Decrease 2010-2011 / 2011-2012		3%	
Requested Funding		55,000	\$55,000
Approved Funding			\$19,081
Number of Manhattan Beach Residents Served		(Projected): Approx 500	(Year to Date): Approx 250
			(Projected): Approx 500 for 12-mo period
Average Number of Hours Spent Annually per Manhattan Beach Client		Please see note 2	Please see note 3
			Please see note 2
Cost per Hour of Clients Served		Please see notes 1&2	Please see notes 1&2
Proposed 2011-2012			
Breakdown of How Manhattan Beach Funding Will be Spent			
		Total	Percentage
Note: Enter "NA" for entries which are not applicable	Equipment/Supplies	N/A	0%
	Salary Used for Direct Contact with Clients	49,500	90%
	Administrative	5,500	10%
	Travel	N/A	0%
	Space (Lease/Rent)	N/A	0%
	Other (Specify)	N/A	0%

Note 1: Includes comprehensive services provided in five shelters, three community service centers, five 24-hour hotlines, three drop-in centers, and community prevention education/outreach with facilities in five cities in LA County (Hermosa Beach, Redondo Beach, Torrance, Long Beach, and Los Angeles).

Note 2: 1736 FCC services to Manhattan Beach residents vary widely, ranging from a one-time hotline call (which may last 45-90 minutes) to weekly individual/group counseling sessions (one to two hours a week for periods ranging from a few weeks to a few years) to 24-hour shelter with comprehensive services ranging from two weeks to two years, as well as extensive community outreach/education to Manhattan Beach residents including information about domestic violence, child abuse, runaway/homeless youth issues, assessing community resources, etc. At any given time, the services rendered will be driven by client and community needs. Therefore, any calculation regarding cost per client and number of hours spent on each client would not reflect the cost or comprehensive nature of our services.

Note 3: 1736 FCC service levels at time of this submission exceed the prorated annual service level of 175 people, calculated as a percentage of the amount requested vs. the amount awarded, indicating a high need for our services among low-income residents of Manhattan Beach.

Angelica Ochoa

From: Lauren Wagman [l.wagman@thurlowassociates.com]
Sent: Tuesday, January 11, 2011 2:21 PM
To: Angelica Ochoa
Cc: Saldana Summer
Subject: South Bay Family Health Care--Application for CDBG Funding

Attachments: SBFHC 2011 MB CDBG.doc; SBFHC Form 2011-2012.xls; SBFHC 501c3 letter.pdf; ATT14880.txt



SBFHC 2011 MB CDBG.doc (173 KB) SBFHC Form 2011-2012.xls (29 KB) SBFHC 501c3 letter.pdf (866 KB) ATT14880.txt (183 B)

Dear Ms. Ochoa:

On behalf of South Bay Family Health Care (SBFHC), I am pleased to provide the following materials for the agency's application to the City of Manhattan Beach for Community Development Block Grant (CDBG) funding. Specifically, we have attached the following documents below:

1. Two-page proposal;
2. Information form; and
3. SBFHC 501c3 nonprofit determination letter.

We are deeply appreciative of the City's past support of our agency, and hope that you will select us for renewed support. Should you have any questions or require additional information, please do not hesitate to contact me, using the information provided below. You may also contact Summer Saldaña or Jann Hamilton Lee at 310.802.6177. Thank you for your consideration of our request.

**DENTAL SERVICES FOR LOW-INCOME MANHATTAN BEACH RESIDENTS:
A PROPOSAL TO THE CITY OF MANHATTAN BEACH IN SUPPORT OF SOUTH BAY FAMILY HEALTH CARE**

South Bay Family Health Care (SBFHC) is deeply grateful to the City of Manhattan Beach for its generous past support. Specifically, past funding from the City of Manhattan Beach has helped to ensure that low-income residents of Manhattan Beach have access to critical dental services, regardless of their ability to pay. At this time, SBFHC respectfully requests renewed support through a grant in the amount of \$25,000 toward our continued provision of dental services to low- and moderate-income Manhattan Beach residents.

RESPONDING TO URGENT NEED: Low- and moderate-income residents of Manhattan Beach face many of the challenges inherent in urban settings, including overcrowded living conditions, substandard housing, high rates of under- and unemployment, and low levels of adult literacy and formal education. While real estate prices are typically high — leading to perceptions of Manhattan Beach as a wealthy community — data compiled in 2005 by the United Way of Greater Los Angeles for SPA 8 (Service Planning Area 8) that includes Manhattan Beach (zip code 90266) reveals 669 families with household incomes under \$15,000; 925 additional households with incomes under \$35,000; and a further 1,147 households with incomes under \$50,000. SBFHC's patients are Manhattan Beach residents who are most in need of subsidized/free dental care. Seventy-two percent of Manhattan Beach patients who turn to us for care are low-income, and 28 percent fall within the moderate-income category. Those we serve are underinsured or completely uninsured. (While some of our patients have some form of medical coverage, including Medi-Cal, Medicare or managed care, fully 80 percent are completely uninsured.) As a result of the July 1, 2009, suspension of Denti-Cal coverage for adults in California, low-income patients in Manhattan Beach lack access to alternative affordable oral health services and our dental program is thus an even more essential resource.

To help address the critical need for dental care among low- and moderate-income residents of Manhattan Beach and the greater South Bay, SBFHC began providing essential dental services to patients in the 1970s. With the opening of our 8,300-square-foot Redondo Beach clinic in 1999, we doubled the number of dental operatories available. This clinic is the primary location for services to patients drawn from Manhattan Beach. Apart from the dental services we provide, only two other organizations — Assistance League of San Pedro and South Bay Children's Health Center — offer free and low-cost dental care to Manhattan Beach residents. The former is much further away from Manhattan Beach, reducing access, and the latter serves only children. SBFHC is conveniently located to Manhattan Beach and provides low-cost and/or no-cost dental services to both pediatric and adult patients.

The majority of our first-time low-income patients present with numerous existing problems, with dental caries and edentulism of particular concern, as a result of barriers to care. They are at particular risk for oral health complications resulting from poor general health status, and vice versa. For example, more than 40 percent of SBFHC patients suffer from diabetes, which is a recognized risk factor for cavities and tooth loss. Conversely, poor oral health care can make diabetes more difficult to control (ADA 2008). According to a 2007 report by the Los Angeles Department of Public Health, our target population also suffers from high rates of coronary heart disease, which several studies have linked with dental disease (Mattila 1993). Without SBFHC's care, inadequate oral hygiene and limited access to care among our target population results in or exacerbates such conditions. In addition, almost two in 10 adult residents of our service area smoke cigarettes¹, making screening for oral cancer, as well as general oral health education (including education on the risks of tobacco use) of great importance. (CDC estimates that approximately 75 percent of oral cavity and pharyngeal cancers are due to tobacco use.²) Our target population is also made up of a higher-than-average proportion of children under the age of 17. Among children, lack of regular access to essential dental care can lead to significant problems — including severe tooth decay and other ailments that in turn result in missed school days, sleep deprivation and other poor health and life outcomes. Providing adequate oral health care for local children is thus a significant priority of our agency.

