CITY OF CITRUS HEIGHTS
CITY COUNCIL
Regular Meeting of Wednesday, October 14, 2026
City Hall Council Chambers 6360 Fountain Square Drive, Citrus Heights, CA
6:00 PM REGULAR MEETING

WATCH A CITY COUNCIL MEETING

The City of Citrus Heights welcomes your interest and involvement in the City's legislative process. The following methods are available to observe a Council meeting:

- In person: City Hall Council Chambers
- Join Zoom Webinar: https://us06web.zoom.us/j/82346696289
- Online: Livestream and replay past meetings at www.citrusheights.net
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HOW TO PARTICIPATE:

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    - Press *9 to raise your hand to request to speak
    - Press *6 to unmute when called upon to speak
- Written public comments:
  - Submit written comments by 4:00 p.m. on the meeting date by completing an online Speaker Card citrusheights.net/FormCenter/City-Council-Meetings-Speaker-Card-30 Written comments will not be read during the City Council meeting but will be forwarded to all Council Members and become part of the public record.

AMERICANS WITH DISABILITIES ACT:

If you need a disability-related modification or accommodation, to participate in this meeting, please contact the City Clerk's Office 916-725-2448, cityclerk@citrusheights.net, or City Hall 6360 Fountain Square Drive at least 48 hours prior to the meeting. TDD: California Relay Service 7-1-1.

October 14, 2026 City Council Agenda Packet

Documents:

10-14-26 COUNCIL AGENDA PACKET.PDF

CALL REGULAR MEETING TO ORDER

1. Flag Salute
2. Roll Call: Council Members: Karpinski-Costa, Nelson, Schaefer, Middleton, Lopez - Taff
3. Video Statement

APPROVAL OF AGENDA

PRESENTATIONS

4. Recognition Of The City Of Citrus Heights As A 'Just Serve" Certified City
5. Proclamation Of The City Of Citrus Heights Proclaiming October 2026 As 'National Community Planning Month'
6. Proclamation Of The City Of Citrus Heights Proclaiming The 2nd Week In October As 'Code Enforcement Officer Appreciation Week'
7. Presentation By The General Services Department On The City's Stormwater Preparation

PUBLIC COMMENT

Members of the public are entitled to address the City Council concerning any item within the City Council's subject matter jurisdiction. Pursuant to the Brown Act, the City Council is prohibited from discussing or acting on any item raised during "Public Comment" not appearing on the posted agenda.

COMMENTS BY COUNCIL MEMBERS AND REGIONAL BOARD UPDATES

CONSENT CALENDAR

It is recommended that all consent items be acted on simultaneously unless separate discussion and/or action are requested by a Council Member.

8. SUBJECT: Approval Of Minutes

   RECOMMENDATION: Approve the Minutes of the Special and Regular Meetings of June 24, 2026 and the Special and Regular Meetings of July 8, 2026

9. SUBJECT: Primrose Drive & Various Repairs Project – Final Acceptance And Notice Of Completion

   STAFF REPORT: R. Cave / L. Blomquist / V. Minlikayev
   RECOMMENDATION: Adopt Resolution No. 2026-___, A Resolution of the City Council of the City of Citrus Heights, California, Accepting the Primrose Drive & Various Repairs Project as Complete and Authorizing the City Engineer to Record a Notice of Completion and Release the Contract Retention

10. SUBJECT: 2026 & 2027 Accessibility And Drainage Project – Award Construction Contract

    STAFF REPORT: R. Cave / L. Blomquist / N. Piva
    RECOMMENDATION: Staff recommends the City Council take the following actions:
    a. Consent to Relieve Central Valley Engineering & Asphalt, Inc. of its Bid, Pursuant to California Public Contract Code Sections 5101-5103, Due to a Clerical Error; and
    b. Adopt Resolution No. 2026-____, A Resolution of the City Council of the City of Citrus Heights, California, Authorizing the City Manager to Execute an Agreement with Ghilotti Brothers, Inc. for the 2026 & 2027 Accessibility and Drainage Project.

PUBLIC HEARINGS

11. SUBJECT: Review 2027 Draft Annual Action Plan And Funding Recommendations For The Community Development Block Grant (CDBG) Program

    STAFF REPORT: C. Kempenaar / N. Piva / S. Hildebrand
    RECOMMENDATION: Staff recommends the City Council:
    a. Hear public testimony and feedback on the 2027 Draft Annual Action Plan and Proposed Funding Recommendations; and
    b. Continue final action until the October 28, 2026, City Council meeting

REGULAR CALENDAR

12. SUBJECT: Allocation Of Non-Profit Community Support Fund Fiscal Year 2026/2027

    STAFF REPORT: M. Huber
    RECOMMENDATION: The Quality of Life Committee recommends the City Council move the following and authorize staff to execute the related grant agreements:
    a. Adopt Resolution No. 2026-____, A Resolution of the City Council of the City of Citrus Heights, California, Approving Non-Profit Community Support Fund Allocations for Fiscal Year 2026/2027; and
    b. Adopt Resolution No. 2026-____, A Resolution of the City Council of the City of Citrus Heights, California, Approving Non-Profit Community Support Fund Allocation for Fiscal Year 2026/2027 (Purple Pageant); and
    c. Adopt Resolution No. 2026-____, A Resolution of the City Council of the City of Citrus Heights, California, Approving Non-Profit Community Support Fund Allocation for Fiscal Year 2026/2027 (Citrus Heights Arts).

13. SUBJECT: AB 626 Microenterprise Home Kitchen Operations (MEHKO)

    STAFF REPORT: C. Kempenaar / S. Lui
    RECOMMENDATION: Review the Information Provided in this Report and Presentation and Provide Direction to Staff Regarding Whether to Submit a Letter of Support or Opposition to the Sacramento County Board of Supervisors or to Abstain from Taking Action

ITEMS REQUESTED BY COUNCIL MEMBERS / FUTURE AGENDA ITEMS

CITY MANAGER ITEMS

ADJOURNMENT

ADDRESSING THE CITY COUNCIL:

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MariJane Lopez-Taff, *Mayor*
Porsche Middleton, *Vice Mayor*
Dr. Jayna Karpinski-Costa, *Council Member*
Kelsey Nelson, *Council Member*
Tim Schaefer, *Council Member*

CITY OF CITRUS HEIGHTS
CITY COUNCIL
Regular Meeting of Wednesday, October 14, 2026
City Hall Council Chambers, 6360 Fountain Square Dr., Citrus Heights, CA 95621
Regular Meeting 6:00 p.m.

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October 9, 2026

Amy Van, City Clerk

REGULAR CITY COUNCIL MEETING
6:00 PM

CALL REGULAR MEETING TO ORDER

1. Flag Salute

2. Roll Call: Council Members: Karpinski-Costa, Nelson, Schaefer, Middleton, Lopez-Taff

3. Video Statement

APPROVAL OF AGENDA

PRESENTATIONS

4. Recognition of the City of Citrus Heights as a "Just Serve" Certified City

5. Proclamation of the City of Citrus Heights Proclaiming October 2026 as "National Community Planning Month"

6. Proclamation of the City of Citrus Heights Proclaiming the 2nd week in October as "Code Enforcement Officer Appreciation Week"

7. Presentation by the General Services Department on the City's Stormwater Preparation

PUBLIC COMMENT

This is an opportunity to make a public comment on non-agenda items. Pursuant to the Brown Act, the City Council is prohibited from discussing or acting on any item raised during "Public Comment" not appearing on the posted agenda.

COMMENTS BY COUNCIL MEMBERS AND REGIONAL BOARD UPDATES

CONSENT CALENDAR (Estimated Start Time 6:45 p.m.)

It is recommended that all consent items be acted on simultaneously unless separate discussion and/or action are requested by a Council Member.

8. **SUBJECT:** Approval of Minutes
RECOMMENDATION: Approve the Minutes of the Special and Regular Meetings of June 24, 2026 and the Special and Regular Meetings of July 8, 2026

9. **SUBJECT:** Primrose Drive & Various Repairs Project – Final Acceptance and Notice of Completion
STAFF REPORT: R. Cave / L. Blomquist / V. Minlikayev
RECOMMENDATION: Adopt Resolution No. 2026-___, A Resolution of the City Council of the City of Citrus Heights, California, Accepting the Primrose Drive & Various Repairs Project as Complete and Authorizing the City Engineer to Record a Notice of Completion and Release the Contract Retention

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STAFF REPORT: R. Cave / L. Blomquist / N. Piva
RECOMMENDATION: Staff recommends the City Council take the following actions:

    a. Consent to Relieve Central Valley Engineering & Asphalt, Inc. of its Bid, Pursuant to California Public Contract Code Sections 5101-5103, Due to a Clerical Error; and

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PUBLIC HEARINGS (Estimated Start Time 6:50 p.m.)

11. **SUBJECT:** Review 2027 Draft Annual Action Plan and Funding Recommendations for the Community Development Block Grant (CDBG) Program
STAFF REPORT: C. Kempenaar / N. Piva / S. Hildebrand
RECOMMENDATION: Staff recommends the City Council:

    a. Hear public testimony and feedback on the 2027 Draft Annual Action Plan and Proposed Funding Recommendations; and

    b. Continue final action until the October 28, 2026, City Council meeting

REGULAR CALENDAR (Estimated Start Time 7:00 p.m.)

12. **SUBJECT:** Allocation of Non-Profit Community Support Fund Fiscal Year 2026/2027
STAFF REPORT: M. Huber
RECOMMENDATION: The Quality of Life Committee recommends the City Council move the following and authorize staff to execute the related grant agreements:

    a. Adopt Resolution No. 2026-____, A Resolution of the City Council of the City of Citrus Heights, California, Approving Non-Profit Community Support Fund Allocations for Fiscal Year 2026/2027; and

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STAFF REPORT: C. Kempenaar / S. Lui
RECOMMENDATION: Review the Information Provided in this Report and Presentation and Provide Direction to Staff Regarding Whether to Submit a Letter of Support or Opposition to the Sacramento County Board of Supervisors or to Abstain from Taking Action

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CITY OF CITRUS HEIGHTS
CITY COUNCIL
MINUTES
Special and Regular Meetings of Wednesday, June 24, 2026
City Hall Council Chambers, 6360 Fountain Square Dr., Citrus Heights, CA 95621
Teleconference Location – The Westin Rancho Mirage, 71333 Dinah Shore Dr., Rancho Mirage, CA 92270

CALL SPECIAL MEETING TO ORDER

The special meeting was called to order at 5:00 p.m. by Mayor Lopez-Taff.

1. Roll Call: Council Members present: Karpinski-Costa, Nelson, Schaefer, Middleton, Lopez-Taff
   Council Members absent: None
   Staff Members present: Feeney, D. Jones, R. Jones, Van

*Note: Vice Mayor Middleton participated remotely, pursuant to Government Code Section 54953.

PUBLIC COMMENT

None

CLOSED SESSION

2. CONFERENCE WITH LABOR NEGOTIATORS
   Pursuant to California Government Code Section 54957.6
   Agency designated representatives: Ashley Feeney, City Manager, Ryan Jones, City Attorney, and Patrick Clark, Negotiator
   Employee Organization: Citrus Heights Police Officers Association, Citrus Heights Police Employees Association, and unrepresented employees

The City Council, City Manager, City Attorney, and Labor Negotiator participated in the closed session.

REPORT OUT OF CLOSED SESSION

There was no reportable action from closed session.

ADJOURNMENT

Mayor Lopez-Taff adjourned the special meeting at 5:59 p.m.

CALL REGULAR MEETING TO ORDER

The regular meeting was called to order at 6:03 p.m. by Mayor Lopez-Taff.

1. The Flag Salute was led by Council Member Karpinski-Costa.

2. Roll Call: Council Members present: Karpinski-Costa, Nelson, Schaefer, Lopez-Taff
   Council Members absent: Middleton
   Staff Members present: Aguirre, Feeney, Huber, D. Jones, R. Jones, Rojas, Talwar, Van and department directors.

3. The video statement was read by Acting City Clerk Jones.

APPROVAL OF AGENDA

ACTION: On a motion by Council Member Karpinski-Costa, seconded by Council Member Schaefer, the City Council approved the agenda.

AYES:	Karpinski-Costa, Nelson, Schaefer, Lopez-Taff
NOES:	None
ABSENT:	Middleton

PRESENTATIONS

4. Proclamation of the City of Citrus Heights Recognizing the "America the Entrepreneurial" Campaign

Mayor Lopez-Taff read and presented the Proclamation to Cameron Law, California Coalition Manager of the nonprofit Right to Start.

5. Proclamation of the City of Citrus Heights Recognizing Trust Barbershop as the 2026 Business of Distinction Pride of Place Award Recipient

Management Analyst II Aguirre introduced the business and explained the Pride of Place Award criteria. Council Member Nelson read the Proclamation and the City Council presented it and a plaque to shop owner Ross Kyseliuk.

6. Presentation by the Sacramento Municipal Utility District (SMUD) on its Tree Maintenance Program

At the City Council's request, SMUD representatives Tim Patton and Darrell Daniel gave an overview of the district's Vegetation Management Program and how routine maintenance is scheduled. Council questions followed.

7. Presentation by the Economic Development and Community Engagement Department on the Youth Engagement Survey

The City Council received a presentation by Director Huber on survey results from a new youth engagement initiative. An invitation letter from Mayor Lopez-Taff to participate in the survey and share youth perspectives was distributed to students grades 6-12 across six Citrus Heights schools and multiple languages.

Director Huber announced the launch of the Citrus Heights Youth Advisory Commission.

PUBLIC COMMENT

The following Citrus Heights residents addressed the City Council regarding parking issues along the 6900 block of Greenback Lane:

- Brian Bushta
- Steve Dodson
- Roddy Smith
- Renee Williams
- Dwight Clark

COMMENTS BY COUNCIL MEMBERS AND REGIONAL BOARD UPDATES

Council Member Nelson stated that she is looking forward to the Citrus Heights Police Department's 20th Anniversary and the Stars & Stripes Celebration.

Council Member Karpinski-Costa served as a judge to review state-wide applications for the Ruth Vreeland Award for Engaging Youth in Government, part of the League of California Cities' Helen Putnam Award for Excellence Program. She attended the following: Cal Cities Sacramento Valley Division meeting; Sacramento-Yolo Mosquito & Vector Control District Board; Sacramento Area Sewer District Board; and her Neighborhood Area 10 – Sylvan Old Auburn Road (SOAR) meeting.

Council Member Schaefer attended City Scoop and a Sacramento Area Council of Governments (SACOG) Board meeting.

