



GRANT FUNDING APPLICATION

To ensure that your complete response appears on the printed application, please limit your responses in all fields to the visible space provided. Do not change font type or size; do not cut and paste your response into the text boxes. Save this application to your desktop and work off that saved document rather than off the web application version.

APPLICANT INFORMATION:

Legal Name of Organization: Community Action Agency of Butte County, Inc. (Esplanade House)

Executive Director/CEO/Department Head: Timothy Hawkins, CEO

Executive Director/CEO/Department Head Phone # and email: 5307122600/thawkins@buttecaa.com

Application Contact Person/Title: Hilary Crosby/Director of Community Services

Application Contact Phone # and email: 530-712-2840/hcrosby@buttecaa.com

Address: P.O. Box 6369

City/State/Zip: Chico, CA 95927-6369

E-Mail: hcrosby@buttecaa.com Website: www.buttecaa.com

Is this Organization or fiscal receiver a California non-profit corporation? Yes No

Does your agency employ 15 or more individuals? Yes No

If yes, name of Section 504 Coordinator: Wipfli, Inc.

* Tax ID # 94-1640546

Unique ID # MN43LUL2X81 *

*Required Information

(To obtain a UniqueID, visit www.sam.gov)

Name of Program (within your agency) applying for CDBG Funds:
Esplanade House Transitional Housing Program

Is the organization faith based? Yes No

If yes, explain how the funded program will be separate from religious activities/requirements:

Is this request for: (check one) On-Going Support New Program

For Staff Use Only: Complete Application received by deadline: _____ Yes _____ No

THRESHOLD QUESTIONS: (Note: Application must be signed and questions 1-5 below must be answered completely to determine if your application meets threshold requirements to be considered for funding.)

1. City CDBG Public Services Funding Request: \$ 40,000 (no less than minimum of \$20,000)
2. Is this Organization a non-profit, public benefit corporation? Yes No
3. Will 100% of the CDBG funds be used to serve low-income clients or households within the city limits of Chico?
 Yes No
4. a. Does your Program assist people experiencing homelessness? Yes No
4. b. Does your Program assist people to prevent homelessness? Yes No
5. Select the primary service your Program provides from the priorities listed below (**select one**):
- A. Assist people experiencing homelessness, including getting them into/maintaining stable housing
- B. Support and improve the well-being of seniors
- C. Support and improve the well-being of people with disabilities
- D. Provide legal services
- E. Provide meals for homebound people
- F. Provide childcare so that parent(s) may work or receive education

PROGRAM/ACTIVITY:

6. a. Describe your proposed Program (services) to be provided with the requested City CDBG funding. Provide the name of the program and how it addresses the need or problem you've identified and aligns with at least one of the priorities listed above.

The Esplanade House, operated by the Community Action Agency of Butte County, Inc., provides safe, structured transitional housing and comprehensive supportive services for families experiencing homelessness. The program is designed to address the root causes of family homelessness through a combination of stable housing, intensive case management, evidence based assessments, and skill building programs that prepare families for long term independence.

Families entering the Esplanade House often face complex barriers, including trauma, behavioral health challenges, limited income, unstable employment, and lack of supportive networks. To meet these needs, the program implements a holistic whole-person approach centered on stability, safety, and development. Each parent participates in weekly case management meetings to develop and monitor self-sufficiency goals, recovery plans, and individualized housing pathways. Case managers provide ongoing coaching, crisis intervention, and accountability to support progress toward permanent housing, and once families transition into their own units, the program continues providing housing tenancy support for up to a year to ensure stability, prevent eviction, and maintain long-term housing success.

Since last year's application cycle, the Esplanade House has partnered with First 5 Butte County to establish an on site Family Resource Center (FRC). The FRC expands the program's capacity to support families through parenting education and coaching, early childhood screenings and resources, structured developmental playgroups, navigation to community supports and early childhood services, parent engagement activities that build community and strengthen protective factors. The FRC serves as a centralized, supportive hub on site where parents can access high quality early childhood and family-strengthening resources, improving long-term stability and resilience for the entire household.