Other barriers that make it difficult for our underserved population to access oral health services include cuts to Denti-Cal, as mentioned above; lack of an adequate number of dentists to serve the population; lack of translation services and/or culturally sensitive care; and a lack of transportation access. SBFHC addresses these challenges by providing services to individuals regardless of ability to pay; recruiting and retaining a bilingual staff, who attend quarterly cultural sensitivity trainings; and locating our clinics on major thoroughfares that offer convenient access via automobile and multiple bus lines. Additionally, we participate in the Los Angeles County transportation program, and provide transportation vouchers for patients unable to access mass transportation services.

¹ *Key Indicators of Health by Service Planning Area, 2007*. Los Angeles County Department of Public Health.

² Center for Disease Control and Prevention, 2008.

MEETING CDBG OBJECTIVES: For more than 40 years, SBFHC has provided critical healthcare services to low- and moderate-income residents of the greater South Bay and Harbor Gateway communities, including Manhattan Beach, regardless of patients' ability to pay. To ensure that we are reaching those most in need, SBFHC verifies patient eligibility by requiring address information (confirming Manhattan Beach residency) and copies of paycheck stubs, W-4s or social security/unemployment checks (confirming income level). In fiscal year 2009-10, SBFHC provided healthcare services to more than 25,000 patients through more than 70,000 patient visits to patients at all of our clinic locations combined. Our dental program provided care through 1,919 visits to 1,102 patients, including 69 low- and moderate-income Manhattan Beach residents.

PROGRAM DESCRIPTION AND REFERENCES: The overarching goal of SBFHC's dental services is to ensure the continued health and well-being of our pediatric and adult dental patients by providing appropriate screening, diagnosis, treatment, and oral health education. By providing dental health interventions, we also ultimately seek to reduce the risk for concomitant problems such as coronary heart disease and complications of diabetes. SBFHC's oral health staff provide the following comprehensive primary oral health services: examinations, complete oral health diagnosis, oral cancer screening, and cleaning, no less than annually; further follow-up treatment, as needed; and additional oral health services (e.g. x-rays, fillings, extractions, sealants, and/or fluoride treatments, on-site laboratory services and dispensation of medications), as needed. In addition, all patients in need of specialty care (i.e. for periodontal needs, cleft lip/palate, oral cancer, etc.) receive a referral from SBFHC to an appropriate provider.

SBFHC's oral health services respond to our patients' unique needs, and deliver personalized care to our target population in a culturally sensitive and bilingual environment. To facilitate clear communication with the more than 36 percent of our patients who are limited-English speakers (99 percent of whom are primary Spanish-language speakers), we retain highly qualified, culturally sensitive oral health staff, all of whom are bilingual (English/Spanish). We provide patients and their families with culturally appropriate and bilingual (English/Spanish) printed materials and other information during their visits, helping to ensure that they have the knowledge they need to improve their oral health and overall well-being. Additionally, as mentioned above, SBFHC staff attend quarterly cultural sensitivity trainings to ensure their optimal ability to address the needs of our diverse service population.

Services are available by appointment on Mondays and Wednesdays from 7:30 a.m. through 4:30 p.m., and Tuesdays and Thursdays from 10:00 a.m. through 7:30 p.m. at our Redondo Beach clinic, located at 2114 Artesia Boulevard, Redondo Beach, California 92078. This clinic is located on a major thoroughfare, which offers convenient access via automobile and multiple bus lines — and we participate in the Los Angeles County transportation program, providing transportation vouchers for patients unable to access mass transportation services. The clinic is equipped with a laboratory, x-ray room and dispensary. Adec dental chairs purchased with private support have enhanced access for patients with disabilities.

During the grant period, SBFHC expects to achieve the following measurable objectives: (1) 100 percent of patients will receive an examination, complete oral health diagnosis, oral cancer screening, and cleaning, no less than annually; (2) 100 percent of patients and their families will receive oral health education on cavity prevention and dental care habits (with materials provided in English/Spanish); (3) 100 percent of patients will receive all needed x-rays, fillings, extractions, sealants, and/or fluoride treatments, on-site laboratory services and medications; (4) 100 percent of patients requiring further treatment will be scheduled for a follow-up visit; and (5) 100 percent of patients in need of specialty care (i.e. for periodontal/orthodontic needs, cleft lip/palate, oral cancer, etc.) will receive a referral from SBFHC to an appropriate provider.

Agencies and organizations with which SBFHC regularly collaborates — and which could provide a reference attesting to our high-quality work — include, among many others, Beach Cities Health District, the City of Carson, the City of Redondo Beach, Little Company of Mary Hospital and Good Samaritan Hospital.

ABILITY TO EXECUTE CERTIFIED CITY CONTRACT: SBFHC is fully able to execute a certified contract from the City of Manhattan Beach. We are currently providing services under contract with the city.

CONCLUSION: SBFHC requests the City of Manhattan Beach's renewed support through a Community Development Block Grant in the amount of \$25,000 toward dental care services for low- and moderate-income Manhattan Beach residents who are under- or completely uninsured. Your support will help ensure that we can continue to address the significant oral healthcare needs of medically indigent adults and children living in Manhattan Beach. Thank you for your consideration of our request.

South Bay Family Health Care (SBFHC)		Input	
23430 Hawthorne Blvd. Suite 210 Torrance, CA 90505		Please make entries in grey boxes	
Dental Services for Low-income Manhattan Beach Residents			
		2011-2012 Projected	2010-2011
Total Annual Budget		\$10,513,800	\$10,513,800
Program Budget <i>(enter only if different from above, i.e. if CDBG monies fund only a specific program provided by the agency)</i>		\$230,868	\$68,181
Percentage of Budget Increase Decrease 2010-2011 / 2011-2012		370	\$0
Requested Funding		\$25,000	\$25,000
Approved Funding			
Number of Manhattan Beach Residents Served		75-100 (Projected)	49 (Year to Date) 75-100 (Projected)
Average Number of Hours Spent Annually per Manhattan Beach Client		2.5	2.5
Cost per Hour of Clients Served		\$190	\$190
Proposed 2011-2012			
Breakdown of How Manhattan Beach Funding Will be Spent		Total	Percentage
Note: Enter "NA" for entries which are not applicable	Equipment/Supplies	NA	
	Salary Used for Direct Contact with Clients	\$25,000	100
	Administrative	NA	
	Travel	NA	
	Space (Lease/Rent)	NA	
	Other (Specify)	NA	

January 3, 2011

City of Manhattan Beach
Community Development Department
1400 Highland Avenue
Manhattan Beach, CA 90266
Attn: Angelica Ochoa, Assistant Planner

Dear Ms. Ochoa,

Please find enclosed a brief proposal for the Community Development Block Grant Program, Fiscal Year 2010-2011. South Bay Center for Counseling is excited to be considered for this valuable opportunity to serve the community.