Mayor Lopez-Taff attended the following: Sunrise Marketplace Board; SMUD Economic Development meeting; Cal Cities Sacramento Valley Division meeting; Citrus Heights Chamber of Commerce Luncheon; Neighborhood Area meeting; City Scoop; Citrus Heights Chamber Board; Capitol Region Elected Women's Group.

CONSENT CALENDAR

8. **SUBJECT:** Approval of Minutes
RECOMMENDATION: Approve the Minutes of the Regular Meeting of April 8, 2026

9. **SUBJECT:** Initiate Proceedings for Fiscal Year 2026/2027 Annual Update for Landscape Maintenance Assessment District 97-01 (Zones 1, 2, 3, & 4)
STAFF REPORT: R. Cave / L. Blomquist
RECOMMENDATION: Staff recommends the City Council adopt the following resolutions in the order listed:

   a. Resolution No. 2026-041, A Resolution of the City Council of the City of Citrus Heights, California, to Initiate Proceedings Pursuant to the Landscaping and Lighting Act of 1972 for Landscape Maintenance Assessment District No. 97-01 (Zones 1, 2, 3, & 4); and

   b. Resolution No. 2026-043, A Resolution of Intention of the City Council of the City of Citrus Heights, California, to Levy and Collect Assessments for Fiscal Year 2026/2027 for Landscape Maintenance Assessment District No. 97-01 (Zones 1, 2, 3, and 4).

10. **SUBJECT:** Initiate Proceedings for Fiscal Year 2026/2027 Annual Update Landscape Maintenance Assessment Districts 98-01, 98-02 (Zones 1, 2, 3 & 4) and 03-01 (Zones 1, 2 & 3)
STAFF REPORT: R. Cave / L. Blomquist
RECOMMENDATION: Staff recommends the City Council adopt the following resolutions in the order listed:

a. Adopt Resolution No. 2026-044, A Resolution of the City Council of the City of Citrus Heights, California, to Initiate Proceedings Pursuant to the Landscaping and Lighting Act of 1972 for Landscape Maintenance Assessment District No. 98-01; and

b. Adopt Resolution No. 2026-045, A Resolution of the City Council of the City of Citrus Heights, California, to Initiate Proceedings Pursuant to the Landscaping and Lighting Act of 1972 for Landscape Maintenance Assessment District No. 98-02, Zones 1, 2, 3 and 4; and

c. Adopt Resolution No. 2026-046, A Resolution of the City Council of the City of Citrus Heights, California, to Initiate Proceedings Pursuant to the Landscaping and Lighting Act of 1972 for Landscape Maintenance Assessment District No. 03-01, Zones 1, 2 and 3; and

d. Adopt Resolution No. 2026-047, A Resolution of Intention of the City Council of the City of Citrus Heights, California, to Levy and Collect Assessments for Fiscal Year 2026/2027 for Landscape Maintenance Assessment District No. 98-01; and

e. Adopt Resolution No. 2026-048, A Resolution of Intention of the City Council of the City of Citrus Heights, California, to Levy and Collect Assessments for Fiscal Year 2026/2027 for Landscape Maintenance Assessment District No. 98-02, Zones 1, 2, 3 and 4; and

f. Adopt Resolution No. 2026-049, A Resolution of Intention of the City Council of the City of Citrus Heights, California, to Levy and Collect Assessments for Fiscal Year 2026/2027 for Landscape Maintenance Assessment District No. 03-01, Zones 1, 2 and 3.

11. **SUBJECT:** Citrus Heights Lighting Assessment District – Initiate Proceedings for Fiscal Year 2026/2027 Annual Update
STAFF REPORT: R. Cave / L. Blomquist
RECOMMENDATION: Staff recommends the City Council adopt the following resolutions in the order listed:

a. Adopt Resolution No. 2026-050, A Resolution of the City Council of the City of Citrus Heights, California, to Initiate Proceedings Pursuant to the Landscaping and Lighting Act of 1972 for the Citrus Heights Lighting District; and

b. Adopt Resolution No. 2025-051, A Resolution of Intention of the City Council of the City of Citrus Heights, California, to Levy and Collect Assessments for Fiscal Year 2026/2027 for the Citrus Heights Lighting District.

12. **SUBJECT:** Review the Sacramento Stormwater Quality Partnership Program and Authorize Fiscal Year 2026/2027 Expenditures
STAFF REPORT: R. Cave / L. Blomquist / D. Kehrer
RECOMMENDATION: Adopt Resolution No. 2026-052, A Resolution of the City Council of the City of Citrus Heights, California, Authorizing the City Manager or Designee to Expend Stormwater Funds for the City of Citrus Heights' Shared Cost of Joint Implemented Municipal Separate Storm Sewer System Requirements with the Sacramento Stormwater Quality Partnership

13. **SUBJECT:** Approval of Master Services Agreement with Hinderliter de Llamas and Associates (HdL) for Sales and Use Tax Analytics and Related Revenue Services
STAFF REPORT: S. Talwar
RECOMMENDATION: Adopt Resolution No. 2026-053, A Resolution of the City Council of the City of Citrus Heights, California, Authorizing the City Manager to Execute the Agreement Between the City of Citrus Heights and Hinderliter de Llamas and Associates (HdL) for Sales and Use Tax Services

ACTION: On a motion by Council Member Schaefer, seconded by Council Member Nelson, the City Council adopted Consent Calendar Items 8, 9, 10, 11, 12 and 13.

AYES:	Karpinski-Costa, Nelson, Schaefer, Lopez-Taff
NOES:	None
ABSENT:	Middleton

PUBLIC HEARINGS

14. **SUBJECT:** Compliance with Assembly Bill 2561/Government Code Section 3502.3 regarding Vacancies, Recruitment and Retention Efforts
STAFF REPORT: S. Talwar / M. Rojas
RECOMMENDATION: Staff recommends the City Council Receive and File the Presentation.

The City Council received a presentation from Human Resources Manager Rojas.

Mayor Lopez-Taff opened the public hearing at 7:43 p.m. Seeing no speaker requests, she closed the public hearing.

No action was taken.

REGULAR CALENDAR

15. **SUBJECT:** Fiscal Years 25/26 and 26/27 Mid-Cycle Budget Review, Financial Forecast Update and Appropriations Limit for Fiscal Year 26/27
STAFF REPORT: S. Talwar / D. Jenkins
RECOMMENDATION: Staff recommends the City Council:

a. Adopt Resolution No. 2026-054, A Resolution of the City Council of the City of Citrus Heights, California, Approving Amendments to the Fiscal Year 2026/2027 Budget; and

b. Adopt Resolution No. 2026-055, A Resolution of the City Council of the City of Citrus Heights, California, Establishing an Appropriations Limit for Fiscal Year 2026/2027.

Director Talwar and Finance Manager Jenkins provided an overview of the mid-cycle budget. The Fiscal Year 2025/2026 revenue and expenditure projections and performance details were reviewed. The proposed Operating Expenditure Adjustments for Fiscal Year 2026/2027 were explained. The General Fund Long-Range Financial Forecast includes a projected ending reserve balance well above the City Council's policy and City Manager's target.

City Council questions and discussion followed.

ACTION: On a motion by Council Member Schaefer, seconded by Council Member Karpinski-Costa, the City Council adopted Resolution No. 2026-054, A Resolution of the City Council of the City of Citrus Heights, California, Approving Amendments to the Fiscal Year 2026/2027 Budget.

AYES:	Karpinski-Costa, Nelson, Schaefer, Lopez-Taff
NOES:	None
ABSENT:	Middleton

ACTION: On a motion by Council Member Schaefer, seconded by Council Member Nelson, the City Council adopted Resolution No. 2026-055, A Resolution of the City Council of the City of Citrus Heights, California, Establishing an Appropriations Limit for Fiscal Year 2026/2027.

AYES:	Karpinski-Costa, Nelson, Schaefer, Lopez-Taff
NOES:	None
ABSENT:	Middleton

ITEMS REQUESTED BY COUNCIL MEMBERS / FUTURE AGENDA ITEMS

Council Member Schaefer requested an item on the parking issues along the 6900 block of Greenback Lane, seconded by Council Member Nelson.

Council Member Nelson requested an item regarding organic land care for public spaces, seconded by Council Member Schaefer.

CITY MANAGER ITEMS

City Manager Feeney provided updates on the Auburn Blvd. construction and its funding sources and the upcoming Stars & Stripes event. He thanked the Sacramento Metropolitan Fire District and Citrus Heights Police Department for their teamwork in the field responding to a significant apartment complex fire over the weekend.

ADJOURNMENT

Mayor Lopez-Taff adjourned the regular meeting at 8:14 p.m.

Respectfully submitted,

_____

Amy Van, City Clerk

CITY OF CITRUS HEIGHTS
CITY COUNCIL
MINUTES
Special and Regular Meetings of Wednesday, July 8, 2026
City Hall Council Chambers, 6360 Fountain Square Dr., Citrus Heights, CA 95621

CALL SPECIAL MEETING TO ORDER

The special meeting was called to order at 5:00 p.m. by Mayor Lopez-Taff.

1. Roll Call: Council Members present: Karpinski-Costa, Nelson, Schaefer, Middleton, Lopez-Taff
   Council Members absent: None
   Staff Members present: Feeney, Jones, Van

PUBLIC COMMENT

None

CLOSED SESSION

2. CONFERENCE WITH LABOR NEGOTIATORS
   Pursuant to California Government Code Section 54957.6
   Agency designated representatives: Ashley Feeney, City Manager, Ryan Jones, City Attorney, and Patrick Clark, Negotiator
   Employee Organization: Citrus Heights Police Officers Association, Citrus Heights Police Employees Association, and unrepresented employees

The City Council, City Manager, City Attorney, and Labor Negotiator participated in the closed session.

REPORT OUT OF CLOSED SESSION

There was no reportable action from closed session.

ADJOURNMENT

Mayor Lopez-Taff adjourned the special meeting at 5:55 p.m.

CALL REGULAR MEETING TO ORDER

The regular meeting was called to order at 6:00 p.m. by Mayor Lopez-Taff.

1. The Flag Salute was led by Council Member Schaefer.

2. Roll Call: Council Members present: Karpinski-Costa, Nelson, Schaefer, Middleton, Lopez-Taff
   Council Members absent: None
   Staff Members present: Aguirre, Bermudez, Blomquist, Cave, Feeney, Jones, Kempenaar, Lewis, Lui, Ma, Poole, Rojas, Talwar, Van and department directors.

3. The video statement was read by City Clerk Van.

APPROVAL OF AGENDA

ACTION: On a motion by Council Member Schaefer, seconded by Council Member Karpinski-Costa, the City Council approved the agenda.

AYES:	Karpinski-Costa, Nelson, Schaefer, Middleton, Lopez-Taff
NOES:	None
ABSENT:	None

PRESENTATIONS

4. Proclamation of the City of Citrus Heights Honoring Alison Bermudez on the Occasion of Her Retirement from the City of Citrus Heights

Mayor Lopez-Taff read and presented the proclamation to Senior Planner Bermudez. Director Kempenaar and the City Council thanked Alison for her years of service.

5. Presentation of the 2026 Planning Agency Award of Merit from the Sacramento Valley Chapter of the American Planning Association

Awards Director Nikki Zanchetta presented the award to Director Kempenaar, who accepted on behalf of the City and Community Development Department.

6. Winners of the "Postcards from Citrus Heights" Tree Photo Contest

Senior Planner Bermudez provided a presentation announcing the winners. Mayor Lopez-Taff and Associate Planner Lui distributed awards.

- Youth Category: Ryland Wilburn
- Community Member Category: Karsen Kehlet
- Community Member Category: William Evans
- Professional Category: Diana Miller (2 submissions)

7. Proclamation of the City of Citrus Heights Proclaiming July 2026 as "Park and Recreation Month"

Vice Mayor Middleton read and presented the proclamation to representatives from the Sunrise Recreation and Park District.

PUBLIC COMMENT

Scott Dmytryow, Citrus Heights resident and asphalt engineering expert, praised City staff and contractors for significantly improving local road conditions.

COMMENTS BY COUNCIL MEMBERS AND REGIONAL BOARD UPDATES

Council Member Nelson attended the Citrus Heights Police Department's 20th Anniversary and Stars & Stripes.

Council Member Karpinski-Costa provided an update on West Nile Virus cases and reminders on how to manage mosquitos. She attended the CHPD 20th Anniversary; Stars & Stripes; and a Sacramento Employment and Training Agency (SETA) Community Action Board meeting.

Council Member Schaefer attended the following: Sacramento Area Council of Governments (SACOG) Board; CHPD 20th Anniversary; Stars & Stripes; and the Sacramento Regional Transit District's (SacRT) Real Estate Ad Hoc Committee.

Vice Mayor Middleton attended the following: CHPD 20th Anniversary; Stars & Stripes; and the Sacramento Metropolitan Fire District 2x2.

Mayor Lopez-Taff attended the following: CHPD 20th Anniversary; Grand Opening of Sac Metro Fire's Zinfandel First Responder Training Facility; Stars & Stripes; the Sac Metro Fire District 2x2; and the retirement ceremony for CHPD Master Sergeant Schaefer.

CONSENT CALENDAR

8. **SUBJECT:** Approval of Minutes
RECOMMENDATION: Approve the Minutes of the Special Meeting of March 18, 2026

9. **SUBJECT:** Arcade-Cripple Creek Trail – Sylvan to Stock Ranch Extension Project – Adoption of Initial Study/Mitigated Negative Declaration
STAFF REPORT: R. Cave / L. Blomquist / D. Kehrer
RECOMMENDATION: Adopt Resolution No. 2026-056, A Resolution of the City Council of the City of Citrus Heights, California, Adopting Arcade-Cripple Creek Trail Sylvan to Stock Ranch Extension Project Initial Study / Mitigated Negative Declarations and Mitigation Monitoring Plan

10. **SUBJECT:** Creek Erosion and Bridge Scour Protection Project – Adoption of Initial Study/Mitigated Negative Declaration
STAFF REPORT: R. Cave / L. Blomquist / D. Kehrer
RECOMMENDATION: Adopt Resolution No. 2026-057, A Resolution of the City Council of the City of Citrus Heights, California, Adopting Creek Erosion and Bridge Scour Protection Project Initial Study / Mitigated Negative Declarations and Mitigation Monitoring and Reporting Program

11. Pulled for a separate vote.

12. **SUBJECT:** Sale of Real Property Located at 7859 Casa Bella Way
STAFF REPORT: R. Cave
RECOMMENDATION: Adopt Resolution No. 2026-059, A Resolution of the City Council of the City of Citrus Heights, California, Authorizing the Sale of Real Property at 7859 Casa Bella Way, Designating the City Manager as the Authorized Signatory for Any and All Documents Related to this Sale

Prior to approval, Council Member Karpinski-Costa pulled Item 11 for comment.