6. a. Continued

In alignment with California's CalAIM initiative, the Esplanade House now offers the Rise & Restore program, providing Day Hab and life skills development. This program helps families build the practical skills necessary to secure and maintain permanent housing, including budgeting and financial literacy, household management, interpersonal communication, employment readiness, and wellness and recovery supports. Rise & Restore enhances each family's capacity to transition successfully into long-term housing while maintaining stability and independence.

Community Action Agency (CAA) will leverage the City's Community Development Block Grant (CDBG) Public Services funding to support the wages for a Case Manager as well as a part time Family Support Specialist. The case manager will provide intensive case management and enhanced housing navigation services to families experiencing homelessness and the Family Support Specialist will provide child watch at the on-site Family Resource Center in order to allow for participants who have not yet established child care, to attend on-site classes and groups that are key to their successful completion of the program. This strategic use of funds will help families build stability, achieve self-sufficiency, and create a brighter future for their children.

6.b. If you answered "yes" to 4.b. above, how does your Program prevent homelessness? Please be as specific as possible.

The agency's Housing Tenancy program prevents homelessness by supporting families for up to a year after they move into permanent housing. Services include ongoing case management check-ins, landlord mediation, budgeting support, access to community resources such as childcare and behavioral health, and crisis intervention to prevent eviction. This transitional support helps families navigate the adjustment period after leaving structured transitional housing and strengthens long-term stability. By combining supportive housing, family-strengthening services, life-skills development, and post-move-out stabilization, the program ensures families have the tools, support, and resilience needed to remain housed. This comprehensive approach reduces the risk of future homelessness and helps break cycles of instability.

7. Who will oversee the Program? Do staff currently administer a similar grant program with these administrative requirements and does the entity have experience in utilizing local, state or federal funding with a similar purpose?

Hilary Crosby, Director of Community Services, will oversee the program in collaboration with Brooke Thompson, Esplanade House Program Supervisor. Community Action Agency of Butte County has a long standing history of managing several local, state, and federal funding sources successfully. Kate Stefan, CFO provides fiscal oversight and has demonstrated the ability to provide accurate and timely reporting per contractual requirements.

7a. Describe the skills and experience of staff who will work directly on the Program.

Staff who work directly with families experiencing homelessness in our program are selected because they have experience in working with our population of focus, also have lived experience with homelessness, poverty, social services, and/or with substance use disorder and addiction services. Those who work directly with the children on site have experience with early childhood education and provide age appropriate activities and program development.

8. Who are the targeted beneficiaries or clients?

Our program is designed specifically to support families with children experiencing homelessness. To be eligible for residential services at the Esplanade House, families must meet several criteria: they must meet the HUD definition of homelessness, have a very low income (less than 50% of the Area Median Income), and have at least one child under 18 living in the household. Furthermore, in the majority of our residential units (80%), at least one family member must have a documented disability, which can include substance use disorders, mental health conditions, or physical and developmental disabilities.

9. Describe proactive outreach efforts or programmatic elements that foster access to your organization's services by under-represented (racial minorities, limited English speakers, disabled-physical or mental impairment) groups in our community.

We've made our residential and program service application easily accessible by offering it in both English and Spanish. On-site translation services are also available for anyone needing assistance. We're committed to ensuring everyone has an equal opportunity to participate in our programs. Applicants needing reasonable accommodations, including those related to service animals or other needs under the Americans with Disabilities Act (ADA), will have their requests carefully reviewed in accordance with federal law. We're proud of our strong partnership with Four Winds Charter School, which specifically serves children of Native American ancestry. This collaboration allows us to effectively reach and support families within this community. To ensure broad community awareness of our programs, we've distributed informational brochures to key partners, with a particular focus on organizations serving underrepresented communities. For example, we've partnered with the African-American Cultural Center, Hmong Cultural Center, and Far Northern Regional Center to connect with families they serve. Continued participation in community outreach events allows us to connect with community members directly and provide greater awareness of the services we provide.

10. How do you address the needs of limited English proficient speakers?

We prioritize clear and effective communication with all our clients. Our bilingual staff are available to assist with common translation needs. For less frequently encountered languages, we utilize a reliable phone translation service to ensure we can effectively communicate with individuals regardless of their primary language.

In our Family Resource Center we provide multicultural reading materials to encourage reading in many languages and for cultural representation for any non-english speaking or proficient speakers and children in the program.