Sincerely,

Jeff Berger
Counseling Services Administrative Assistant

January 2011

South Bay Center for Counseling is submitting this brief proposal in hopes of securing a Community Development Block Grant with the City of Manhattan Beach.

South Bay Center for Counseling is a non-profit community-based agency founded in 1973 on the core value that community residents have the capacity, resilience and motivation to thrive. SBCC is a leader in the delivery of services for at-risk children; and is a countywide model for the integration of a neighborhood-based service delivery system.

South Bay Center for Counseling will provide mental health services for low and moderate income residents of Manhattan Beach through our counseling services program that provides low cost therapy to families, groups and individuals. Via out-patient counseling and home visitation programs we will nurture children traumatized by abuse, loss, neglect, or behavioral/emotional difficulties. The Diagnostic and Treatment program for abused children identifies, evaluates, and treats victims of child abuse. Our comprehensive Perinatal Mental Health and Wellness program will allow for new and expecting families to get the support needed through this sometimes complicated transition, including comprehensive screening and referrals as needed. We will visit schools, community parks, OBGYN offices, elderly homes, libraries, and urgent care centers to outreach to those in need of our services. We plan on collaborating with the residents to empower them to pursue their goals based on their current assets and the development of their current situation.

Services will be provided to Manhattan Beach residents from households meeting verified low and moderate income criteria as established by the U.S. Department of Housing and Urban Development (HUD) and the Los Angeles County Community Development Commission (COUNTY). At least 51% of the clients served must meet said low and moderate income household criteria. Verified income information must be kept on all clients served under these programs.

For purposes of determining income eligibility, the following groups can generally be presumed to be of low or moderate income and, therefore, qualify for services without proof of household income status: abused children, elderly persons (age 62 and older), battered spouses, homeless persons, illiterate persons, and migrant farm workers. For services utilizing the presumed group eligibility, 100% of the clients served must be classified as one of the above identified groups. Verified presumed group information must be kept on all clients served under these programs. This presumption, however, may be challenged by CITY should it be apparent that a substantial number of persons qualifying under these guidelines clearly do not meet low and moderate household income requirements.

The clients served must be verified residents of the City of Manhattan Beach.

Agency and Address (Please Type Your Answers)	Input		
	Please make entries in grey boxes		
Program Name South Bay Center for Counseling			
Total Annual Budget	2011-2012 Projected	2010-2011	
Program Budget (enter only if different from above, i.e. if CDBG monies fund only a specific program provided by the agency)	6,200,000	\$5,769,000	
Percentage of Budget Increase Decrease 2010-2011 / 2011-2012	\$ 512,000.00	\$474,000	
Requested Funding		8%	
Approved Funding	\$ 20,810.00	\$20,810	
Number of Manhattan Beach Residents Served		\$11,926	
	30	16	
Average Number of Hours Spent Annually per Manhattan Beach Client		28	
Cost per Hour of Clients Served	100	100	
Proposed 2011-2012			
Breakdown of How Manhattan Beach Funding Will be Spent	Total	Percentage	
Note: Enter "NA" for entries which are not applicable	Equipment/Supplies	\$ 1,900.00	9%
	Salary Used for Direct Contact with Clients	\$ 6,200.00	30%
	Administrative	\$ 2,500.00	12
	Travel	n/a	n/a
	Space (Lease/Rent)	\$ 7,200.00	35%
	Other (Specify) telephone, insurance, etc	\$ 3,010.00	144



January 6, 2011

City of Manhattan Beach
1400 Highland Avenue
Manhattan Beach, CA 90266
Attn: Angelica Ochoa, Assistant Planner

**RE: Request of Proposal for Fiscal Year 2011-2012
Community Development Block Grant Program**

Dear Ms. Ochoa,

The South Bay Children's Health Center is pleased to submit to you, it's **Application to Provide Human Services** for the **City of Manhattan Beach**. Enclosed please find one (1) **original** and two (2) **copies** of the application.

Thank you for your consideration of our agency for possible grant support, under the auspices of the **City's Community Development Block Grant (CDBG) Program**.

Very truly yours,

Tina Harris
Executive Director

Cc: FILE

City of Manhattan Beach Community Development Block Grant Fiscal Year 2011-2012 Proposal

The South Bay Children's Health Center (SBCHC) is a non profit 501 (c) (3) corporation established in 1947 to provide low cost dental and mental health services to the low and moderate income families residing in the South Bay and adhere to the Federal HUD Income requirements to those we serve. As the Executive Director of the South Bay Children's Health Center the South Bay Youth Project will continue to maintain our mission to serve the under-served and under-insured in our service area.

There is a crucial need for mental health services to youth in the City of Manhattan Beach; especially in the local schools. We currently have 5 therapists providing weekly on-site counseling at Grandview Elementary, Pennekamp Elementary, Meadows Elementary, Pacific Elementary and Robinson Elementary and an additional 2 therapists at Manhattan Beach Middle School. I am pleased to report that with the funding provided through the City of Manhattan Beach's Community Development Block Grant FY2010-2011, we are now on the campus of Mira Costa High School. A fully licensed Marriage and Family Therapist is actively providing mental health services (individual and group counseling and crisis intervention) 6 hours per week/24 hours per month. Carolyn Seaton, Executive Director of Educational Services, Janet Allen, School Psychologist and Mira Costa's new Principal Ben Dale are very pleased with our presences on the campus.

With the success of the FY2010-2011 Mental Health Counseling Program at Mira Costa, the South Bay Children's Health proposes to continue the Mira Costa High School on-site Mental Health Program for the Fiscal year 2010-2011. The school based counseling at Mira Costa High School by a Manhattan Beach Unified School counselor is limited few part-time counselors due to school budget cuts. The demand of therapeutic services far outweighs the ability of what the school can provide. The South Bay Children's Health Center has had a long history of providing school based counseling services. Through our ongoing therapeutic contracts with Manhattan Beach Unified School District, Palos Verdes Unified School District, Torrance Unified School, El Segundo Unified School District, we have collected tremendous

amount of data substantiating that school based counseling as a positive method of reaching children at their level and those who otherwise would not seek counseling. The fact that proposed individual and group counseling will be offered free of charge to the students (and the school district), the students can have the benefit of the independence, comfort, easy and privacy of the sessions occurring at their school. As a provider, the bonus of providing school based counseling is less missed appointments; and ultimately an increase in successful outcomes.