ACTION: On a motion by Council Member Schaefer, seconded by Council Member Nelson, the City Council adopted Consent Calendar Items 8, 9, 10 and 12.

AYES: Karpinski-Costa, Nelson, Schaefer, Middleton, Lopez-Taff
NOES: None
ABSENT: None

CONSENT CALENDAR ITEMS PULLED FOR SEPARATE VOTE

11. **SUBJECT:** Adoption of the 2026 Local Road Safety Plan (LRSP) Update
STAFF REPORT: R. Cave / L. Blomquist / D. Kehrer / M. Poole
RECOMMENDATION: Adopt Resolution No. 2026-058, A Resolution of the City Council of the City of Citrus Heights, California, Adopting the 2026 Local Road Safety Plan (LRSP) Update

Council Member Karpinski-Costa commended staff on the report and provided a synopsis for the public's benefit. She would like to see this item come back with a presentation on a future agenda.

ACTION: On a motion by Council Member Karpinski-Costa, seconded by Vice Mayor Middleton, the City Council adopted Consent Calendar Item 11.

AYES: Karpinski-Costa, Nelson, Schaefer, Middleton, Lopez-Taff
NOES: None
ABSENT: None

PUBLIC HEARINGS

13. **SUBJECT:** 2025 Edward Byrne Memorial Justice Assistance Grant (JAG) Funding
STAFF REPORT: A. Turcotte / K. Frey / C. Kinnan
RECOMMENDATION: Adopt Resolution No. 2026-060, A Resolution of the City Council of the City of Citrus Heights, California, Accepting 2025 Edward Byrne Memorial Justice Assistance Grant (JAG) in Accordance with State Requirements

Police Lieutenant Lewis presented the staff report.

Mayor Lopez-Taff opened the public hearing at 6:56 p.m. Seeing no speaker requests, she closed the public hearing.

ACTION: On a motion by Council Member Karpinski-Costa, seconded by Council Member Schaefer, the City Council adopted Resolution No. 2026-060, A Resolution of the City Council of the City of Citrus Heights, California, Accepting 2025 Edward Byrne Memorial Justice Assistance Grant (JAG) in Accordance with State Requirements.

AYES: Karpinski-Costa, Nelson, Schaefer, Middleton, Lopez-Taff
NOES: None
ABSENT: None

14. **SUBJECT:** Landscape Maintenance Assessment District 97-01 (Zones 1, 2, 3 & 4) – Levy of Fiscal Year 2026/2027 Assessments
STAFF REPORT: R. Cave / L. Blomquist
RECOMMENDATION: Staff recommends the following:

a. Convene the public hearing for the district regarding the proposed annual assessment for Fiscal Year 2026/2027; and

b. Adopt Resolution No. 2026-061, A Resolution of the City Council of the City of Citrus Heights, California, to Confirm the Diagram and Assessment and to Levy Fiscal Year 2026/2027 Assessments for Landscape Maintenance Assessment District No. 97-01 (Zones 1, 2, 3 & 4)

The City Council received a presentation from Director Cave.

Mayor Lopez-Taff opened the public hearing at 7:07 p.m. Seeing no speaker requests, she closed the public hearing.

ACTION: On a motion by Council Member Schaefer, seconded by Vice Mayor Middleton, the City Council adopted Resolution No. 2026-061, to Confirm the Diagram and Assessment and to Levy Fiscal Year 2026/2027 Assessments for Landscape Maintenance Assessment District No. 97-01 (Zones 1, 2, 3 & 4)

AYES: Karpinski-Costa, Nelson, Schaefer, Middleton, Lopez-Taff
NOES: None
ABSENT: None

15. **SUBJECT:** Landscape Maintenance Assessment Districts 98-01, 98-02 and 03-01 – Levy of Fiscal Year 2026/2027 Assessments
STAFF REPORT: R. Cave / L. Blomquist
RECOMMENDATION: Staff recommends the following:

a. Convene the public hearing for the district regarding the proposed annual assessment for Fiscal Year 2026/2027; and

b. Adopt Resolution No. 2026-062, A Resolution of the City Council of the City of Citrus Heights, California, to Confirm the Diagram and Assessment and to Levy Fiscal Year 2026/2027 Assessments for Landscape Maintenance Assessment District No. 98-01 (Stock Village Units Nos. 1 and 2); and

c. Adopt Resolution No. 2026-063, A Resolution of the City Council of the City of Citrus Heights, California, to Confirm the Diagram and Assessment and to Levy Fiscal Year 2026/2027 Assessments for Landscape Maintenance Assessment District No. 98-02 (Zone 1: Sorenson Ranch, Zone 2: Autumnwood, Zone 3: Mariposa Creek and Zone 4: Wyatt Ranch); and

d. Adopt Resolution No. 2026-064, A Resolution of the City Council of the City of Citrus Heights, California, to Confirm the Diagram and Assessment and to Levy Fiscal Year 2026/2027 Assessments for Landscape Maintenance Assessment District No. 03-01 (Stock Ranch Zones 1: Stock Ranch North, Zone 2: Stock Ranch South and Zone 3: Mitchell Farms)

The City Council received a presentation from Director Cave.

Mayor Lopez-Taff opened the public hearing at 7:10 p.m. Seeing no speaker requests, she closed the public hearing.

ACTION: On a motion by Council Member Schaefer, seconded by Council Member Nelson, the City Council adopted Resolution No. 2026-062, A Resolution of the City Council of the City of Citrus Heights, California, to Confirm the Diagram and Assessment and to Levy Fiscal Year 2026/2027 Assessments for Landscape Maintenance Assessment District No. 98-01 (Stock Village Units Nos. 1 and 2).

AYES: Karpinski-Costa, Nelson, Schaefer, Middleton, Lopez-Taff
NOES: None
ABSENT: None

ACTION: On a motion by Council Member Karpinski-Costa, seconded by Council Member Schaefer, the City Council adopted Resolution No. 2026-063, A Resolution of the City Council of the City of Citrus Heights, California, to Confirm the Diagram and Assessment and to Levy Fiscal Year 2026/2027 Assessments for Landscape Maintenance Assessment District No. 98-02 (Zone 1: Sorenson Ranch, Zone 2: Autumnwood, Zone 3: Mariposa Creek and Zone 4: Wyatt Ranch).

AYES: Karpinski-Costa, Nelson, Schaefer, Middleton, Lopez-Taff
NOES: None
ABSENT: None

ACTION: On a motion by Vice Mayor Middleton, seconded by Council Member Nelson, the City Council adopted Resolution No. 2026-064, A Resolution of the City Council of the City of Citrus Heights, California, to Confirm the Diagram and Assessment and to Levy Fiscal Year 2026/2027 Assessments for Landscape Maintenance Assessment District No. 03-01 (Stock Ranch Zones 1: Stock Ranch North, Zone 2: Stock Ranch South and Zone 3: Mitchell Farms).

AYES: Karpinski-Costa, Nelson, Schaefer, Middleton, Lopez-Taff
NOES: None
ABSENT: None

16. **SUBJECT:** Citrus Heights Lighting Assessment District – Levy of Fiscal Year 2026/2027 Annual Assessments
STAFF REPORT: R. Cave / L. Blomquist
RECOMMENDATION: Staff recommends the following:

a. Convene a public hearing for the District regarding the proposed annual assessment for Fiscal Year 2026/2027; and

b. Adopt Resolution No. 2026-065, A Resolution of the City Council of the City of Citrus Heights, California, to Confirm the Diagram and Assessment and to Levy Fiscal Year 2026/2027 Assessments for the Citrus Heights Lighting Assessment District.

The City Council received a report from City Engineer Blomquist and Engineering Technician II Ma.

Mayor Lopez-Taff opened the public hearing at 7:17 p.m. Seeing no speaker requests, she closed the public hearing.

ACTION: On a motion by Council Member Schaefer, seconded by Council Member Karpinski-Costa, the City Council adopted Resolution No. 2026-065, A Resolution of the City Council of the City of Citrus Heights, California, to Confirm the Diagram and Assessment and to Levy Fiscal Year 2026/2027 Assessments for the Citrus Heights Lighting Assessment District.

AYES: Karpinski-Costa, Nelson, Schaefer, Middleton, Lopez-Taff
NOES: None
ABSENT: None

17. **SUBJECT:** Resolution Confirming Report of Delinquent Solid Waste Charges and Ordering Collection of Delinquencies on the Property Tax Roll
STAFF REPORT: R. Cave / M. Poole
RECOMMENDATION: Staff recommends the following:

a. Conduct a Public Hearing on the Report of Delinquent Solid Waste Charges; and

b. Adopt Resolution No. 2026-066, A Resolution of the City Council of Citrus Heights, California, Confirming a Report of Delinquent Solid Waste Charges and Ordering Collection of Delinquencies on the Property Tax Roll

The City Council received a presentation from Operations Manager Poole.

Mayor Lopez-Taff opened the public hearing at 7:23 p.m. Seeing no speaker requests, she closed the public hearing.

ACTION: On a motion by Council Member Schaefer, seconded by Council Member Nelson, the City Council adopted Resolution No. 2026-066, A Resolution of the City Council of Citrus Heights, California, Confirming a Report of Delinquent Solid Waste Charges and Ordering Collection of Delinquencies on the Property Tax Roll.

AYES: Karpinski-Costa, Nelson, Schaefer, Middleton, Lopez-Taff
NOES: None
ABSENT: None

REGULAR CALENDAR

18. **SUBJECT:** Resolution Supporting the Nomination of Three Citrus Heights Census Tracts for an Opportunity Zone Designation
STAFF REPORT: M. Huber / A. Aguirre
RECOMMENDATION: Adopt Resolution No. 2026-067, A Resolution of the City Council of the City of Citrus Heights, California, Supporting the Nomination of Three Eligible Citrus Heights Census Tracts for Opportunity Zone 2.0 Designation

The City Council received a presentation from Management Analyst II Aguirre.

ACTION: On a motion by Council Member Schaefer, seconded by Council Member Nelson, the City Council adopted Resolution No. 2026-067, A Resolution of the City Council of the City of Citrus Heights, California, Supporting the Nomination of Three Eligible Citrus Heights Census Tracts for Opportunity Zone 2.0 Designation.

AYES: Karpinski-Costa, Nelson, Schaefer, Middleton, Lopez-Taff
NOES: None
ABSENT: None

19. **SUBJECT:** Resolutions Adopting the Memorandums of Understanding for the Citrus Heights Police Officers' Association and the Citrus Heights Police Employees Association; Amended Salary Table with Cost-of-Living Adjustments and Select Market Equity Adjustments; and Amendments to the Employer Contribution Level for Employee Health Benefits
STAFF REPORT: S. Talwar / M. Rojas
RECOMMENDATION: Staff recommends the following:

    a. Adopt Resolution No. 2026-068, A Resolution of the City Council of the City of Citrus Heights, California, Adopting the Memorandum of Understanding for the Citrus Heights Police Officers Association; and

    b. Adopt Resolution No. 2026-069, A Resolution of the City Council of the City of Citrus Heights, California, Adopting the Memorandum of Understanding for the Citrus Heights Police Employees Association; and

    c. Adopt Resolution No. 2026-070, A Resolution of the City Council of the City of Citrus Heights, California, Adopting an Amended Salary Table with Cost-of-Living Adjustments and Select Market Equity Adjustments; and

    d. Adopt Resolution No. 2026-071, A Resolution of the City Council of the City of Citrus Heights, California, Adopting the Amendments to the Employer Contribution Level for Employee Health Benefits

The City Council received a presentation from City Manager Feeney, Director Talwar, and Manager Rojas. City Council questions and comments followed.

Public Comment

Charles Stone addressed the City Council in opposition to any reduction of full-time equivalent positions from the Police Department.

Chris Colletti addressed the City Council in opposition to any reduction in Police Department funding.

ACTION: On a motion by Council Member Schaefer, seconded by Council Member Karpinski-Costa, the City Council adopted Resolution No. 2026-068, A Resolution of the City Council of the City of Citrus Heights, California, Adopting the Memorandum of Understanding for the Citrus Heights Police Officers Association.

AYES: Karpinski-Costa, Nelson, Schaefer, Middleton, Lopez-Taff
NOES: None
ABSENT: None

ACTION: On a motion by Council Member Schaefer, seconded by Council Member Nelson, the City Council adopted Resolution No. 2026-069, A Resolution of the City Council of the City of Citrus Heights, California, Adopting the Memorandum of Understanding for the Citrus Heights Police Employees Association.

AYES: Karpinski-Costa, Nelson, Schaefer, Middleton, Lopez-Taff
NOES: None
ABSENT: None

ACTION: On a motion by Vice Mayor Middleton, seconded by Council Member Nelson, the City Council adopted Resolution No. 2026-070, A Resolution of the City Council of the City of Citrus Heights, California, Adopting an Amended Salary Table with Cost-of-Living Adjustments and Select Market Equity Adjustments.

AYES: Karpinski-Costa, Nelson, Schaefer, Middleton, Lopez-Taff
NOES: None
ABSENT: None

ACTION: On a motion by Vice Mayor Middleton, seconded by Council Member Nelson, the City Council adopted Resolution No. 2026-071, A Resolution of the City Council of the City of Citrus Heights, California, Adopting the Amendments to the Employer Contribution Level for Employee Health Benefits.

AYES: Karpinski-Costa, Nelson, Schaefer, Middleton, Lopez-Taff
NOES: None
ABSENT: None

ITEMS REQUESTED BY COUNCIL MEMBERS / FUTURE AGENDA ITEMS

Council Member Karpinski-Costa requested a presentation on the Local Road Safety Plan (LRSP), seconded by Council Member Schaefer.

Council Member Karpinski-Costa requested an item on the Hen Keeping Ordinance adopted in 2016, seconded by Vice Mayor Middleton.

CITY MANAGER ITEMS

City Manager Feeney provided 2025 statistics from Sac Metro Fire and discussed how they reflect the City's efforts on the City Council's Strategic Objectives. Stars & Stripes attendance figures from 2023-2026 were reviewed. He announced upcoming events and a Council Meeting Recess.

ADJOURNMENT

Mayor Lopez-Taff adjourned the regular meeting at 8:52 p.m.

Respectfully submitted,

_____
Amy Van, City Clerk

CITY OF CITRUS HEIGHTS

CITY COUNCIL STAFF REPORT MEMORANDUM

DATE: October 14, 2026

TO: Mayor and City Council Members
Ashley J. Feeney, City Manager

FROM: Regina Cave, General Services Director
Leslie Blomquist, City Engineer
Valentin Minlikayev, Associate Engineer

SUBJECT: **Primrose Drive and Various Repairs Project**
Final Acceptance and Notice of Completion

Summary and Recommendation

On April 8, 2026, the City Council approved a resolution authorizing the City Manager to execute an agreement with All-American Construction, Inc. (All-American) for construction of the Primrose Drive and Various Repairs Project (Project). All work has been completed and the Project has been field accepted by staff.