11. Has the organization had any fair housing/equal opportunity complaints filed within the last year?

Yes No

If yes, what was the outcome?

12. How does your organization determine client eligibility and what database is used for tracking client information?

Our program utilizes the Homeless Management Information System (HMIS) to efficiently track client information and verify homelessness status. The application process includes a comprehensive screening to determine eligibility. This screening confirms the applicant's homeless status, documents income, verifies primary custody of children under 18, and confirms a minimum 30-day period of sobriety prior to program entry. This thorough evaluation ensures that admitted families receive the most appropriate and effective support tailored to their individual circumstances.

13. Complete the following chart. List three primary activities of your Program, their outcomes, indicators, and measurement tools. **Activities** are specific, definable services; **Outcomes** are the client benefits or changes that result from your services; **Indicators** describe how your organization measures the success (should be quantitative such as: contracts executed, positions filled, target participants assisted, tangible resources created (a new form, progress assessment tool or funds raised). **Measurement Tools** are the resources you use to collect the indicator data.

ACTIVITY <i>What the Program does to serve clients</i>	OUTCOME(S) <i>Benefits that result from the activity</i>	INDICATOR(S) <i>The direct product(s) of program activities</i>	MEASUREMENT TOOLS <i>What you use to gather the outcome data</i>
Example: Financial Literacy Classes	Increased knowledge of how to establish and maintain a monthly household budget, contributing to financial security and self-sufficiency	Number (x) of exiting families who report they now use a monthly budget to manage expenses and savings	Follow up survey at completion of class and program exit
All Esplanade House children are assessed for medical, dental and mental health needs through an administered comprehensive health inventory.	Improved oral health, increased numbers of children immunized, increased number of children with primary care providers, increased referrals, and access to needed mental health services.	75% of parents report improved overall health of their children.	Parental report to child advocate monthly and continued re-assessment as goals are met.
Weekly Adult Case Management Services	Clients and their case manager establish self-sufficiency goals which are documented in the participant's Individual Service Plan (ISP). Appropriate referrals are given to help accomplish those goals.	Case management support assists clients in improving self-sufficiency in the areas of family relations, parent's education, children's education, shelter, food/clothing, health/safety, and alcohol/drugs.	Self-sufficiency matrix administered quarterly for Phase I clients and every 6 months for Phase II clients.
Day Habilitation classes through our Rise & Restore program and parenting classes with our Family Resource Center.	Help families build the practical skills necessary to secure and maintain permanent housing as well as working on wellness and recovery supports for their general wellbeing.	Development and implementation of skills to assist clients in utilizing/increasing life skills.	Annual program surveys as well as individual course surveys provided at the completion of the course.

14. How will your Program benefit the community indirectly, beyond direct services to clients? Explain how you demonstrate evidence of support.

The Esplanade House strengthens the broader Chico community by reducing strains on local systems and contributing to long-term family stability. By helping families move from homelessness to stable housing, the program decreases community reliance on emergency shelters, law enforcement response, and crisis-based services. Families who achieve stability are better able to maintain employment, support their children’s education, and contribute positively to the local economy. Early childhood and family-strengthening interventions also reduce future social service needs and interrupt cycles of intergenerational poverty. Support is demonstrated through high resident participation in case management, on-site programing, along with consistently positive survey feedback showing trust in staff and strong engagement in services. These indicators reflect both confidence and the program’s effectiveness in strengthening family resilience and reducing future system involvement.

15. How does your Program collaborate with other community agencies to enhance the impact of your services? What are the benefits of this collaboration?

The program actively collaborates with a multitude of agencies to address the diverse needs of our families. On-site social service programs are offered weekly, featuring the Department of Social Services Cal Works and the Butte County Office of Education's School Ties Program offering tutoring to support at-risk students. Additionally, local nursing programs partner to have their students conduct health inventories on all children, facilitating appropriate medical and dental resource referrals.

In fostering a comprehensive network, the Esplanade House closely coordinates with other Butte County shelters, including Torres Shelter, Sabbath House, and Catalyst. Regular meetings with Children's Services Division Supervisors on a monthly basis are instrumental in guiding our families toward reestablishing full-time custody of their children, embodying the program's commitment to holistic support.

We realize that it takes a lot of collaboration to create a system of care for our clients and work diligently to further our network of partners.