The loss of jobs and financial instability of the parents/guardians has affected the family unit negatively. As a result there is an increase in drug activity in the high schools as well as the over-all feeling of hopelessness which manifest into aggressive behavior, depression and thoughts of suicide. South Bay Children's Health Center proposes to provide on campus school based counseling services at Mira Costa High School for minimum 3 hours per week to attack the fear of hopelessness, depression, anxiety and stress that the students are faced with at Mira Costa High School.

Providing therapeutic services to Manhattan Beach students would guarantee that the Community Development Block Grant funding will be used exclusively for Manhattan Beach residents as mandated by the scope of the grant's guidelines. Taking into consideration the current unemployment epidemic and County-wide financial woes it will be easy to meet the Community Development Block Grant funding criteria of at least 51% of the clients served must be from low and moderate income households.

Services: The South Bay Children's Health Center will provide counseling and other mental health related services to youths who are experiencing difficulties at home, school, and/or with police. Specific problems that will be addressed: 1) victims of parental abuse neglect and/or inadequately supervised; 2) truancy; 3) involved in substance abuse; 4) physically or sexually abused; and 5) involved in criminal activity.

Proposed cost: Per hour/unit of service would be \$37. A grant in the sum of \$4,928 would allow us to be on campus 4 hours per week, providing a total of 140 units of service (each unit = 1- 60 minute counseling session). Weekly Breakdown/cost: 4 hours per week @ \$37 per unit of service = \$148 x 33.3 weeks = \$4,928 annual.

Agency and Address (Please Type Your Answers)		Input	
South Bay Children's Health Center 410 Camino Real Redondo Beach, CA 90277 Phone: 310-316-1212		Please make entries in grey boxes	
Program Name South Bay Youth Project			
Total Annual Budget		2011-2012 Projected	2010-2011
Program Budget (enter only if different from above, i.e. if CDBG monies fund only a specific program provided by the agency)		2,000,000	\$2,185,664
Percentage of Budget Increase/Decrease 2010-2011 / 2011-2012		4,928	\$4,214
Requested Funding			1.10%
Approved Funding		4,928	\$4,928
Number of Manhattan Beach Residents Served			\$4,214
		500	Male 105 *
			Female 128 *
Average Number of Hours Spent Annually per Manhattan Beach Client		60 minutes each	60 minutes each
Cost per Hour of Clients Served			\$18
Proposed 2011-2012			
Breakdown of How Manhattan Beach Funding Will be Spent			
Note: Enter "NA" for entries which are not applicable	Equipment/Supplies	Total	Percentage
	Salary Used for Direct Contact with Clients	0	0%
	Administrative	4,928	100%
	Travel	0	0%
	Space (Lease/Rent)		
	Other (Specify)		
NOTE: *Actual number of students served July through December 2010 - 233 students			

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Program Director
Raylene Prout
Development Director

January 7, 2011

Angelica Ochoa
City of Manhattan Beach
Community Development Department
1400 Highland Avenue
Manhattan Beach, CA 90266

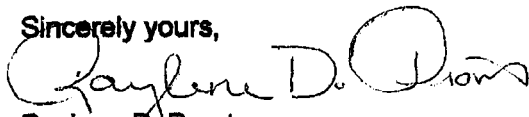
Dear Angelica,

The Wellness Community – South Bay Cities respectfully requests a grant in the amount of \$2,500 to continue our program of *free* psychological, educational, and social support for cancer patients and their families.

The Wellness Community is the largest support program in the world devoted solely to providing psychological and emotional support to cancer patients and their families completely *free* of charge. The core of The Wellness Community program are the professionally facilitated weekly support groups that provide emotional support, education, and hope to people affected by cancer. More than 100 *free* activities are provided monthly to help cancer patients enhance their health and well being which includes weekly support groups, monthly networking groups, educational lectures, nutrition lunches and talks, exercise, family support groups, stress management sessions, social events and community education programs.

We are proud to be able to provide the Gold Standard of emotional support to cancer patients in Manhattan Beach and the surrounding area for the past 24 years. We appreciate the ongoing partnership we have formed with the City of Manhattan Beach to fund our programs and hope that this grant request will be approved.

Sincerely yours,



Raylene D. Prout
Development Director

**City of Manhattan Beach Grant Application
The Wellness Community – South Bay Cities
2011 - 2012**

The Wellness Community – South Bay Cities respectfully requests a grant in the amount of \$2,500 from the City of Manhattan Beach to continue and expand our program of *free* psychological, emotional and social support for cancer patients and their loved ones.

The words “*you have cancer*” deliver a devastating blow to anyone unfortunate enough to receive this news. A rush of fear, anxiety, anger and information overload takes over the mind in an instant. You are now a cancer patient. The rush of tests, biopsies and treatment plans wreak havoc on even the strongest most organized person. These people need far more help than what an Oncologist or Surgeon can offer. That is where The Wellness Community – South Bay Cities comes in. Upon entering our program, cancer patients and their families find an environment that is available nowhere else in The South Bay. Our program enhances the lives of people fighting cancer by reducing stress, boosting immune function, and alleviating the anxiety that accompanies a cancer diagnosis.

Evidence based research undertaken by our International organization shows our program of psychosocial support does improve the quality of a cancer patient’s life during and after treatment. The Institute of Medicine report released in 2007, “Cancer Care for the Whole Patient: Meeting Psychosocial Health Needs” affirms the work we do every day at The Wellness Community. The report states that “*Americans place a high premium on new technologies to solve our health care needs. However, technology alone is not enough. Health is determined not just by biological processes but by people’s emotions, behaviors, and social relationships.*” The report goes on to say that “*...good quality health care must attend to patients’ psychosocial problems and provide services to enable them to better manage their illnesses and underlying health.*” These factors lead to a new era in health care in general and in cancer care specifically; an era where all patients must be educated and empowered and armed with the tools and resources to navigate an ever-complex health care system, an era where we pay attention not only to the needs of the patient but also the caregiver.

Mission and History

The mission of The Wellness Community is to help people affected by cancer enhance their health and well-being through participation in a free professional program of emotional support, education and hope.

As The Wellness Community – South Bay Cities enters its 24th year of providing a free program of professionally led support groups for people diagnosed with cancer and their loved ones, we are seeing more and more diagnoses. According to the Cancer Surveillance Program, more than 40,000 cases of cancer are diagnosed in Los Angeles County every year. Since opening our doors on the Redondo Beach Pier, The Wellness Community has embarked on a program of outreach to serve as many cancer patients as possible. Today we are part of a global network of affiliate organizations dedicated to providing emotional support to cancer patients and their loved ones. We provide more than 100 programs per month, including satellite locations in Harbor City, Torrance, Long Beach and San Pedro. Our programs are provided *at no cost to participants*. We receive funding through generous grants from corporations, foundations and municipalities, donations from individuals, and from fundraising events. The Wellness Community has more than 100 locations worldwide including, 25 US- based and two international centers with 73 satellite and off-site programs and online support at www.thewellnesscommunity.org.