Staff recommends the City Council adopt the following resolution:

1. Resolution 2026-____, A Resolution of the City Council of the City of Citrus Heights, California, accepting the Primrose Drive and Various Repairs Project as complete and authorizing the City Engineer to record a Notice of Completion and release the contract retention.

Strategic Plan Alignment

This item is in alignment with the following City Council priority:

Goal: Maintain Public Infrastructure and Enhance All Modes of Transportation

Fiscal Impact

There is no fiscal impact associated with this action. The total construction cost of $268,427.80, summarized in the table below, is within the Council approved construction budget of $272.853.03. The remaining $4,425.23 will be reallocated to other projects within the current Pavement Preservation Plan (PPP).

Table 1 – Summary of Final Construction Costs

Project Component	Actual Costs
Original Contract Amount	$ 237,263.50

Project Component	Actual Costs
Net Contract Change Orders (2)	$ 31,164.30
Final Construction Amount	**$ 268,427.80**

Table 2 – Project Construction Funding Sources

Source Fund	Fund No.	Amount
Storm Water Utility Funds	209	$ 116,052.25
Gas Tax	205	$ 152,375.55
Totals		**$ 268,427.80**

Background and Analysis

On December 14, 2023, the City Council approved the Pavement Restoration Plan for 2025 through 2027. Primrose Drive was not originally scheduled to receive resurfacing under the approved plan. Initial field evaluations performed as part of routine maintenance efforts in 2024 indicated that resurfacing would be needed within the next three years, and the roadway was added to the 2027 list. However; additional field evaluations in early 2025 identified significant and accelerated deterioration of the asphalt concrete surface. Due to the severity of the pavement degradation, Primrose Drive was advanced for resurfacing and added to the 2025 program year list.

As part of the City's long-standing practice, accessibility and drainage improvements are completed prior to resurfacing work to ensure compliance with the Americans with Disabilities Act (ADA) and consistency with the City's ADA Transition Plan. The City also routinely performs sidewalk, curb, gutter, and storm drain repairs, along with safety enhancements identified through the Multi-Modal Transportation Safety Program (MMTSP), ahead of resurfacing activities. This approach minimizes pavement cuts after resurfacing and preserves the long-term integrity of the roadway.

A construction contract for preliminary work associated with all roadways identified for resurfacing in the 2025 program year had already been awarded prior to the decision to advance Primrose Drive into the 2025 list. As a result, Primrose Drive required a separate project to complete the necessary storm drain upgrades and sidewalk, curb and gutter repairs ahead of resurfacing. On April 8, 2026, the City Council approved a resolution authorizing the City Manager to execute an agreement with All-American for construction of this separate project.

All-American has since completed the work, City staff has field-accepted the work, and the Project is now ready for Final Acceptance.

Attachments

1. Resolution 2026-____, A Resolution of the City Council of the City of Citrus Heights, California, accepting the Primrose Drive and Various Repairs Project as complete and authorizing the City Engineer to record a Notice of Completion and release the contract retention.

RESOLUTION NO. 2026-___

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CITRUS HEIGHTS, CALIFORNIA, ACCEPTING THE PRIMROSE DRIVE AND VARIOUS REPAIRS PROJECT AS COMPLETE AND AUTHORIZING THE CITY ENGINEER TO RECORD A NOTICE OF COMPLETION AND RELEASE THE CONTRACT RETENTION

WHEREAS, on April 8, 2026, the City Council of the City of Citrus Heights, California, authorized the award of a construction contract to All-American Construction, Inc. for the construction of the Primrose Drive and Various Repairs Project;

WHEREAS, the Project was funded with a combination of Gas Tax funds (Fund 205) and Stormwater Utility funds (Fund 209); and

WHEREAS, All-American Construction, Inc. has successfully completed all work associated with the Project.

NOW THEREFORE BE IT RESOLVED AND ORDERED that the City Council of the City of Citrus Heights does hereby accepts the Primrose Drive and Various Repairs Project as complete.

BE IT FURTHER RESOLVED AND ORDERED that the City Engineer is authorized to record a Notice of Completion for the Primrose Drive and Various Reapirs Project with the Sacramento County Recorder and to release the contract retention after the 35-day lien period.

The City Clerk shall certify the passage and adoption of this Resolution and enter it into the book of original resolutions.

PASSED AND ADOPTED by the City Council of the City of Citrus Heights, California, this 14th day of October, 2026 by the following vote, to wit:

AYES: **Council Members:**
NOES: **Council Members:**
ABSTAIN: **Council Members:**
ABSENT: **Council Members:**

MariJane Lopez-Taff, Mayor

ATTEST:

Amy Van, City Clerk

CITY OF CITRUS HEIGHTS

CITY COUNCIL STAFF REPORT MEMORANDUM

DATE: October 14, 2026

TO: Mayor and City Council Members
Ashley J. Feeney, City Manager

FROM: Regina Cave, General Services Director
Leslie Blomquist, City Engineer
Nicole Piva, Housing & Human Services Program Coordinator

SUBJECT: **2026 & 2027 Accessibility and Drainage Project**
Award Construction Contract

Recommendation

The proposed scope of the 2026 & 2027 Accessibility and Drainage Project (Project) includes the following improvements:

- Construct 240 accessible curb ramps
- Repair approximately 28,900 square feet of sidewalk
- Repair approximately 3,500 linear feet of curb and gutter
- Install, reconstruct, and/or relocate 45 storm drain structures
- Remove and replace approximately 3,365 linear feet of deteriorated storm drainpipe
- Crack seal 49 roadways
- Conduct approximately 354,500 square feet of asphalt concrete dig-out repairs
- Remove the existing fence and reconstruct the median along portions of Greenback Lane between Mariposa Avenue and Birdcage Drive
- Install a pedestrian crosswalk and signal phase on the west leg of the intersection of Greenback Lane & Birdcage Drive

Additionally, the Project includes enhancements to the Auburn Blvd/Carriage Dr intersection as identified in the City's adopted *Carriage/Lauppe Safe Schools Corridor Plan*, including:

- Construct 2 ADA-compliant bulb outs
- Widen the sidewalk on the north side of Auburn Boulevard, between Carriage Drive and Sylvan Middle School
- Install a raised median on the east leg of Auburn Boulevard, and remove the existing delineators
- Add a pedestrian crosswalk and signal phase on the west leg of the intersection

These improvements are necessary in advance of the upcoming 2026 & 2027 Roadway Resurfacing Project.

On September 22, 2026, the City opened bids for the Project. Following evaluation, staff determined that Ghilotti Brothers, Inc. submitted the lowest responsive and responsible bid.

Staff recommends the City Council take the following actions:

1. Consent to relieve Central Valley Engineering & Asphalt, Inc. of its bid pursuant to California Public Contract Code Sections 5101-5103 due to a clerical error.

2. Adopt Resolution No. 2026-_____ A Resolution of the City Council of the City of Citrus Heights, California, Authorizing the City Manager to Execute an Agreement with Ghilotti Brothers, Inc. for the 2026 & 2027 Accessibility and Drainage Project.

Strategic Plan Alignment

This item is in alignment with the following City Council priority:

Goal: Maintain Public Infrastructure and Enhance All Modes of Transportation
Objective: Award construction contract for the 2026/2027 Accessibility & Drainage Project.

Fiscal Impact

In November 2025, the City Council approved an initial allocation of $387,629.45 in 2026 Community Development Block Grant (CDBG) funds for the 2026 Accessibility & Drainage Project, as identified in the 2026 CDBG Action Plan. This project includes improvements to remove accessibility barriers on local streets. During the closeout of the 2025 CDBG program year, additional unspent funds became available, increasing the total 2026 CDBG funding for the project to $423,800.51.

The 2026 and 2027 Accessibility & Drainage Project will continue to address accessibility barriers identified in the CDBG Action Plan. An estimated $390,000 in 2027 CDBG funds is proposed for the Project and scheduled for presentation to the City Council on October 14, 2026, with final approval anticipated on October 28, 2026.

Ghilotti Brothers, Inc.'s base bid for the project is $11,042,373.50. The bid is based on estimated quantities, which may vary due to actual field conditions. Ultimately, the Contractor will be paid for actual work completed based upon the unit price bid, which may require the approval of a change order. A 15% contingency is appropriate for a project with substantial underground work and variable quantities.

Change orders less than 15% of the total contract amount shall require prior written approval by the City Manager or designee. Change orders equal to or greater than 15% of the total contract price shall require prior approval by the City Council.

The proposal documents identified the total Base Bid price as the basis for comparison and award of a contract. However, the bid package included two additive alternate (AA) bid items to construct additional accessible curb ramps outside the limits of the 2026 & 2027 identified resurfacing streets where accessibility improvement requests have been received by various members of the community. These include:

1. Additive Alternate #1: three accessible curb ramps at the intersection of Dunmore Avenue and Shadow Oak Drive (entrance to Brooktree Park)
2. Additive Alternate #2: two accessible curb ramps at the intersection of Mariposa Avenue and Grace Ellen Court (along Mariposa Avenue Safe Route to School)

Staff recommends awarding AA bid items 1 and 2 in addition to the base contract. Award of the additive alternates is consistent with the adopted CIP and does not impact the FY 2026/2027 budget.

There is no fiscal impact to the Fiscal Year (FY) 2026/2027 budget. Funding is consistent with the adopted 5-year Capital Improvement Program (CIP) and approved 2-year budget for the Pavement Restoration Program.

Table No 1. – Estimated Project Costs

Project Component	Estimated Cost ($)
Recommended Contract Award	11,042,373.50
Additive Alternate 1: Curb Ramps at Dunmore Ave and Shadow Oak Dr	46,331.00
Additive Alternate 2: Curb Ramps at Mariposa Ave and Grace Ellen Ct	31,413.50
15% Contingency	1,668,018.00
Grand Total	12,788,136.00

Table No 2. – Project Funding

Source Fund	Fund No.	Amount ($)
Community Development Block Grant (CDBG)	234	813,800.51
Stormwater Utility Funds	209	250,000.00
Measure A Maintenance	210	1,740,988.89
General Fund Capital	330	5,365,417.17
Gas Tax	205	531,736.74
SB1 Road Maintenance and Rehabilitation Act (RMRA)	206	3,652,841.64
Sacramento County Contribution	-	433,351.05
Totals		12,788,136.00

Background and Analysis

The City has historically implemented accessibility and drainage improvements prior to annual roadway resurfacing in accordance with the Americans with Disabilities Act (ADA) and the City's ADA Transition Plan. These improvements include curb ramps, sidewalk, curb, gutter and storm drain repairs necessary to prepare roadways for resurfacing.

On December 14, 2023, the City Council approved the Pavement Restoration plan for 2025 through 2027. The 2026 & 2027 Accessibility and Drainage Project includes all preparatory accessibility and drainage work required before resurfacing, as summarized in the earlier section.

As part of the Pavement Preservation Program, the design team evaluates each roadway identified in the Plan, for the following:

- Condition of underground storm drain infrastructure
- ADA compliance of existing sidewalks and curb ramps

- Recommendations from the City's Multi-Modal Transportation Safety Program
- Calls for service (service requests) from residents with accessibility requests
- Pavement condition assessments to identify necessary point repairs
- Improvements identified in any existing City adopted plans

This evaluation determines required upgrades in advance of resurfacing to avoid the need for future cuts or trenching within newly resurfaced roadways.

Bidding the accessibility and drainage project separate from the resurfacing project allows for more accurate cost analysis and specialized contractor expertise as well as minimizing contractor markup costs.

On November 12, 2025, the City Council approved a resolution awarding a Professional Engineering Services agreement to REY Engineers, Inc. to complete the engineering design of the Project.

The Project was advertised on August 19, 2026 and construction bids were received and read aloud on September 22, 2026. A total of seven bids were received and after a thorough analysis, staff determined that Ghilotti Brothers, Inc.'s base bid of $11,042,373.50 was the lowest responsive bid based on the prices submitted.

The complete bid results are shown in the following table:

Bidder	Base Bid	Sum of Additive Alternatives 1 & 2	Total Bid
Central Valley Engineering & Asphalt, Inc.*	$6,944,655.00	$50,614.00	$6,995,269.00
Ghilotti Bros, Inc.	$11,042,373.50	$77,744.50	$11,120,118.00
All-American Construction, Inc.	$11,510,655.33	$77,489.00	$11,588,144.33
McGuire & Hester	$11,658,476.00	$62,099.00	$11,720,575.00
Argonaut Constructors	$11,731,674.33	$265,685.00	$11,997,359.33
Martin Brothers Construction	$11,988,814.00	$119,880.50	$12,108,694.50
George Reed, Inc.	$13,105,957.00	$77,013.00	$13,182,270.00

*Withdrew bid

The engineer's estimate for the base bid of this project was $13,265,000.00.

Subsequent to the bid opening, Central Valley Engineering & Asphalt, Inc., (CVEA) submitted written notice on September 24, 2026, within five working days of the September 22 bid opening, satisfying CPCC §5103(b), acknowledging a clerical error in their bid, and requested the City allow withdrawal of the bid. A copy of the letter submitted by CVEA is included as Attachment 2. Withdrawal of a bid due to a clerical error is authorized under Section 5101 of the California Public Contract Code (CPCC), which states:

> *(a) A bidder shall not be relieved of the bid unless by consent of the awarding authority nor shall any change be made in the bid because of mistake, but the bidder may bring an action against the public entity in a court of competent jurisdiction in the county in which the bids were opened for the recovery of the amount forfeited, without interest*

or costs. If the plaintiff fails to recover judgment, the plaintiff shall pay all costs incurred by the public entity in the suit, including a reasonable attorney's fee to be fixed by the court.

(b) If an awarding authority for the state consents to relieve a bidder of a bid because of mistake, the authority shall prepare a report in writing to document the facts establishing the existence of each element required by Section 5103. The report shall be available for inspection as a public record. In the case of the University of California or a California State University, the report shall be filed with the regents and the trustees, respectively, and shall be available as a public record.

Section 5103 of the CPCC requires that a bidder, to be relieved of its bid due to a mistake, must establish facts that satisfy certain elements, and states:

The bidder shall establish to the satisfaction of the court that:
(a) A mistake was made.
(b) He or she gave the public entity written notice within five working days, excluding Saturdays, Sundays, and state holidays, after the opening of the bids of the mistake, specifying in the notice in detail how the mistake occurred.
(c) The mistake made the bid materially different than he or she intended it to be.
(d) The mistake was made in filling out the bid and not due to error in judgment or to carelessness in inspecting the site of the work, or in reading the plans or specifications.