15.A. If your Program provides housing units, check “Households” in Question 15.B. below. If your Program does not provide housing units, check “Persons” or “Residents”.

15.B.	Estimated 2025-26 Served	Estimated 2026-27 To Be Served
Total number of <input type="radio"/> Persons / <input checked="" type="radio"/> Households	40	40
Total City of Chico <input type="radio"/> Residents / <input checked="" type="radio"/> Households	40	40
How many City <input type="radio"/> Residents / <input checked="" type="radio"/> Households <u>utilizing CDBG funds</u>	40	40
CDBG Grant Funding Received	\$ 24,820.00	
CDBG Grant Funding Requested		\$ 40,000

15.C. What is the estimated cost of your Program per participant or household for FY 2026-27? If this funding request is for an existing Program, what is the cost of your Program per participant/household this fiscal year (2025-26) ? This should not be based on how much City funding you receive.

CAABCI's Esplanade House program estimates the cost per household for the FY 2026-27 will be approximately \$15,000. The cost per household has increased dramatically over the past few years due to an increase in utilities, and a general increase to the operating costs for the agency as a whole. In order to provide an equitable program for all families wishing to enter our program, Esplanade House will waive participant fees until a resident has established a source of income. While this can come at a significant cost to the program to believe it is important to eliminate as many barriers to services as we can and work very hard to secure funding from many different sources to create sustainability in our program.

16. If City funding is not available, or is less than requested, outline how might this change the operation of the Program. Would you seek to fill the gap from other funding sources? Is the Program viable if you only receive the minimum \$20,000 grant from the City?

The City of Chico's Community Development Block Grant (CDBG) funding plays a vital role in supporting the salary of the Senior Case Manager and Family Support Specialist, ensuring continuity in essential services for our clients. Without this funding, the program would need to seek alternative financial resources, which could require reallocating funds from other critical case management positions. Such a shift would present significant challenges, potentially impacting staffing ratios and reducing the program's capacity to deliver the high level of support our clients rely on. Continued CDBG support is key to maintaining these vital services and ensuring stability for those in need.

17. Is there a sustainability plan for the program regarding future funding?

CAABCI is contracted with Partnership Health plan of California to provide services through the CalAIM program. This fee-for-service model allows the Esplanade House to bill for many of the services we have long provided to our clients, previously funded under other grants and opportunities. While CalAIM revenue supports a lot of the services we offer, it remains insufficient to cover all staff & program expenses at this time. As the program continues to develop and billing processes become more established, we anticipate that this revenue will strengthen the program's financial stability in the coming years.

18. Describe your organization's fundraising efforts during the past year (include annual events, specific campaigns and any other relevant information demonstrating community fiscal support).

The program deeply appreciates private donations, including monetary contributions, clothing, and household items, which help families establish their new homes in our residential apartments. Partnerships with local agencies continue to add tremendous value, with nearly \$100,000 in in-kind services and support generously benefiting both the program and its participants.

Beyond private donations, Esplanade House has been fortunate to receive financial support from respected local charities. Organizations such as the Kiwanis Club, Soroptimists, the Discovery Shoppe, North Valley Community Foundation, and the Esplanade House Children's Fund have been instrumental in sustaining and expanding our capacity to assist families in need. These vital partnerships and diverse funding sources remain essential in ensuring the program's ongoing impact in the community.

19. Does your Program use an evidence-based or evidence-informed model of services? If so, please describe. If not, what data can you provide which describes the effectiveness of your servicemodel?

The Esplanade House program utilizes an evidence-based self-sufficiency matrix to assess and track progress for adult clients. This tool, based on federal outcome standards known as ROMA (Results-Oriented Management and Accountability), consists of 25 individual scales that measure observable changes in key areas of self-sufficiency. Each scale is designed on a continuum from "in crisis" to "self-sufficient," enabling a structured approach to monitoring client progress over time.

The program's commitment to evidence-based practices extends to its other services, which incorporate proven methodologies such as Moral Reconciliation Therapy (MRT), Breaking The Chains of Trauma, and Triple P parenting classes. This comprehensive framework ensures clients receive the tailored support they need to achieve lasting stability and independence.