Population Served

The Wellness Community serves a diverse group of people with cancer who reside in the southwest portion of Los Angeles County. The geographic area is from Westchester to the north, Watts/Compton to the east and Long Beach to the south. In 2010 we reached 1360 cancer patients and their loved ones who visited The Wellness Community 10,788 times. During this period, we served 64 Manhattan Beach residents who visited The Wellness Community 661 times to utilize our no-cost programs. That is an increase in visits of nearly 29% over 2009. In addition, our outreach efforts resulted in another 31,300 people reached through health fairs, seminars and community events. Income information gathered on Manhattan Beach residents shows that 4 had an income level below \$25,000, 6 of the participants had an income level of between \$25,000-\$49,000, 22 had a moderate income of \$49,000-\$75,000, and another 32 declined to state their income.

Program Description

The foundation of our program is comprised of the 10 weekly 2-hour support groups for various types of cancer and the caregivers of individuals living with cancer. We also offer monthly networking groups for after treatment breast cancer, brain tumor, carcinoid and neuro-endocrine tumors, colo-rectal cancer, gynecological networking, lung cancer, leukemia, lymphoma and multiple myeloma, lymphedema, prostate cancer, the sarcoma alliance and family transition for those who have lost a loved one to cancer. Accompanying our core program is a series of educational lectures, workshops, stress reduction, mind-body activities, and nutrition lunches with speakers, social events and on-line support. At The Wellness Community, licensed therapists encourage participants to adopt a set of actions, behaviors, and attitudes that will improve the quality of their life, and could enhance the possibility of their recovery.

We would not be able to offer all that we do without our partnerships with physicians and other professionals who volunteer their time to provide educational lectures and workshops, visualization, relaxation and mind/body activities at The Wellness Community – South Bay Cities. These events are listed on our bi-monthly calendar and in various local press publications. In 2010 we were able to offer the following lectures and workshops:

- Writing for Wellness with Barbara Abercrombie, a monthly program
- Nutrition & Chinese Medicine, Benj Sinskul (M.M.Q)
- Living Without Chemo Fog – Is it Possible?
- Look Good – Feel Better (In Partnership with American Cancer Society)
- Breast Cancer Reconstruction: Making Informed Decisions”, Christopher A. Crisera Md, UCLA Div. of Plastic & Reconstructive Surgery
- Grief, Loss and Bereavement, Lynne Nettifee, Bereavement Manager
- Frankly Speaking About Colorectal Cancer, Dr. Anthony El-Khoueiry, USC/Norris Comprehensive Cancer Center
- Immunity to Stress, Bob Maurer, PhD
- “Can Acupuncture Help Me?”, Bonnie Roesger, RN
- Frankly Speaking about Cancer: Coping with Cost of Care
- Cancer & Genetic Testing: A Discussion of the Risks, Benefits & Limitations, Erin O’Leary, Ms. CGC, Certified Genetic Counselor, Johnson Comprehensive Cancer Center, UCLA
- Ask the Expert About DNA Testing, Genetics and Privacy, Jeffrey Gulcher, MD, PhD
- What’s New in Prostate Cancer, Thomas Simko, Md, Radiation Oncology Medical Director
- Bringing Your Body Into Balance With Food, Lynne Boutross, Ph.D.
- Immunity to Stress: Create & Sustain Excellence, Bob Maurer
- Medical Marijuana, Bonnie Goldstein
- Stop Worrying & Start Living, Lynne Boutross, PhD

- Listening to Anxiety: How to Befriend Your Feelings, Scott A. Bonnel, LMFT – Program Manager, TWC-SBC, Michelle Kobayashi, Trainee Intern – TWC-SBC
- Keeping Your Brain Young: Strategies for People Over 35!, Elizabeth Amini, Founder & CEO of Anti-AgingGames.com
- “Ask the Doctor: Prostate Cancer”, Timothy Lesser, MD – South Bay Urology
- The Road to Discovery – Emerging Therapies in Clinical Trials, Hugo Hool, MD
- Frankly Speaking About Cancer: Coping with the Cost of Care, Tiffany Sirikulvadhana
- Survivorship Concerns After a Breast Cancer Diagnosis, James R. Waisman, MD, Breast Medical Oncologist, Breastlink Medical Group
- Frankly Speaking About Advanced Breast Cancer, Tom Lowe, MD of Cancer Care Associates
- How to Cope with Chemobrain, Chronic Stress & How to be an Effective Caregiver, Arnold Bresky, MD
- Life After Breast Cancer, Jim Waisman, MD
- Frankly Speaking About Colorectal Cancer, Andrew Horodner, MD
- Making Peace with Your Body, Suzy Prudden
- Traditional Chinese Medicine (TCM) & Breast Cancer, Benj Sinskul, Medical Qi Gong Practitioner
- Change Your Thinking, Change Your Life, Barry T. Levy, MFT
- Holidays & Expectations & Creating A Sense of the Sacred, Michael Eselun, from the Simms/Mann UCLA Center for Integrative Oncology
- Hormone Therapy for Management of Breast Cancer, Hugo Hool, M.D. & Mary Byrne, R.N., M.S.M., Cancer Care Associates Medical Group
- Getting Organized as a Caregiver, Sara Banks

The following drop-in stress reduction and mind-body activities are provided weekly:

- Morning Yoga, improves balance inner calm, flexibility and strength
- Pilates: An Adaptive Formula, Cheryl Mansfield
- Relaxation & Visualization. Using well researched techniques; learn to relax the body and mind while increasing awareness and recognizing and developing visual healing images.
- Early Yoga. Relaxes and rejuvenates the body, mind and spirit.
- “Wellness Walkabout”, guide to healthful walking form, Nancy Coleman
- Gentle Hatha Yoga. Unites the body mind and spirit, Joyce Gauss
- Reiki Energy Circle, Jovita Trani and other South Bay Reiki Masters
- Fit and Well Worth It at End Results (twice a week)
- Introduction to Medical Qigong, Benj Sinskul, Medical Qi Gong Practitioner
- Tai Chi/Chu Kung, at Nam Hoa Temple of Internal Arts
- Kundalini Yoga, Ramey Ward (8 week series)

Nutrition Lunch Speakers

Nutrition lunches are provided twice a month to give participants a chance to learn about ways they can support their regular medical treatment through healthy eating. A local restaurant (The SPOT, Hermosa Beach) donates a wholesome lunch. Many speakers repeat throughout the year.