CVEA submitted a letter claiming they made clerical errors when calculating various bid item costs, which led to submitting an incorrect final bid price. Specifically, CVEA asserts the following:

1) Private wages were inadvertently used instead of prevailing wages
2) The Traffic control price was inadvertently calculated at 50 working days, instead of the intended 150 working days
3) Trucking costs related to storm drain removal items were accidentally left out of the calculations
4) Overhead was not properly distributed

Staff reviewed CVEA's letter and met in person with the CVEA project manager on October 6, 2026 to review all related supporting documentation. Based on these reviews, staff finds that the justification is in compliance with CPCC Sections 5101 and 5103 and recommends CVEA be relieved of their low bid.

Relief of the apparent low bid does not impact the project schedule, as the second-lowest responsive bidder is prepared to proceed.

Environmental Review

California Environmental Quality Act (CEQA): The Project is Categorically Exempt under CEQA pursuant to section 15301, as the repair, maintenance or modification of existing facilities involve no or negligible expansion of use beyond that which currently exists.

National Environmental Policy Act (NEPA): This Project is Categorically Excluded from review under NEPA under the Federal laws and authorities cited in 58.5 (CEST) pursuant to Section 24 CFR 58.34 (a)(12) and 58.35 (a)(2), special projects directed to the removal of material and architectural barriers that restrict the mobility of and accessibility to elderly and handicapped persons.

Attachments

1. Adopt Resolution No. 2026-_____ A Resolution of the City Council of the City of Citrus Heights, California, Authorizing the City Manager to Execute an Agreement with Ghilotti Brothers, Inc. for the 2026 & 2027 Accessibility and Drainage Project.

2. CVEA Withdrawal Letter

RESOLUTION NO. 2026-___

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CITRUS HEIGHTS, CALIFORNIA, AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT WITH GHILOTTI BROTHERS, INC. FOR CONSTRUCTION OF THE 2026 & 2027 ACCESSIBILITY AND DRAINAGE PROJECT

WHEREAS, the City Council of the City of Citrus Heights, California, desires to proceed with construction of the 2026 & 2027 Accessibility and Drainage Project;

WHEREAS, the Project will construct sidewalk, curb, and gutter repairs, accessible curb ramps, storm drain repair, roadway crack sealing, localized roadway pavement repairs, median fence removal, and traffic signal upgrades at locations included in the City's approved Pavement Preservation Plan;

WHEREAS, on November 12, 2025, the Citrus Heights City Council approved the Community Development Block Grant (CDBG) funding allocations for the Program Year 2026 Action Plan of the Consolidated Plan, including the projected use of funds, in accordance with applicable federal regulations set forth in Title 24 of the Code of Federal Regulations, Part 570 (24 CFR Part 570);

WHEREAS, the Project will meet a National Objective of the CDGB Program by primarily benefitting low- and moderate-income persons;

WHEREAS, the CDBG funds associated with this Project will fund CDBG-eligible public infrastructure improvements, such as accessibility improvements, repairs to damaged sidewalks, and other improvements to increase pedestrian safety;

WHEREAS, bids for the project were received, opened and read aloud on September 22, 2026, and Central Valley Engineering and Asphalt, Inc. provided the lowest bid for the Project;

WHEREAS, on September 24, 2026 Central Valley Engineering & Asphalt, Inc. submitted a request to withdraw their bid in compliance with California Public Contract Code Sections 5101 and 5103;

WHEREAS, Ghilotti Brothers, Inc. was determined to be the lowest responsive, responsible bidder for the Project; and

WHEREAS, sufficient Measure A Maintenance Funds (Fund 210), Stormwater Utility (Fund 209), General Fund Capital (Fund 330), Community Development Block Grant (Fund 234), Gas Tax (Fund 205), Senate Bill 1 (SB1) Road Maintenance and Rehabilitation Account (Fund 206) funds have been budgeted in Fiscal Year 26/27 and 27/28 to fund the Project;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the City Council of the City of Citrus Heights does hereby as follows:

1. Consents to relieve Central Valley Engineering & Asphalt, Inc. of its low bid, in accordance with Section 5101 of the California Public Contract Code, for the amount of $6,944,655 due to clerical errors made in completing the bid submitted, and finds

that the bidder has demonstrated compliance with all required elements of Public Contract Code Section 5103.

2. Finds the 2026 & 2027 Accessibility and Drainage Project is Categorically Exempt from review under the California Environmental Quality Act (CEQA) pursuant to CEQA Section 15301, as the repair, maintenance or modification of existing facilities involve no or negligible expansion of use beyond that which currently exists.

3. Finds the 2026 & 2027 Accessibility and Drainage Project is Categorically Excluded from review under the National Environmental Policy Act (NEPA) pursuant to 24 CFR 58.34(a)(12) and 58.35(a)(2) as the project includes the removal of material and architectural barriers that restrict the mobility of and accessibility to elderly and handicapped persons.

4. Awards the 2026 & 2027 Accessibility and Drainage Project to Ghilotti Brothers, Inc., who is the lowest responsive and responsible bidder in the September 22, 2026, bid opening.

5. Authorizes the City Manager to execute an agreement with Ghilotti Brothers, Inc. in the amount of $11,120,118 for the 2026 & 2027 Accessibility and Drainage Project (including both additive alternate items) and that a copy of the Agreement is available and on file in the City Clerk's office and is incorporated herein by reference and made a part of this Resolution.

The City Clerk shall certify the passage and adoption of this Resolution and enter it into the book of original resolutions.

PASSED AND ADOPTED by the City Council of the City of Citrus Heights, California, this 14th day of October, 2026 by the following vote, to wit:

AYES: **Council Members:**
NOES: **Council Members:**
ABSTAIN: **Council Members:**
ABSENT: **Council Members:**

MariJane Lopez-Taff, Mayor

ATTEST:

Amy Van, City Clerk

CENTRAL VALLEY ENGINEERING & ASPHALT, INC.

General Engineering Contractor

CA Lic. No. 773404 • NV Lic. No. 0068786

September 24, 2026

Via FedEx (tracking# 877711124801) and EMAIL (generalservices@citrusheights.net)

Regina Cave, General Services Director
City of Citrus Heights
6360 Fountain Square Drive
Citrus Heights, CA 95621-5634

Re: 2026 & 2027 Accessibility and Drainage Project, Bids Opened September 22, 2026
Notice of Bid Mistake and Request for Relief (Public Contract Code §§5101, 5103)

Dear Ms. Cave:

Central Valley Engineering & Asphalt, Inc. ("CVEA") submitted a bid of $6,944,655 for the above-referenced project. Bids were opened on September 22, 2026. We are writing to notify the City that our bid contains material clerical mistakes. We respectfully request the City's consent to relieve CVEA of its bid and to release our bid bond under Public Contract Code Sections 5101 - 5103 and Item 18 of the Instructions to Bidders.

How the mistakes occurred. CVEA prepares its bids using estimating software. Each bid item is built from cost lines for labor, equipment, materials, trucking, and subcontracts, and overhead and profit are then automatically distributed across all bid items. During our review of the estimate after bid opening, we discovered four errors that caused costs to be left out of the unit prices on the bid form:

1. **Private wages used instead of prevailing wages.** The software applies wage rates through a single setting, which was inadvertently set to private wage rates rather than prevailing wage rates. As a result, labor costs were understated by $856,793.
2. **Traffic control (Bid Item 2).** The project specifications set the contract time at 170 working days. CVEA's estimate was based on 150 days of traffic control (50 days with double traffic control crews and 100 days with a single crew), and the traffic control line item should have been entered at 150 days. The 50 days entered were

priced at the double-crew rate; the 100 single-crew days were omitted. The omitted 100 days at $2,750 per day total $275,000.

3. **Trucking on removal and storm drain items.** Trucking costs were entered as $0 on all removal and storm drain line items. The omitted trucking, an estimated 1,625 hours at $145 per hour, totals $235,625.

4. **Overhead not distributed.** The automatic distribution function did not apply CVEA's 18% company overhead to the bid items. The omitted overhead totals $1,496,173. This amount is calculated on the corrected estimate, including the wage, traffic control, and trucking costs described in items 1 through 3.

Effect on the bid. Corrected for these errors, CVEA's intended bid was $9,808,246, which is $2,863,591 (41.2%) more than the bid submitted. The bid as submitted is therefore materially different from the bid CVEA intended to make. The mistakes were made in preparing and filling out the bid. They were not errors in judgment, and they did not result from carelessness in inspecting the site or in reading the plans and specifications.

CVEA values its relationship with the City of Citrus Heights. We have worked with the City for 20 plus years and have successfully delivered a number of high-profile projects for the City, including, most recently, the Arcade Cripple Creek Trail project. We are currently performing the 2026 Street Maintenance Service project for the City. We take our commitments to the City seriously, and we are submitting this request only because the errors are significant enough that we could not responsibly perform the work at the price submitted.

We sincerely apologize for the inconvenience and any delay this may cause the City. We understand that under Public Contract Code Section 5105, CVEA may not participate in any further bidding on this project.

Please consider this letter written notice under Public Contract Code Section 5103. We would welcome the opportunity to meet with City staff to review our worksheets, and we will provide any additional information the City needs. Please contact me at 916-791-1609 or jamesw@cenvalley.com if you require any additional information.

Sincerely,

James Wagner, CPA
CFO, Secretary

CITY OF CITRUS HEIGHTS

CITY COUNCIL STAFF REPORT MEMORANDUM

DATE: October 14, 2026

TO: Mayor and City Council Members
Ashley J. Feeney, City Manager

FROM: Casey Kempenaar, Community Development Director
Nicole Piva, Housing & Human Services Program Coordinator
Stacy Hildebrand, Administrative Technician

SUBJECT: **Review 2027 Draft Annual Action Plan and Funding Recommendations for the Community Development Block Grant Program**

Recommendation

The City of Citrus Heights is an entitlement jurisdiction under the federal Community Development Block Grant (CDBG) program and receives an annual allocation of CDBG funds from the U.S. Department of Housing and Urban Development (HUD). Although the City's exact 2027 allocation will not be confirmed until mid-2027, staff estimates that the City will receive approximately $600,000 in CDBG entitlement funds.

The 2027 Annual Action Plan outlines the City's proposed use of CDBG funds to address identified community needs and is guided by the priorities and goals established in the 2025–2029 Consolidated Plan, the City's five-year strategic plan for the use of CDBG resources.

Proposed activities for the 2027 program year include:

- Public service programs benefiting low- and moderate-income residents;
- Public infrastructure improvements that enhance accessibility; and
- Planning and administrative activities necessary to support effective program management and compliance with federal requirements.

Staff Recommends the City Council

1. Hear public testimony and feedback on the 2027 Draft Annual Action Plan and proposed funding recommendations; and
2. Continue final action until October 28, 2026, City Council meeting.

Strategic Plan Alignment

This staff report aligns with the following Citrus Heights City Council Strategic Plan Goals:

- Maintain and Enhance Fiscal Stability While Supporting Operational Excellence
- Maintain Public Infrastructure and Enhance all Modes of Transportation
- Diversify for a Vibrant Economy

Fiscal Impact

CDBG funds are federal funds from HUD. The program allows the City to be reimbursed for costs associated with administering the grant. There is no impact on the City's General Fund associated with this action.

Background and Analysis

In January 2000, the City of Citrus Heights became an entitlement community under the federal CDBG program. As an entitlement community, the City receives an annual allocation of CDBG funds directly from HUD based on a federal allocation formula. In 2026, the City received $596,353 in CDBG entitlement funds.

At the time of this report, the federal CDBG allocation for the 2027 program year has not yet been determined by Congress. As a result, the City's final 2027 allocation is not currently known.

Estimated Available Funds

Based on an estimated 2027 CDBG entitlement allocation of $600,000, the City anticipates the following distribution of available funds. This distribution reflects the standard CDBG funding structure, which limits the amount of CDBG funds that may be allocated to public services and program administration, with the remaining funds available for eligible capital projects and other eligible activities. The amounts below are estimates and will be adjusted as necessary once HUD announces the City's final 2027 allocation.

Estimated 2027 CDBG Entitlement Award	**600,000**
Available for public services (15%)	90,000
Available for administration (20%)	120,000
Available for capital projects	390,000

Public Service Proposals

In response to the City's Request for Proposals (RFP), staff received seven applications from outside agencies seeking CDBG funding for eligible public service activities. The total amount requested is $164,584, compared to an estimated $90,000 available for public services in the 2027 program year. As a result, available funding is insufficient to fully fund all requests. The public service applications are on file with the City and are available for review upon request.

Summary of 2027 CDBG Public Service Applications & Funding Request

Public Service Organization	Service	Funding Request
Campus Life Connection	Sayonara After School Program	30,000
Meals on Wheels	Senior Nutrition Program	16,000
Sunrise Christian Food Ministry	Food Closet Program	48,140
Community Link Capital Region & Project Sentinel	Renters Helpline Program	24,444
Jake's Journey Home	Case Management and Service Navigation Program	26,000
Pride Industry	Workforce Youth Development	20,000
Total Requests		**$164,584**

Public Service Funding Recommendation

On September 21, 2026, City staff reviewed the CDBG funding allocation and associated requests with the Quality-of-Life Committee comprised of Mayor Lopez-Taff and Councilmember Nelson. If the City receives a higher or lower amount of entitlement funds than estimated, the increase or decrease will be split equally between Campus Life Connection, Meals on Wheels, and Sunrise Christian Food Ministry.

Quality-of-Life Committee Recommendation

Public Service Organization	Quality of Life Committee Recommendation
Campus Life Connection	20,000
Meals on Wheels	16,000
Sunrise Christian Food Ministry	29,556
Community Link Capital Region & Project Sentinel *	24,444
Total Public Service Funds	**$90,000**

**The City of Citrus Heights participates in a regional cost-sharing agreement with other jurisdictions to support the Renters Helpline. The City's contribution is based on the proportion of rental units located within its boundaries compared to the total number of rental units across all participating areas.*

Capital Improvement Funding Recommendations

If approved, the City will use the remainder of the 2027 CDBG allocation, estimated at $390,000, to fund CDBG-eligible improvements associated with the City's 2026/2027 Accessibility and Drainage Project.

In partnership with the General Services Department, the project will consist of accessibility improvements to sidewalks throughout the City, including the construction of approximately 240 accessible curb ramps, installation of missing or repair of damaged sidewalks, and relocation of drainage inlets as necessary at various locations to be determined.