20. What are the most significant trends and/or changes that are currently affecting your Program's operation and the people you serve? How is your organization responding to these trends/changes?

Our program is experiencing several significant shifts that directly impact both operations and the families we serve. One of the most notable trends is the growing number of children presenting with behavioral challenges and diagnoses related to autism spectrum disorders. This reflects statewide increases in autism identification and special education enrollment. These needs require more intensive parenting skills and greater caregiver attention, which often limits parents' availability for employment, training, or school. At the same time, we are responding to the statewide literacy crisis, which is affecting school readiness and long-term educational outcomes for children in our program. Families also report increased need for social-interaction opportunities due to delays in communication and social development. Additionally, more households are entering the program without being "housing ready." Many face poor credit, lack co-signers, have minimal rental history, or do not yet have the income needed to sustain permanent housing in the community. In response, we have expanded on-site literacy groups, playgroups, and social-development activities to support early learning and strengthen family engagement. We offer enhanced parenting classes, workshops, and behavior-support strategies to equip caregivers with the skills and confidence needed to support children with higher needs. Our staff also provide increased housing-readiness assistance, including credit repair guidance, budgeting support, and intensive housing navigation to help families overcome barriers. Through these targeted responses, our program is adapting to rising needs while continuing to support long-term family stability and housing success.

21. Has your organization been audited in the past year by an individual or firm other than the City of Chico? If yes, by whom and what is the date of the most recent financial audit? Has any audit of your organization found discrepancies or problems? If yes, explain.

Yes. CAA's audit for 2024 was conducted by Aprio and finalized on 1/15/2026. One minor finding was identified and corrected.

CONFLICT OF INTEREST

Federal, State, and City law prohibits employees and public officials of the City of Chico from participating on behalf of the City in any transaction in which they have a financial interest. In order to determine a possible conflict of interest, please indicate whether the applicant, any of the applicant's staff, any of the applicant's Board of Directors, or any of the applicant's family members or business partners is or has been within one year of the date of this application one of the following: (1) a City employee or consultant, or (2) a City Council Member.

Selecting 'Yes; possible conflict of interest' does not automatically disqualify the applicant; however, additional verification may be requested to process the application and to determine project eligibility.

- No; no conflict of interest.
- Yes; possible conflict of interest. (Please explain below)

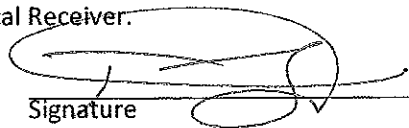
By submitting this application, agency understands it must have organizational capacity to meet CDBG regulatory and reporting requirements, including, but not limited to: collection of income and demographic information from all assisted persons, capacity to assist limited English proficient persons, follow Fair Housing laws and provide reasonable accommodations.

Authorized Signature:

To the best of my knowledge, the information provided on this application and all attached forms is true and I am authorized to submit this application on behalf of the applicant's organization/agency.

NOTE: Programs using a Fiscal Receiver must have signatures by both the program director and a representative authorized to sign on behalf of the Fiscal Receiver.

Tim Hawkins
Print Name of Non-Profit Representative
Or Fiscal Receiver Representative



Signature
(Fiscal Receiver or Organization Representative)

2/6/26
Date

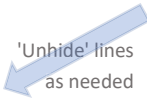
Harvey Cross

Name/Signature of Program Director
(If different from above)

	A	B	C	D	E	F
2	City of Chico - Community Development Block Grant Public Services Program					
3	Agency Operations Budget (local agency totals only)					
4						
5	Organization Name <u>Community Action Agency of Butte County, Inc.</u>					
6						
7	AGENCY REVENUES					
8					Current FY	Estimated
9	<u>INCOME SOURCES:</u>				(projected)	Funding FY
10					2025-26	2026-27
11	1. BEGINNING BALANCE (July 1)				0	-188726
12						
13	2. Local/State/Federal Grants (Specify)				5798709	5253385
14	<u>Federal Awards (LIHEAP/CSBG)</u>				4231851	4111100
15	<u>State/Local Awards (DESS/CSD)</u>				1566858	1142285
16	_____				0	0
22						
23	3. City of Chico CDBG Funding				28020	40000
24						
25	4. Community Donations/Fundraising				2492000	776976
26						
27	5. Fee for Services				1640050	1766167
28						
29	6. Other Income Sources (<i>indicate if restricted sources, explain on A-3</i>)				0	0
30	_____				0	0
31	_____				0	0
32	_____				0	0
36						
37	7. TOTAL INCOME				9958779	7836528
38						
39	8. TOTAL FUNDS AVAILABLE				9958779	7647802
40						
41						
42	AGENCY EXPENDITURES					
43	<u>EXPENDITURES</u>				Current FY	Estimated
44						Funding FY
45	TOTAL FUNDS AVAILABLE				9958779	7647802
46						
47	1. Salaries/Employee Benefits				3710561	3898737
48						
49	2. Expenses				690462	860350
50	Travel Expenses				32722	83713
51	Office Space Expenses				91800	232028
52	Consumable Supplies				295079	137075