- Managing Your Holidays When Life is Changing, Lisa Pahl, LCSW, VITAS Hospice
- Communicating for Intimacy in a Digital Age, Sandra Winston, MFT, M.Ed.
- Healthy Cooking, Lori Walker, RD & Elisa Hunziker, Chef
- Becoming a Caregiver, Lynn Nettifee, Bereavement Manager, VITAS Hospice
- Pillars of Happiness – Part 1, Wendy Treynor, PhD
- “Don’t Believe Everything You Think: Ten Illusions Dispelled”, Wendy Treynor, PhD
- “The Art of Happiness: The Theory”, Wendy Treynor, PhD

- Nutritional Support for Some Common Side Effects of Chemotherapy, Patience Ikeme, PhD
- "Everyday Sacred: Spirituality, Society The Self", Wendy Treyner, PhD
- Acupuncture & Cancer Care, Angela C. Lai, Lac., PipI OM (nccaom)
- Sing-along, Tone or Hmm Sing, Janis Lukstien
- Using Flower Essences for More Happiness & Health, Janet Schultz, MA, Certified Homeopath
- Energetics of Food, Benj Sinskul, Medical Qi Gong Practitioner
- From Laboring to Savoring, David Matthew Brown
- Working Through Grief During Holidays, Clair Chew, M.A. Grief Recovery Specialist

Social Events

Social events are an integral part of healing from cancer. At The Wellness Community, we provide opportunities for our participants and their families to enjoy each other in a social setting.

- The Comedy & Magic Club in Hermosa Beach donates tickets on an ongoing basis to attend week night comedy performances.
- The Redondo Beach Civic Light Opera donates tickets to performance dress rehearsals on a regular basis.
- Clam Chowder Cook-Off and fundraiser at Quality Seafood
- Fido & Friends, a Dog and people walk to benefit cancer patients, Veteran's Park
- Cancer Survivor Day luncheon
- Revlon/Run Walk at the USC Coliseum is an opportunity to join Wellness Community Team 110 in a fun run/walk and fundraiser.
- Partners In Survivorship, dinner & entertainment "Surviving cancer one song at a time... " by Charlie Lustman
- Celebrate Wellness...A Food and Wine Tasting Event in the Garden
- Potluck Evening Sing Along with Josh Cohen, entertainer & singer
- Oktoberfest fundraiser, Alpine Village
- "Livestrong Day", Wellness Community Open House & Bake Sale
- National Philanthropy Day Open House
- Breast Cancer Awareness Month Fashion Show: Torrance Memorial Medical Center
- Annual Holiday Party is an opportunity to share cheer, food and drink; meet old and new friends in our homelike setting.

As much of our programming at The Wellness Community – South Bay Cities is funded by grants, we are so grateful to have had a CDBG from the City of Manhattan Beach for many years, and hope this grant request will be favorably approved for 2011-2012.

Agency and Address		
The Wellness Community - South Bay Cities 109 West Torrance Blvd. Redondo Beach, CA 90277		
Program Name: Therapeutic Services for Cancer Patients & Families		
	2011-2012 Projected	2010-2011
Total Annual Budget	\$759,580.00	\$698,900.00
Program Budget Funded With City Funds (enter only if different from above)	\$473,624.00	\$439,362.00
Percentage of Budget Decrease 2009-2010/2010-2011	9% Increase	2.4% Decrease
Requested Funding	\$2,500.00	\$1,800.00
Approved Funding	Unknown	\$1,800.00
Number of Manhattan Beach Residents Served	72	64
Average Number of Hours Spent Annually per Manhattan Beach Client	25 hours	22 Hours
Cost per Hour of Clients Served	\$75.00	\$62.50
Proposed 2010-2011		
Breakdown of How Manhattan Beach Funding is Spent	Percentage	Percentage
Equipment/Supplies	n/a	n/a
Salary Used for Direct Contact with Clients	100%	100%
Administrative	n/a	n/a
Travel	n/a	n/a
Space (Lease/Rent)	n/a	n/a
Other (Specify)	n/a	n/a
Note on Program Budget:		
The \$473,624 includes Program Management, Offsite Coordinator and administrative costs associated with administering the program.		

The fiscal year for The Wellness Community - South Bay Cities is from January 1 to December 31 of any given year.

**The Wellness Community - South Bay Cities
2011 Approved Budget**

Cash In		2011
301	Corporations & Foundations	70,000.00
302	Service Organizations	10,000.00
304	Individuals (Memory/Honor & Annual Appeal)	158,000.00
305	Garden Event	110,000.00
306	Beach Cities Health District	45,000.00
307	PV Peninsula High Walk For Life	29,000.00
308	Revlon Run Walk	25,000.00
309	Special Events	47,580.00
310	Marathon	15,000.00
311	Dog Walk	10,000.00
312	Girls Night Out	80,000.00
313	Ongoing Events	1,500.00
315	Victor's Circle	75,000.00
316	Healthcare Partnerships	82,000.00
351	Interest	1,500.00
TOTAL CASH IN		\$ 759,580.00
Salaries		
501	Administrative Employees	268,500.00
	Program (80%) \$214,800	
	Fund Raising (6%) \$16,110	
	General Administrative (14%) \$37,590	
502	Program Staff	258,824.00
542	Employer Payroll Taxes	47,000.00
TOTAL SALARIES		\$ 574,324.00
General & Administrative		
601	Audit	3,000.00
602	Bank/Payroll	10,000.00
603	Public Relations/Community Relations	5,000.00
605	Dues & Subscriptions	1,000.00
606	Health Insurance	11,500.00
607	Workers' Compensation	5,500.00
608	Liability Insurance	10,000.00
609	Kitchen Supplies	500.00
610	Lectures & Workshops	500.00
611	Office Supplies/Petty Cash	7,500.00
613	Parking	1,300.00
614	Postage & Mailing Service	7,000.00
615	Printing	7,500.00
616	Rent (South Bay)	87,000.00
618	Equipment Repairs & Maintenance	5,500.00
619	Seminars/Training	4,500.00
620	Computer/Software/Host fee	5,000.00
621	Telephone Expenses	3,000.00
681	Security System	500.00
684	National Dues	8,500.00
685	Contingency	956.00
TOTAL GENERAL & ADMINISTRATIVE		\$ 185,256.00
TOTAL CASH OUT		\$ 759,580.00
EXCESS REVENUE OVER EXPENSES		-

AGREEMENT

THIS AGREEMENT is made by the CITY OF MANHATTAN BEACH, a municipal corporation, ("CITY"), and the BEACH CITIES HEALTH DISTRICT, a health district formed under the laws of the State of California ("DISTRICT").