Program Income Funds

The City anticipates receiving approximately $50,000 in program income from loan repayments during the 2027 program year. In accordance with CDBG requirements, program income generated from loan repayments will be allocated as follows:

- 80 percent will be deposited into the City's Revolving Loan Fund to support the housing repair program for low- and moderate-income households.
- 20 percent will be allocated to general planning and administrative activities necessary to support the effective administration and management of the CDBG program.

Environmental Review

California Environmental Quality Act (CEQA): The Project is Categorically Exempt under CEQA pursuant to section 15301, as the repair, maintenance or modification of existing facilities involve no or negligible expansion of use beyond that which currently exists.

National Environmental Policy Act (NEPA): The proposed CDBG public service activities are categorically excluded from further environmental review under NEPA pursuant to the applicable provisions of 24 CFR § 58.34. The accessibility improvements qualify under 24 CFR §§ 58.34(a)(12) and 58.35(a)(2) as activities involving the removal of material and architectural barriers to accessibility.

Next Steps

On October 28, 2026, the City Council will hold a second public hearing to receive public comments and consider adoption of the 2027 Annual Action Plan by resolution. All comments submitted during the public comment period will be reviewed and incorporated into the Citizen Participation section of the final plan, as required by HUD guidelines.

Attachments

1. 2027 Draft Annual Action Plan
2. 2027 CDBG Public Service Application Summary

CITRUS HEIGHTS
Solid roots. New growth.

Draft 2027 Community Development Block Grant Annual Action Plan
Public Comment Period September 29 – October 28, 2026

AP-05 Executive Summary - 91.200(c), 91.220(b)

1. Introduction

The 2027 Draft Annual Action Plan outlines the City of Citrus Heights goals, strategies, and planned activities for the upcoming program year, covering the period from January 1 to December 31, 2027. This plan represents the third year of implementation of the City's 2025-2029 Consolidated Plan and is designed to address the community development and low-income housing needs identified through data analysis and public engagement.

Developed by the City's Housing and Grants Division, the Action Plan guides the investment of federal Community Development Block Grant (CDBG) funds. For 2027, the City anticipates receiving an annual CDBG allocation, which will support a range of eligible activities, including public services, public infrastructure improvements, and planning and program administration.

To prepare for the 2027 Action Plan, City staff issued a Notice of Funding Opportunity on July 1, 2026, inviting organizations to apply for public service funding and demonstrate how proposed activities will benefit Citrus Heights residents. The City staff prioritized community engagement throughout the process by hosting a funding workshop, consulting with local service providers, holding public meetings, and inviting public feedback during the draft review period.

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

The City's key objectives for the 2025-2029 Consolidated Plan are informed by a comprehensive needs assessment, market analysis, and extensive consultations with residents and stakeholders. These goals will guide the City's use of CDBG resources to enhance quality of life, support vulnerable populations, and promote inclusive community development across Citrus Heights. Based on this process, the City has identified three objectives:

- Build healthy communities
- Preserve and expand housing opportunities
- Provide public services that respond to current needs

In addition, the objectives listed above align closely with three of the City Council's Three-Year Goals (2024-2027) associated with the Strategic Plan:

- Maintain and enhance fiscal stability
- Maintain public infrastructure and enhance all modes of transportation
- Diversify for a vibrant community

Within the framework of the 2025-2029 Consolidated Plan, the City of Citrus Heights has identified five strategic goals to guide the allocation of federal Community Development Block Grant (CDBG) funds:

- Fosters affordable housing
- Provide a variety of public services
- Improve accessibility
- Construct or upgrade public facilities
- Affirmatively further fair housing

To achieve these goals, the City has planned the following activities:

- Partnering with Habitat for Humanity of Greater Sacramento to develop 26 affordable homeownership units and with HOPE Cooperative to provide 88 units of permanent supportive housing for eligible residents
- Offering loans and grants to low-income homeowners for critical health and safety repairs
- Supporting nonprofit organizations that deliver essential social services to residents
- Funding programs that serve low-income individuals and families
- Continuing the Renters Helpline program, which helps fulfill the City's commitment to affirmatively further fair housing
- Investing in accessibility improvements and other public infrastructure upgrades across the city

The City anticipates leveraging a combination of funding sources to support these activities, including Community Development Block Grant (CDBG) funds, Permanent Local Housing Allocation (PLHA) funds, ProHousing Incentive Program (PIP), General Fund resources, and program income from loan repayments.

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3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

The City of Citrus Heights documents its progress toward Consolidated Plan goals each year through the Consolidated Annual Performance and Evaluation Report (CAPER). This report provides a detailed overview of CDBG fund usage and the outcomes of funded programs and projects. The most recent CAPER and related information are available on the City's website: Community Development Block Grant | Citrus Heights, CA - Official Website.

During the current program year (PY 2026), the City has partnered with several nonprofit organizations to deliver vital public services to low-income residents. These services include meal delivery for seniors, support for an emergency food closet, and an afterschool youth program.

The City also continues to address homelessness and housing instability. In July 2023, the City entered into agreements with Community Link Capital Region (2-1-1 Sacramento) and Project Sentinel to continue providing tenant/landlord counseling, fair housing services, and dispute resolution through a telephone and online Renters Helpline.

In October 2023, the City signed an MOU with the Sacramento County Department of Homeless Services and Housing (DHSH) to provide outreach and navigation services to unsheltered individuals in Citrus Heights. This initiative is funded through ARPA district-directed funds from Sacramento County District 4 Supervisor Sue Frost. As a result, Community Health Workers (CHWs) has been assigned to Citrus Heights, with additional funding for client assistance and administrative support. This funding is expected through the end of 2026.

The City has also invested CDBG and other state and local funds into the 2026/2027 Accessibility & Drainage Project, which includes installation of sidewalks and ADA-compliant curb ramps in low-income neighborhoods and high-traffic areas to improve pedestrian safety and accessibility. This project is ongoing and is expected to be completed by the end of PY 2027.

Through the Home Repair Program, funded by the City's Revolving Loan Fund and/or CDBG funds, low-income homeowners continue to receive assistance for health and safety repairs. This program helps preserve affordable housing and improve living conditions for vulnerable residents.

The City consistently allocates the maximum 15% of its CDBG funds allowed for public services. These funds support a wide range of services, including food assistance, housing counseling, and outreach. Many residents rely on these critical services, and the City remains committed to supporting them with both CDBG and supplemental funding sources whenever available.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

In accordance with HUD Consolidated Plan regulations, the City has developed a Citizen Participation Plan that outlines the public input and notification procedures for the preparation of the Consolidated Plan and Annual Action Plans. The primary goal of this plan is to encourage and facilitate community engagement in the planning, funding allocation, and implementation of the CDBG program.

The City used a combination of public notices, direct outreach, stakeholder engagement, and public hearing meetings to provide opportunities for community and nonprofit participation in the development of the 2027 Annual Action Plan.

- July 1, 2026 – Notice of Funding Opportunity (NOFO)
  City staff released a NOFO to inform interested organizations about available CDBG funding. Outreach included:
  - Email notification to a broad mailing list of organizations interested in CDBG funding.
  - A news announcement on the City's Housing and Grants webpage.
  - Public notice of the Draft 2027 Annual Action Plan in the *Citrus Heights Messenger, Slavic and Spanish Sacramento Newspapers*, at City Hall, and on City's webpage.
- July 9, 2026 – CDBG Funding Application Workshop
  City staff hosted a funding application workshop for nonprofit organizations interested in applying for CDBG funds. Ten representatives attended.
- August 4, 2026 – Application Deadline: Deadline for submission of CDBG funding applications.
- September 21, 2026 – Funding Recommendations: The Quality-of-Life Committee (Mayor MariJane Lopez-Taff and Councilmember Nelson) reviewed applications and recommended public service/capital improvement funding allocations.
- September 29-October 28, 2026 – Public Comment Period: The draft 2027 Annual Action Plan was made available for public review and comment.
- October 14, 2026 – First Public Hearing: City Council will hold a public hearing to review the draft Annual Action Plan and receive public comments.
  - Any public comment received will be included int the Action Plan.
- October 28, 2026 – Second Public Hearing: City Council will hold a second public hearing and adopted the 2027 Annual Action Plan by Resolution.
  - Any public comment received will be included int the Action Plan.

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5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

The City has yet to receive public comment during the time this report has been drafted.

6. Summary of comments or views not accepted and the reasons for not accepting them

No comments have been received. If comments are received they will be incorporated into the Plan.

7. Summary

The City selected three key priorities for the Consolidated Plan:

- Building healthy communities
- Preserve and expand housing opportunities
- Provide public services responsive to current needs

Within the framework of the 2025-2029 Consolidated Plan, the City of Citrus Heights has identified five strategic goals to guide the allocation of federal Community Development Block Grant (CDBG) funds:

- Fosters affordable housing
- Provide a variety of public services
- Improve accessibility
- Construct or upgrade public facilities
- Affirmatively further fair housing

To achieve these goals, the City plans to:

- Support 26 affordable homeownership through Habitat for Humanity of Greater Sacramento and 88 units of permanent supportive housing units through HOPE Cooperative.
- Provide loans for home repairs for low-income homeowners.
- Support nonprofits and program serving low-income and vulnerable residents.
- Continue the Renters Helpline to advance fair housing.
- Fund accessibility improvements.

The City will leverage CDBG, PLHA, PIP, General Fund, and program income from loan payments to support these activities.

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PR-05 Lead & Responsible Agencies - 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	CITRUS HEIGHTS	Community Development Department
HOME Administrator	CITRUS HEIGHTS	SHRA

Table 1 – Responsible Agencies

Narrative

The City of Citrus Heights Housing and Grants Division, within the Community Development Department, serves as the lead agency for the Consolidated Plan and the administration of CDBG funds. Within the Housing and Grants Division, the Housing and Human Services Program Coordinator oversees the administration of the CDBG program.

Consolidated Plan Public Contact Information

City of Citrus Heights
6360 Fountain Square Drive
Citrus Heights, CA 95621
Attention: Housing & Human Services Program Coordinator
916-727-4752
nicolep@citrusheights.net
www.citrusheights.net

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AP-10 Consultation - 91.100, 91.200(b), 91.215(l)

1. Introduction

The City made efforts to consult with a wide-ranging group of stakeholders during the development of the 2025-2029 Consolidated Plan. The City's consultation efforts are summarized in the following sections.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l)).

At the local level, City staff have formed many partnerships with housing providers, social service agencies, and other public and private organizations through programs. These partnerships have allowed the City to enhance residents' quality of life by improving coordination and systems of care among providers, agencies, and nonprofits.

City staff facilitates the Citrus Heights Collaborative, an informal group whose mission is to improve human and social services by sharing information about existing programs connecting local organizations and creating partnerships to avoid duplicate programs and services. The Collaborative meets monthly to discuss local programs; serves as a bridge between agencies and clients; strengthens existing collaborations; develops effective means for community input; and serves as a review and advisory board for competitive grant opportunities. The Collaborative represents a range of organizations and expertise including but not limited to the Citrus Heights Police Department and City Hall staff, Campus Life Connection, PRIDE Industries, San Juan Unified School District, Sunrise Christian Food Ministry, Homeless Assistance Resource Team, Interim Hospice, SMUD, Sunrise Recreation and Park District, Sylvan Oaks Library and community members.

Additionally, the City participates in the Regionally Shared Governance Partnership which works collaboratively and strategically to address homelessness. The task of the Committee is to have discussions about various models of coordination.

The City also maintains active partnerships with:

- San Juan Unified School District to support educational initiatives
- Sunrise Recreation and Park District to improve community facilities, including prior use of CDBG funds for park improvements
- Affordable housing developers, assisting them through the development process to encourage the production of both affordable and mixed-income housing

These partnerships demonstrate the City's commitment to cross-sector collaboration in meeting the housing and service needs of the community.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

The City of Citrus Heights actively coordinates with the Sacramento Continuum of Care (CoC), administered by Sacramento Steps Forward, which serves all jurisdictions within Sacramento County. The CoC provides a regional framework to address homelessness through a collaborative, community-wide approach focused on ending homelessness and improving housing stability.

The City's Housing and Human Services Coordinator serves as a board member of the Sacramento CoC, ensuring that the City remains engaged in regional planning, funding decisions, and policy development related to homelessness.

In addition to CoC coordination, the City supports local efforts such as the Citrus Heights Homeless Assistance Response Team (HART), which offers programs including:

- Winter Sanctuary: Cold weather emergency shelter and meals.
- Clothing Connection: Free clothing and essentials for students and families.
- Rental Assistance: Helps prevent housing loss and homelessness.
- Ongoing outreach services connecting the homeless population with available resources.

The City partners with the Sacramento County Department of Homeless Services and Housing (DHSH), which provides Community Health Workers to conduct outreach and connect individuals experiencing homelessness with essential services and resources. Additionally, the City collaborates with Meals on Wheels and Sunrise Christian Food Ministry, which deliver vital food assistance to both individuals experiencing homelessness and those at risk of becoming homeless.

Through these efforts, the City addresses the diverse needs of homeless individuals, families with children, veterans, unaccompanied youth, and persons at risk of homelessness.

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Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

Sacramento Steps Forward, the lead agency for the Sacramento Continuum of Care, receives funding through Sacramento Housing Redevelopment Agency (SHRA). In addition, Sacramento Steps Forward administers the Homeless Information Management System (HMIS) as well as the available Emergency Shelter Grant (ESG) funds for the Sacramento region.

The City of Citrus Heights does not meet the population requirement to receive Emergency Shelter Grant funds directly.