'Unhide' lines
as needed

'Unhide' lines
as needed

	A	B	C	D	E	F
53			Equipment Expenses		130355	269590
54			Insurance Expense		140506	137944
55						
56			6. Other Operating Expenses		5746482	3033431
57			Utilities/IT Support		752780	503423
58			Vehicles/Repair Maintenance		517457	566026
59			EES/Food Bank Materials		4476245	1963982
64						
65			7. Capital Expenses (show detail on separate attachment)		0	0
66						
67			8. TOTAL EXPENDITURES		10147505	7792518
68						
69			9. ENDING BALANCE (if negative, please explain on A-3)		-188726	-144716
70						

	A	B	C	D	E	F	G	H	I	J
1	<p style="text-align: center;">City of Chico - Community Development Block Grant Program</p> <p style="text-align: center;">Proposed Program Budget</p> <p>Name of Program: The Esplanade House</p> <p>Organization: Community Action Agency of Butte County, Inc.</p>									
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9	FUNDING SOURCES									
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Budget Category	Program related expenses	CDBG Funding	State/ Local Funds	Private Funds/ Donations	Other	Totals
Salaries & Wages*		35000	444556	37000	262472	779028
Fringe Benefits		5000	70000		30000	105000
Consultant/Contract Services						0
TOTAL PERSONNEL BUDGET	0	40000	514556	37000	292472	884028
Office/Space Rent					500	500
Utilities					142400	142400
Telephone					7500	7500
Office Supplies					19600	19600
Equipment					55233	55233
Printing/Duplication					8350	8350
Travel/Conference					19850	19850
Repairs & Maintenance					84220	84220
Alarm & Pest Control					7500	7500
Insurance					32950	32950
TOTAL NON-PERSONNEL BUDGET	0	0	0	0	378103	378103
TOTAL PROJECT BUDGET	0	40000	514556	37000	670575	1262131

Explanation of Budget

Organization Name Community Action Agency of Butte County, Inc.

Narrative Explanation of Overall Budget

CAABCI operates a broad range of safety net programs supported by a diverse mix of federal, state, local, fee for service, and community based funding. The agency’s revenues—projected at nearly \$10 million—are primarily driven by core programs such as LIHEAP, CSBG, and state/local contracts, supplemented by donations and program income. The budget is still reflecting a negative from the FY25-26 column, which carries over into FY26-27 due to the removal of our Food Bank Expansion Phase 3 capital campaign efforts that we paused on. An amended budget was done in mid-year last year to remove that potential revenue amount. With growing CalAIM revenue, stable government contracts, and strong community support, CAABCI maintains a resilient financial position that ensures continued delivery of high impact services, including the Esplanade House.

Explanation or Comments relating to Budget Pages A-1 and A-2

Example:

Tab, Line	Description
A-2, line 14	Funding restricted for Outreach and Engagement contract through FY 25/26

Tab, Line	Description
A-1 H25	Participation Fee & Rental \$250,000
A-1 H25	CalAIM & Incentive Payment Program \$615,600
A-1 H25	Current budget presumes projected revenue for CalAIM and incentive payment program to be increased. Based on last year's occupancy increase, participation fees and rent revenues have also been increased. However, revenue increases were kept at conservative estimates during the current grant cycle. There is no anticipation of occupancy to decrease at any time, but factors in housing move in/move out transitions The Esplanade House is ineligible to receive direct federal funding due to sobriety requirement.

**add lines above if necessary*