RECITALS

The following recitals are a substantive part of this Agreement:

1. CITY is desirous of obtaining the services of the DISTRICT to provide the services of a Senior Care Manager for the residents of Manhattan Beach:
2. District is capable of providing these services

AGREEMENT

THE PARTIES MUTUALLY AGREE AS FOLLOWS:

1. **Term of Agreement.** This agreement shall commence on July 1st, 2011, and shall terminate June 30th, 2016, unless earlier terminated as provided below.
 - 1.1 **Termination.** The District shall have the right to terminate the Agreement by giving the City written notice no less than 60 days prior to July 1 of the next year of the term hereof. Upon such notice, termination will be effective on July 1 of such next year of the term.
2. **Services to be Provided.** The services to be provided under this agreement shall be those set forth below:
 - 2.1 **Senior Care Services.** The DISTRICT shall provide care management services for approximately 100 eligible residents of the CITY per year. Care Management Services shall be provided by a Care Manager and shall include needs assessment, resource identification, individualized action plans, advocacy and follow-up services, information and referral services, and outreach presentations to community groups.
 - 2.2 **Key Person.** The Senior Care Manager employed by the DISTRICT shall be one (or more) full-time equivalent person(s) and shall be the Care Manager for providing Senior Care Management Services under this agreement. The person(s) employed by the DISTRICT shall be acceptable to the CITY.

**EXHIBIT F-
CC MTG 1-18-11**

- 2.3 Absence of Key Person. In the event of the authorized absence of the Care Manager provided for in Section 2.1, the DISTRICT will provide these services through other qualified members of its staff, as circumstances reasonably allow. Such services shall be provided during normal DISTRICT office hours and DISTRICT shall have no obligation to provide services after such hours or on weekends or holidays.
- 2.4 Primary Function. The Senior Care Manager provided through this Agreement shall be a full-time employee of the DISTRICT. In return for the compensation received by the DISTRICT from the CITY, the Primary Job Function of this Senior Care Manager shall be the delivery of Senior Care Management Services to the CITY and other assignments as determined by the DISTRICT.
3. **Compensation.** DISTRICT shall be compensated as follows:
- 3.1 Cost Sharing Formula. The costs for Senior Care Services provided through this Agreement shall be divided between the CITY and the DISTRICT. Except as otherwise specifically provided in this agreement, the CITY shall pay 55% of service costs, and the DISTRICT shall pay 45% of service costs. The CITY shall pay the DISTRICT one-fourth (1/4) of the CITY'S annual share on the first of each quarter beginning on July 1st of each year upon receipt of invoice from the DISTRICT. The CITY'S pro-rata portion of first-year service costs under this agreement shall not exceed \$37,315. The DISTRICT and the CITY shall meet annually to review actual service costs and establish the maximum amount of CITY'S contribution for service costs for the next year of the term of this agreement. Service costs shall include, without limitation, salaries and benefits, training, overhead, repair, maintenance and indirect allocations.
- 3.2 Cost of Living Increases and Salary Adjustments. On an annual basis, the DISTRICT may propose reasonable cost of living increases and/or salary adjustments for the Senior Care Manager position that is the subject of this Agreement. All such increases are subject to review and approval by the CITY. Costs for all such adjustments shall be shared per the formula provided above in section 3.1.
- 3.3 Workers' Compensation & Benefits. All persons providing services to City under this Agreement shall, for purposes, be employees of DISTRICT which shall be responsible for providing workers' compensation insurance and all other benefits required by law.

4. **Insurance Requirements.**

4.1 **Commencement of Work.** DISTRICT shall not commence services under this Agreement until it has obtained CITY approved insurance. Before beginning work hereunder, during the entire period of this Agreement, for any extensions hereto, and for periods after the end of this Agreement as indicated below, DISTRICT must have and maintain in place, all of the insurance coverages required in this Section 4. DISTRICT'S insurance shall comply with all items specified by this Agreement.

All insurance policies used to satisfy the requirements imposed hereunder shall be issued by insurers authorized to do business in the State of California. Insurers shall have a current A.M. Best's rating of not less than A-:VII unless otherwise approved by CITY.

4.2 **Coverages, Limits and Policy Requirements.** DISTRICT shall maintain the types of coverages and limits indicated below:

(1) COMMERCIAL GENERAL LIABILITY INSURANCE – a policy for occurrence coverage, including all coverages provided by and to the extent afforded by Insurance Services Office Form CG 0001 ed. 11/88 or 11/85, with no special limitations affecting CITY. The limit for all coverages under this policy shall be no less than one million dollars (\$1,000,000.00) per occurrence. CITY, its employees, officials and agents, shall be added as additional insureds by endorsement to the policy. The insurer shall agree to provide the City with thirty (30) days prior written notice of any cancellation, non-renewal or material change in coverage. The City of Manhattan Beach Insurance Endorsement Form No. 1 (General Liability) must be executed by the applicable insurance underwriters.

(2) COMMERCIAL AUTO LIABILITY INSURANCE – a policy including all coverages provided by and to the extent afforded by Insurance Services Office form CA 0001, ed. 12/93, including Symbol 1 (any auto) with no special limitations affecting the CITY. The limit for bodily injury and property damage liability shall be no less than one million dollars (\$1,000,000.00) per accident. CITY, its employees, officials and agents, shall be added as additional insureds by endorsement to the policy. The insurer shall agree to provide the City with thirty (30) days prior written notice of any cancellation, non-renewal or material change in coverage. The City of Manhattan Beach Insurance Endorsement Form

No. 2 (Auto) must be executed by the applicable insurance underwriters.

(3) WORKERS' COMPENSATION INSURANCE – a policy, which meets all statutory, benefit requirements of the Labor Code, or other applicable law, of the State of California. The minimum coverage limits for said insurance shall be no less than one million dollars (\$1,000,000.00) per claim. The policy shall contain, or be endorsed to include, a waiver of subrogation in favor of CITY.

- 4.3 Additional Requirements. The procuring of such required policies of insurance shall not be construed to limit DISTRICT'S liability hereunder, nor to fulfill the indemnification provisions and requirements of this Agreement. There shall be no recourse against CITY for payment of premiums or other amounts with respect thereto. If DISTRICT does not deposit copies of its insurance policies with CITY within sixty (60) days of receipt of request from CITY, DISTRICT shall be deemed in default hereunder. DISTRICT may substitute self-insurance for the foregoing insurance requirements in this section 4 subject to approval of the CITY.

Any deductibles or self-insured retentions must be declared to the CITY.