2. Agencies, groups, organizations and others who participated in the process and consultations

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Table 2 – Agencies, groups, organizations who participated

1	**Agency/Group/Organization**	City of Citrus Heights
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Economic Development Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Staff consulted with the City Manager on May 13, 2024, to discuss the City of Citrus Heights most pressing housing, community, and economic development needs. Staff from the Administrative Services Department participated in a stakeholder interview on May 3, 2024. Finance Division staff also participated in a stakeholder interview on May 3, 2024, to evaluate the effectiveness of CDBG funds in the City and identify opportunities for improvement. Staff from the Department of Economic Development participated in a stakeholder interview on June 5, 2024. Additionally, Community Development staff participated in an in-depth stakeholder interview on May 30, 2024.
2	**Agency/Group/Organization**	Citrus Heights Police Department
	Agency/Group/Organization Type	Other government - Local

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	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Staff from the Citrus Heights Police Department participated in stakeholder interviews on May 8 and May 13, 2024, to discuss housing and community needs. These interviews provided valuable insight into the Citys processes and systems for transitioning individuals with special needs from institutional settings into permanent housing, as well as how coordinated systems of care work to prevent individuals from experiencing homelessness.
3	**Agency/Group/Organization**	Sacramento Regional Transit
	Agency/Group/Organization Type	Regional organization
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Economic Development Anti-poverty Strategy Community Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Staff from the Sacramento Regional Transit District participated in a stakeholder interview on May 29, 2024, to discuss local community and economic development needs.
4	**Agency/Group/Organization**	Habitat for Humanity of Greater Sacramento
	Agency/Group/Organization Type	Regional organization

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	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	A representative from Habitat for Humanity of Greater Sacramento participated in a stakeholder interview on May 15, 2024, to discuss the Citys regulatory processes. They noted that City staff are easy to work with; however, the lack of vacant land for residential development remains an ongoing challenge.
5	**Agency/Group/Organization**	SACRAMENTO PUBLIC LIBRARY
	Agency/Group/Organization Type	Regional organization
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	A staff member from Sylvan Oaks Public Library participated in a stakeholder interview on May 24, 2024, to discuss community and economic development needs, including youth programming, job training, and initiatives to expand access to internet services and broadband infrastructure.
6	**Agency/Group/Organization**	WEAVE
	Agency/Group/Organization Type	Regional organization
	What section of the Plan was addressed by Consultation?	Homeless Needs - Families with children Non-Homeless Special Needs

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	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	A representative from WEAVE, Inc. participated in an in-depth stakeholder interview on May 28, 2024. The primary housing needs and barriers identified for WEAVE clients include a shortage of shelter capacity and application requirements that can limit access to housing. The participant also highlighted challenges related to the lack of temporary housing options within the City for survivors of domestic violence. These issues are further compounded by limited public transportation, particularly for survivors who need housing but are employed and/or have children in Citrus Heights.
7	**Agency/Group/Organization**	Community Link Capital Region
	Agency/Group/Organization Type	Regional organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Two representatives from Community Link Capital Region, also known as 211 Sacramento, participated in a stakeholder interview on May 30, 2024, to discuss the Renters Helpline and fair housing barriers in Citrus Heights and Sacramento County.
8	**Agency/Group/Organization**	Sunrise Christian Food Ministry
	Agency/Group/Organization Type	Regional organization

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	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	A representative from Sunrise Christian Food Ministry, a nonprofit that provides an emergency food closet to low-income households, participated in a stakeholder interview on May 10, 2024.
9	**Agency/Group/Organization**	Rebuilding Together Sacramento
	Agency/Group/Organization Type	Regional organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	A representative from Rebuilding Together Sacramento participated in a stakeholder interview on June 6, 2024.
10	**Agency/Group/Organization**	Interim Hospice
	Agency/Group/Organization Type	Nonprofit
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	A representative from Interim Hospice participated in an in-depth stakeholder interview on May 24, 2024. The participant recommended that City staff consider innovative programs to reduce the digital divide for seniors and older adults, such as youth-led initiatives to assist seniors with setting up technology and internet access, as well as expanded transportation options to support access to grocery stores and medical appointments. These findings are consistent with results from the community survey.

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11	**Agency/Group/Organization**	Citrus Heights Homeless Assistance Resource Team
	Agency/Group/Organization Type	Nonprofit
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	A representative from Citrus Heights HART participated in a stakeholder interview on May 14, 2024.
12	**Agency/Group/Organization**	Community HealthWorks
	Agency/Group/Organization Type	Nonprofit
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	A representative from Community HealthWorks participated in a stakeholder interview on May 8, 2024, to discuss homelessness-related needs in Citrus Heights, specifically the needs of individuals experiencing homelessness.

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13	**Agency/Group/Organization**	Sunrise MarketPlace
	Agency/Group/Organization Type	Planning organization Business Leaders
	What section of the Plan was addressed by Consultation?	Homelessness Strategy Non-Homeless Special Needs Economic Development Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	A representative involved in the redevelopment of Sunrise Marketplace participated in a stakeholder interview on May 14, 2024.

Identify any Agency Types not consulted and provide rationale for not consulting

No agencies or stakeholders were excluded from the consultation process. The City of Citrus Heights made an effort to engage all relevant stakeholders, organizations, and agencies during the development of the Consolidated Plan. All were invited to participate in interviews and provide input.

The City made specific efforts to consult with organizations addressing the digital divide, hazard mitigation, and resilience planning. While direct participation from agencies focused on these issues was not achieved, meaningful feedback was gathered from internal City departments, including Community Development, Economic Development, and Planning, as well as from Public Library staff and individuals working with older adults in Citrus Heights.

Additionally, the City reached out to organizations involved in systems of care to better understand the risk of individuals entering homelessness upon exiting institutional settings such as hospitals, jails, or treatment centers. Although those specific organizations did not participate, valuable insights were obtained through consultation with the Citrus Heights Police Department, which provided perspective on local systems, gaps in services, and trends in homelessness related to institutional discharge.

Through this outreach, the City ensured a robust consultation process that incorporated input from a diverse range of stakeholders, even when direct agency participation was limited.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Sacramento Steps Forward	The goal of addressing homelessness.

Table 3 - Other local / regional / federal planning efforts

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AP-12 Participation - 91.401, 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation

Summarize citizen participation process and how it impacted goal-setting

The City provided multiple opportunities for public participation and comment throughout the Annual Action Plan process, as outlined below. All comments received through the citizen participation process were incorporated into the 2027 Annual Action Plan and carefully considered in establishing annual goals and funding priorities.

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Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Internet Outreach	Minorities Non-English Speaking - Specify other language: Spanish and Slavic Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing	July 1, 2026 – Notice of Funding Opportunity (NOFO) City staff released a NOFO to inform interested organizations about available CDBG funding. Outreach included: • Email notification to a broad mailing list of organizations interested in CDBG funding. • A news announcement on the City's Housing and Grants webpage. • Public notice of the Draft 2027 Annual Action Plan in the *Citrus*	No comments received.	No comments were rejected.	Community Development Block Grant | Citrus Heights, CA - Official Website

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Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
			Heights Messenger, Slavic and Spanish Sacramento Newspapers, at City Hall, and on City's webpage.			
2	Public Meeting	Minorities Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing	July 9, 2026 – CDBG Funding Application Workshop • City staff hosted a funding application workshop for nonprofit organizations interested in applying for CDBG funds. Ten representatives attended.	No comments received.	No comments were rejected.	
3	Newspaper Ad	Minorities Non-English Speaking - Specify	The public notice was published in *The Citrus Heights Messenger*, *Slavic*	No comments received.	No comments were rejected.	

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Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
		other language: Spanish and Slavic Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing	*and Spanish Sacramento Newspaper*, and posted at City Hall and on the City website. The notice informed the public of the comment period for the 2027 Draft Annual Action Plan and provided the dates of the two public hearings.			
4	Internet Outreach	Minorities Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing	During the 30-day public review period, the 2027 Draft Annual Action Plan was available at City Hall, Sylvan Oaks Library, and on the City's website.	No comments received.	No comments were rejected.	

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Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
5	Public Hearing	Minorities Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing	The City will hold a public hearing on October 14, 2026, to receive public comments and present staff's funding recommendations for the 2027 Draft Annual Action Plan to the City Council.			
6	Public Hearing	Minorities Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing	The City held a second public hearing on October 28, 2026 to hear public comments and for City Council to adopt the 2027 Annual Action Plan by resolution.			

Table 4 – Citizen Participation Outreach

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Expected Resources

AP-15 Expected Resources - 91.420(b), 91.220(c)(1,2)

Introduction

The City anticipates receiving CDBG funding throughout the Consolidated Plan period.

Anticipated Resources

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Program	Source of Funds	Uses of Funds	Expected Amount Available Year 3				Narrative Description
			Annual Allocation: $	Program Income: $	Prior Year Resources: $	Total: $	
CDBG	public - federal	Admin and Planning Housing Repair Public Improvements Public Services	600,000	50,000	36,171.06	686,171.06	**Annual Allocation**: Estimated $600,000 **Program Income**: Estimated loan payments generated by CDBG funding. The Revolving Loan Fund is sustained through loan repayments, with 80% repayment to be used to issue new loans/grants for housing rehabilitation projects, and the remaining 20% allocated may be used for the planning and administration of the CDBG program. **Prior Year Resources**: These funds were previously allocated to projects that did not move forward. These funds will go towards the 2026/2027 Accessibility & Drainage Project.

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

The CDBG program does not require matching funds. However, for public service projects, the City asks subrecipients to identify additional funding sources they will use during the program year. This helps ensure that there are enough non-federal and private funds to support activities and reduce reliance on CDBG funds. The City also contributes general funds to support many nonprofits receiving CDBG funding.

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For capital improvement projects, the City combines CDBG funds with other federal and state sources to cover project costs that exceed the City's CDBG allocation.

If appropriate, describe publicly owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

The City's Housing Element identifies vacant and underutilized sites that may support future residential development, including areas within the Sunrise Tomorrow, Auburn Boulevard, and Antelope Crossing planning areas. While the City's land inventory includes sites that could accommodate additional housing, not all identified sites are publicly owned.

The City will continue to evaluate publicly owned or underutilized properties, when appropriate, for their potential to address identified housing needs, including affordable housing. The City will also pursue partnerships and a variety of funding sources to support affordable housing development. Current projects, including the 26-unit Sayonara affordable homeownership project and the 88-unit Auburn Oaks permanent supportive housing project, are expected to contribute to meeting identified housing needs.

Affordable housing development will continue to require multiple funding sources, including state and federal programs, tax credits, private financing, and local resources.

Discussion

Affordable housing development requires multiple funding sources to address financing gaps and remain financially feasible. The City and affordable housing developers will continue to pursue state and federal programs, private financing, federal and state tax credits, and local resources. Leveraging multiple sources is particularly important for competitive tax credit applications, where projects often require funding beyond minimum matching requirements.

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Annual Goals and Objectives

AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Foster Affordable Housing	2025	2029	Affordable Housing	City-wide	Preserve and Expand Housing Opportunities	CDBG: $50,000	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit: 1 Households Assisted
2	Provide a Variety of Public Services	2025	2029	Homeless Non-Homeless Special Needs	City-wide	Build Healthy Communities Provide Public Services Responsive to Current Need	CDBG: $65,556	Public service activities other than Low/Moderate Income Housing Benefit: 2700 Persons Assisted
3	Improve Accessibility	2025	2029	Non-Housing Community Development	City-wide	Build Healthy Communities	CDBG: $390,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 1000 Persons Assisted
4	Affirmatively Further Fair Housing	2025	2029	Affordable Housing	City-wide	Build Healthy Communities Provide Public Services Responsive to Current Need	CDBG: $24,444	Public service activities other than Low/Moderate Income Housing Benefit: 338 Persons Assisted

Table 6 – Goals Summary

Goal Descriptions

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1	**Goal Name**	Foster Affordable Housing
	Goal Description	The City utilizes program income—consisting of loan repayments deposited into its Revolving Loan Fund—to provide new housing rehabilitation loans. Based on anticipated program income of approximately $50,000 during the program year, the City estimates that one household will receive housing repair assistance.
2	**Goal Name**	Provide a Variety of Public Services
	Goal Description	The public services supported under this goal include Campus Life Connection, Meals on Wheels, and Sunrise Christian Food Ministry. Collectively, these nonprofit organizations are expected to serve approximately 2,700 residents of Citrus Heights. Campus Life Connection: $20,000, Meals on Wheels: $16,000, and Sunrise Christian Food Ministry: $29,556.
3	**Goal Name**	Improve Accessibility
	Goal Description	In partnership with the City's General Services Department, CDBG funds will be used to replace and reconstruct noncompliant ADA curb ramps at various locations throughout the City. These improvements will enhance accessibility for persons with disabilities and ensure compliance with applicable federal accessibility standards. The funding allocation for this activity is $390,000. Additional funding, including prior-year CDBG funds, may be incorporated as needed. Any such adjustments are anticipated to remain below 25 percent of the City's annual CDBG allocation and, therefore, would not constitute a substantial amendment.
4	**Goal Name**	Affirmatively Further Fair Housing
	Goal Description	The public services supported under this goal include Community Link Capital Region and Project Sentinel. Collectively, these nonprofit organizations operate the Renters Helpline, which provides information, referrals, and housing-related assistance to renters, including support for landlord-tenant issues, fair housing concerns, and eviction prevention resources. Through this program, it is anticipated that approximately 338 residents of Citrus Heights will receive services during the program year. Funding allocations are as follows: $24,444.

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Attachment 1

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AP-35 Projects - 91.420, 91.220(d)

Introduction

The City of Citrus Heights establishes its CDBG allocation priorities to strategically direct limited federal resources toward the community's most pressing and underserved needs. These priorities are guided by an assessment of local conditions, stakeholder input, and program eligibility requirements, with an emphasis on maximizing impact for low- and moderate-income residents.

#	Project Name
1	2027 Planning & Administration
2	2027 Public Services
3	2026/2027 Drainage & Accessibility Project
4	Revolving Loan Fund (ongoing)

Table 7 – Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

The City's allocation priorities are guided by local housing, community, and economic development needs, with an emphasis on underserved populations. Priority is given to activities that expand affordable housing, support low- and moderate-income households, improve accessibility for persons with disabilities, and strengthen essential services for vulnerable residents. These priorities are informed by community and stakeholder input and data on local needs and service gaps.

Allocation decisions also consider limited CDBG resources, federal eligibility and national objective requirements, and the need to balance funding among housing rehabilitation, public services, and infrastructure. Key challenges include constrained funding, rising construction and service costs, limited provider capacity, and needs that require larger or multi-year investments. Federal regulations and compliance requirements can also limit flexibility in responding to emerging or non-traditional needs.