- 4.4 Verification of Compliance. DISTRICT shall furnish CITY with original endorsements effecting coverage required by this Agreement. The endorsements are to be signed by a person authorized by the insurer to bind coverage on its behalf. All endorsements are to be received and approved by CITY before care management services commence. Not less than fifteen (15) days prior to the expiration date of any policy of insurance required by this Agreement, DISTRICT shall deliver to CITY a binder or certificate of insurance with respect to each renewal policy, bearing annotation evidencing payment of the premium therefore, or accompanied by other proof of payment satisfactory to CITY.

5. Indemnification. DISTRICT agrees to indemnify, defend, and hold harmless CITY and its elective or appointive boards, officers, agents, attorneys and employees from any and all claims, liabilities, expenses, or damages of any nature, including attorney's fees arising out of, or in any way connected with, performance of, the Agreement by DISTRICT, its agents, officers, employees, subcontractors, or independent contractor(s) hired by DISTRICT. This indemnity shall apply to all claims and liability

regardless of whether any insurance policies are applicable. The policy limits do not act as a limitation upon the amount of indemnification to be provided by DISTRICT.

CITY agrees to indemnify, defend, and hold harmless DISTRICT and its elective or appointive boards, officers, agents, attorneys and employees from any and all claims, liabilities, expenses, or damages of any nature, including attorneys' fees arising out of, or in any way connected with performance of, the Agreement by CITY, its agents, officers, employees, subcontractors, or independent contractor(s) hired by CITY. This indemnity shall apply to all claims and liability regardless of whether any insurance policies are applicable. The policy limits do not act as a limitation upon the amount of indemnification to be provided by CITY.

6. **Modification.** This Agreement constitutes the entire agreement between the parties and supercedes any other related agreements, oral or written. No promises, other than those in this Agreement, shall be valid. This Agreement may be modified only by a written agreement executed between the CITY and the DISTRICT.
7. **Independent Contractor.** It is agreed that DISTRICT shall act and be an independent contractor and not an agent or employee of CITY, and shall obtain no rights to any benefits which accrue to CITY'S employees.
8. **Preservation of Agreement.** Should any provision of this Agreement be found invalid or unenforceable, the decision shall affect only the provision interpreted, and all remaining provisions shall remain enforceable.
9. **Assignment.** This agreement may not be assigned by either party without the prior written consent of the other party.
10. **Notices.** Any notice required or permitted thereunder may be given by a party to the other party at the address set forth in the signature block of this agreement. Such notice shall be deemed delivered upon receipt in the event of delivery by overnight delivery, messenger service or facsimile, and two days after deposit in the United States mail, postage prepaid, return receipt requested in the event of delivery by mail. Either party may change its address for purposes of notice by complying with the requirements of this section.

IN WITNESS THEREOF, the parties hereto have executed this Agreement on the day and year shown below

DISTRICT

CITY

By _____

By _____

Date _____

Date _____

Address 514 North Prospect Ave.
3rd Floor
Redondo Beach, CA 90277

Address 1400 Highland Avenue
Manhattan Beach,
CA, 90266

APPROVED AS TO FORM:

APPROVED AS TO FORM:

Attorney for the DISTRICT

City Attorney

ATTEST:

City Clerk



LOS ANGELES COUNTY

CDBG BULLETIN

COMMUNITY DEVELOPMENT COMMISSION • 2 Coral Circle • Monterey Park, California 91755

NUMBER: 10-0031

SUBJECT: **POTENTIAL REDUCTION IN FISCAL YEAR (FY) 2011-2012 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING**

DATE: **December 30, 2010** EFFECTIVE DATE: **IMMEDIATELY**

PAGE 1 OF 1

TO: ALL PARTICIPATING CITIES

Federal government operations, including the CDBG Program, are currently being funded by a continuing resolution through March 4, 2011. The national organizations that we participate in, the National Association for County Community and Economic Development and the National Community Development Association, have informed us that the CDBG Program may be reduced to FY 2008 levels when a final budget is passed. This represents a reduction of approximately 9% from current funding levels.

Since planning summaries are due by January 31, 2011, it is prudent that cities plan accordingly in anticipation of a reduction in funding. The enclosed table summarizes the impact of such a reduction on your City's allocation. The cities highlighted in bold show their allocations after the Section 108 payments have been deducted.

Please use these numbers when creating your proposed CDBG-funded activities for FY 2011-2012 as well as making any exchanges. If your City has already submitted a "CDBG Exchange of Funds" worksheet, please resubmit the worksheet with the new amounts to Raymond.White@lacdc.org.

If you have any questions, please contact Linda Jenkins, CDBG Manager, of my staff, at (323) 890-7168.

Sincerely,

For Angelica Contreras

TERRY GONZALEZ, Director
Community Development Block Grant Division

TG:LJ:HR:RDW:rb
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Enclosure

Strengthening Neighborhoods • Supporting Local Economies • Empowering Families • Promoting Individual Achievement



EXHIBIT G

CC 47. 1/10/11

FISCAL YEAR 2011-2012 CITY ANTICIPATED ALLOCATIONS BASED ON 9% REDUCTION

CITY	ALLOCATION	CITY	ALLOCATION
AGOURA HILLS	\$93,345	HERMOSA BEACH	90,603
ARCADIA	392,583	IRWINDALE	17,470
AVALON	30,469	LA CANADA-FLINTRIDGE	99,684
AZUSA	597,289	LA HABRA HEIGHTS	23,669
BELL	661,629	LA MIRADA	287,426
BELL GARDENS	849,612	LA PUENTE	575,608
	<u>-553,735</u>	LA VERNE	163,104
	295,877	LAWNDALE	431,402
BEVERLY HILLS	254,144	LOMITA	182,655
BRADBURY	3,434	MALIBU	77,371
CALABASAS	89,989	MANHATTAN BEACH	143,626
CERRITOS	342,470	MAYWOOD	510,180
CLAREMONT	206,017	MONROVIA	369,031
	<u>-57,383</u>	RANCHO PALOS VERDES	177,248
	148,634	ROLLING HILLS	6,396
COMMERCE	177,783	ROLLING HILLS ESTATES	27,375
COVINA	426,646	SAN DIMAS	202,669
CUDAHY	471,797	SAN FERNANDO	351,441
CULVER CITY	299,005		<u>-345,296</u>
	<u>-164,487</u>		6,145
	134,518	SAN GABRIEL	484,642
DIAMOND BAR	352,040	SAN MARINO	65,344
DUARTE	203,013	SANTA FE SPRINGS	\$175,912
EL SEGUNDO	85,683		
HAWAIIAN GARDENS	238,729		

CITY	ALLOCATION
SIERRA MADRE	46,409
SIGNAL HILL	120,918
SOUTH EL MONTE	315,649
SOUTH PASADENA	146,180
TEMPLE CITY	287,221
TORRANCE	1,049,090
WALNUT	187,922
WEST HOLLYWOOD	310,711
WESTLAKE VILLAGE	31,548