AP-38 Project Summary

Project Summary Information

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1	**Project Name**	2027 Planning & Administration
	Target Area	
	Goals Supported	
	Needs Addressed	Build Healthy Communities
	Funding	CDBG: $120,000 (estimate)
	Description	A maximum of 20% of its annual allocation toward effectively administering the federal CDBG program by HUD regulations.
	Target Date	12/31/2027
	Estimate the number and type of families that will benefit from the proposed activities	Planning and Administration funds will support the administration, oversight, and management of the City's CDBG program. These activities benefit the broader community by ensuring CDBG-funded activities are effectively planned, implemented, monitored, and compliant with federal requirements. No direct household beneficiaries are anticipated from the use of Planning and Administration funds.
	Location Description	Planning & Administration activities will be undertaken by City staff at Citrus Heights City Hall.
	Planned Activities	CDBG Planning and Administration funds will support the administration, planning, coordination, monitoring, and oversight of the City's CDBG program. Activities will include preparing required plans and reports, managing funding applications and agreements, monitoring subrecipients, ensuring compliance with federal requirements, and coordinating community outreach and public participation.
2	**Project Name**	2027 Public Services
	Target Area	City-wide
	Goals Supported	Provide a Variety of Public Services Affirmatively Further Fair Housing
	Needs Addressed	Build Healthy Communities Provide Public Services Responsive to Current Need
	Funding	CDBG: $90,000 (estimate)
	Description	A maximum of 15% of the annual allocation goes toward public services.
	Target Date	12/31/2027

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	Estimate the number and type of families that will benefit from the proposed activities	An estimated 3,000 households will benefit from the public service activities provided by nonprofit organizations. The services will benefit low-income households.
	Location Description	Nonprofits offer services at various locations throughout the City: Campus Life Connection: 7836 Sayonara Drive, Citrus Heights Meals on Wheels: Meals are delivered to seniors as well as seniors may attend nearby Café sites. Sunrise Christian Food Ministry: 5901 San Juan Road, Citrus Heights Renters Helpline: Community Link Capital Region (CLCR) is located at 8001 Folsom Boulevard, Sacramento, CA 95691 and Project Sentinel is located at 1490 El Camino Real, Santa Clara, CA 95050.
	Planned Activities	**PY 2027 EN Activities:** Campus Life Connection (Matrix Code 05D, LMC): Operate an after-school center that provides low-income youth with educational support and recreational activities. Activities include mentoring, tutoring, educational games, technology center, and daily nutritious meals to an estimated 90 youth. Estimated funding for this activity is $20,000. Meals on Wheels (Matrix Code 05A, LMC): Provide balanced, nutritious meals Mon-Fri, 250 days per year to an estimated 211 seniors either drive through distribution of meals at Crosswoods Community Center or by delivery to homebound seniors. Estimated funding for this activity is $16,000. Community Link Capital Region and Project Sentinel: Renter's Helpline (Matrix Code: 05K, LMC): To provide a telephone and Internet-based "Renters Helpline" which provides counseling, dispute resolution, and fair housing services for residents in a housing crisis or dispute to approximately 338 households. Funding for this activity is $24,444. Sunrise Christian Food Ministry, Emergency Food Bank (Matrix Code: 05W, LMC): To provide ongoing emergency food to approximately 2,500 low-income and homeless persons in Citrus Heights. Funding for this activity is $29,556.
3	**Project Name**	2026/2027 Drainage & Accessibility Project
	Target Area	City-wide

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	Goals Supported	Improve Accessibility
	Needs Addressed	Build Healthy Communities
	Funding	CDBG: $390,000 (estimate)
	Description	In partnership with the City's General Services Department, CDBG funds will be used to replace and reconstruct non-compliant ADA curb ramps at various locations throughout the City, ensuring improved accessibility and compliance with federal standards.
	Target Date	12/31/2027
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 1,000 individuals will benefit from this activity.
	Location Description	
	Planned Activities	2026/2027 Drainage & Accessibility Project (Matrix Code 03L, LMA): In partnership with the City's General Services Department, CDBG funds will be used to replace and reconstruct non-compliant ADA curb ramps at various locations throughout the City, ensuring improved accessibility and compliance with federal standards.
4	**Project Name**	Revolving Loan Fund (ongoing)
	Target Area	City-wide
	Goals Supported	Foster Affordable Housing
	Needs Addressed	Preserve and Expand Housing Opportunities
	Funding	CDBG: $50,000 (estimate)
	Description	Home Rehabilitation Project: (Matrix Code 14A, National Objective LMH): Receipts from previous CDBG-funded loans are used to make new home repair loans/grants to low-income households. This activity is funded with the City's Revolving Loan Fund using program income generated from loan payments.
	Target Date	12/31/2027 (ongoing depending on loan payments)
	Estimate the number and type of families that will benefit from the proposed activities	Based on anticipated annual program income, approximately 1-2 eligible low-income households are expected to benefit from this activity.

	Location Description	Specific project locations have not yet been identified, as assistance is provided on an application basis. Applicants must submit an eligibility application to verify household income and meet program requirements for home repair assistance.
	Planned Activities	Provide home repair assistance to eligible homeowners whose properties are located within the City of citrus Heights.

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AP-50 Geographic Distribution - 91.420, 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

The geographic distribution of CDBG assistance is based on the nature of each funded activity. Public services and housing rehabilitation activities are available citywide to eligible residents and households, with a focus on serving low- and moderate-income households and other eligible populations.

Capital improvement projects, including accessibility improvements, are selected in coordination with the City's General Services Department. Project locations are determined based on identified community needs, project readiness, and coordination with other planned City projects and initiatives. This approach allows the City to leverage CDBG funds with other local, state, and federal resources and maximize the impact of available funding.

Assistance is not limited to specific geographic areas of low-income or minority concentration; rather, eligible activities are directed to areas and populations that meet applicable CDBG requirements and demonstrate identified community needs.

Geographic Distribution

Target Area	Percentage of Funds
City-wide	0
CDBG Target Area	0

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

The City does not establish geographic priorities for allocating CDBG investments. Public services, housing rehabilitation, and other eligible activities are available citywide to eligible residents and households. This citywide approach allows the City to respond to identified needs wherever they occur and ensures that eligible low- and moderate-income residents have access to available resources. The City intends to continue this approach based on the effectiveness of existing programs and the benefit of providing services throughout the community.

Discussion

No specific geographic priorities are proposed for the program year. CDBG-funded activities will be implemented citywide, with funding directed toward eligible activities and households based on demonstrated needs, program eligibility, and available resources.

AP-75 Barriers to affordable housing -91.420, 91.220(j)

Introduction

In 2020, the City participated in the Sacramento Valley Analysis of Impediments to Fair Housing Choice (AI), which identified several regional barriers to fair and affordable housing. Key findings include:

- Segregation and access to opportunity: Despite increasing diversity, historic patterns of segregation and exclusion continue to affect access to housing and economic opportunities, particularly for members of protected classes.
- Disproportionate housing needs: Significant disparities exist in homeownership rates, housing cost burden, housing quality, and displacement risk.
- Access to opportunity: Access to quality schools, neighborhood health resources, and public transportation varies throughout the region. The AI identified disparities in school quality among lower- and higher-income areas, lower neighborhood health ratings in Sacramento and Sacramento County, and transportation challenges related to bus service and regional connectivity.

The AI identified several contributing factors, including a limited supply of affordable rental housing, a lack of accessible housing for persons with disabilities, restrictive rental policies, barriers to homeownership, limited public transportation, educational and labor market disparities, and insufficient supportive housing and services for individuals with disabilities.

The AI recommends expanding homeownership opportunities for underrepresented groups, increasing the supply of affordable rental housing, and improving equitable access to opportunity throughout the region.

The City's Housing Element identifies additional local constraints on the development and preservation of affordable housing. These include an aging housing stock that requires ongoing maintenance and preservation, limited land suitable for higher-density multifamily development, environmental constraints such as floodplains and protected trees, and limited financial resources. Development costs may also be increased by design standards, site improvement requirements, impact fees, and permitting costs. Lengthy entitlement and approval processes can further increase development costs, including carrying costs incurred during project review.

Together, these regional and local factors can limit the availability, accessibility, and affordability of housing. The City will continue to support programs and policies that preserve existing affordable housing, expand housing opportunities for eligible households, and address barriers to fair housing

choice consistent with its available resources and applicable federal, state, and local requirements.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

The City will continue to promote infill development and seek opportunities to reduce regulatory and economic barriers to affordable housing. The City will also pursue grant funding and other resources to support the development, preservation, and rehabilitation of affordable housing and improve access to transportation.

Discussion

The City will continue implementing the goals and policies identified in its Housing Element and seek opportunities to maintain and expand affordable housing. The Housing Element provides additional information on identified housing constraints and actions to address them.

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AP-85 Other Actions - 91.420, 91.220(k)

Introduction

The primary obstacle to meeting the needs of underserved residents is limited funding. Economic challenges have also affected local nonprofit organizations, reducing their capacity to provide services needed.

Actions planned to address obstacles to meeting underserved needs

The City will continue to support local nonprofits with available funding, when possible, despite overall budget constraints. The City will also work with regional transit providers to improve access to services located outside Citrus Heights, including services in Sacramento and Sacramento County.

Limited vacant land also constrains new development. As a result, the City will emphasize preservation of existing housing through programs such as the Home Repair Program.

Actions planned to foster and maintain affordable housing

The City's primary affordable housing priorities for the upcoming planning period are to expand affordable homeownership opportunities, support housing stability for lower-income households, and preserve the City's aging housing stock through rehabilitation and maintenance programs. The City will also continue pursuing partnerships and initiatives that increase the supply of affordable and supportive housing.

Planned actions include:

- Home Repair Program: Provide loans to low-income homeowners for health and safety repairs, helping preserve existing affordable housing.
- Sayonara Redevelopment Project: The City has partnered with Habitat for Humanity of Greater Sacramento to provide 26 homeownership units for low-income households. This project is underway and expected to be completed by the end of 2027.
- Auburn Oaks Project: The City has partnered with HOPE Cooperative to support the acquisition and development of 7501 Sunrise Boulevard, providing 88 permanent supportive housing units.

Actions planned to reduce lead-based paint hazards

An estimated 5,300 housing units occupied by low-income households in Citrus Heights were built before 1978 and may contain lead-based paint. The City will address potential hazards through its Home Repair Program, administered by a qualified third-party contractor.

Qualified professionals will assess lead hazards, develop appropriate mitigation or abatement plans, and ensure work complies with lead-safe practices and applicable federal requirements, including Title X of

the Residential Lead-Based Paint Hazard Reduction Act of 1992 and HUD guidelines.

The City will also pursue grant funding for free lead inspections to further protect the health and safety of eligible households.

Actions planned to reduce the number of poverty-level families

The City's anti-poverty strategy focuses on supporting programs that help low-income individuals and families achieve greater economic stability through employment, benefits assistance, and access to supportive services.

Community Health Works will provide outreach to unhoused residents in Citrus Heights, connecting them with housing, health care, and other resources through the end of 2027.

The City will also continue to support the preservation and expansion of affordable housing, recognizing that stable, affordable housing is essential to long-term economic stability and self-sufficiency.

Actions planned to develop institutional structure

The City's Housing and Grants Division is responsible for the management, implementation, and monitoring of the Consolidated Plan documents, including the Annual Action Plan. The Housing Division works in close consultation with City Departments, and the Director of Community Development Department.

Actions planned to enhance coordination between public and private housing and social service agencies

The City will continue to collaborate with neighboring jurisdictions, including Sacramento County, the City of Sacramento, the Sacramento Housing and Redevelopment Agency, and the Cities of Folsom, Galt, Elk Grove and Rancho Cordova, as well as local nonprofit organizations, to address regional housing and service needs affecting low-income and special needs populations. The City will also coordinate on shared priorities, research regional issues, and, where appropriate, conduct joint subrecipient monitoring to improve the effectiveness and coordination of available resources.

DRAFT

Program Specific Requirements

AP-90 Program Specific Requirements - 91.420, 91.220(l)(1,2,4)

Introduction

Community Development Block Grant Program (CDBG)
Reference 24 CFR 91.220(l)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	**0**

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	0.00%

Citrus Heights Community Development Block Grant (CDBG) Program
Quality of Life Funding Recommendations for CDBG Calendar Year 2027
Meeting Date: Monday, September 21, 2026

Total CDBG Funds Requested $164,584 & Total Funds Available $90,000

Public Service Agency	Service	2027 CDBG Funding Request	Quality of Life Committee Recommendation 2027 CDBG	*2026 CDBG Award Amount*	Quality of Life Committee Recommendation FY 26/27 CSF	*FY 25/26 CSF Award Amounts*
Campus Life Connection	Sayonara After School Program	30,000	20,000	*19,817.65*	22,500	25,000
Meals on Wheels	Senior Nutrition Program	16,000	16,000	*15,817.65*	35,000	-
Sunrise Christian Food Ministry	Food Closet Program	48,140	29,556	*29,373.65*	15,000	-
Community Link Capital Region & Project Sentinel *	Renters Helpline Program	24,444	24,444	*24,444.00*	-	-
Jakes Journey Home	Case Management and Service Navigation Program	26,000	-	-	-	-
PRIDE Industries	Workforce Youth Development Program	20,000	-	-	-	-
TOTALS		**$164,584**	**$90,000**	***$89,452.95*****	**$72,500**	**$25,000**

*The City of Citrus Heights participates in a regional cost-sharing agreement with other jurisdictions to support the Renters Helpline. The City's contribution is based on the proportion of rental units located within its boundaries compared to the total number of rental units across all participating areas.

**During the development process, the City typically estimates receiving approximately $600,000 in CDGB funding. In 2026, the City received a lower-than-expected allocation of $596,353. In response, the City Council ask that the reduced funding be distributed equally among the City's three public service agencies: Campus Life Connection, Meals on Wheels, and Sunrise Christian Food Ministry.

Citrus Heights Community Development Block Grant (CDBG) Program
Quality of Life Funding Recommendations for CDBG Calendar Year 2027
Meeting Date: Monday, September 21, 2026

Agency Name Executive Director	Service Description Eligible CDBG Activity	2027 CDBG Request & Persons Served	CDBG Funds	Summary
Campus Life Connection **Executive Director** Ed Kaczmarek	**Service Description:** Free after-school and summer services for low- and moderate-income youth, including tutoring, mentoring, technology access, nutritious meals, recreation, life-skills, financial literacy, career exploration, and supervised enrichment activities. **Eligible CDBG Activity:** • **Matrix Code:** 05D Youth Services • **National Objective:** LMC – Benefits Low/Mod Limited Clientele • **Accomplishments:** Persons	$30,000 CDBG 80 Youth	2026 $19,817.65 CDBG 2025 $21,698.20 CDBG	The Sayonara Center (Center) has served the Citrus Heights community since 2004, providing a safe, supportive environment for low- and moderate-income youth through academic support, mentoring, recreation, meals, life-skills activities, and enrichment opportunities. **Program Highlights** • **Academic Support**, daily tutoring, homework assistance, educational games, and access to technology. • **Mentoring & Positive Development** promotes school attendance, positive behavior, confidence, and healthy decision-making. • **Sports & Recreation**, basketball, swimming, flag football, camps, and field trips. Additional recreation includes spring break camps, summer camps, Open Center Days, and other special activities throughout the year. • **Nutrition Support**, nutritious meals and snacks are provided daily, including during the summer when school meal programs may be available. • **Life-skills and Career Preparation**, financial education, career workshops, cooking and baking classes help youth develop practical skills. • **Educational & Enrichment Opportunities**, camps, college tours, day trips, and outings expose youth to experiences they may not otherwise have. • **Strong Community Partnerships**, work with the City, CHPD, schools, churches, businesses, and nonprofits. • **Experienced Staff & Volunteers**, supported by dedicated staff and 21 volunteers Provide additional support with tutoring, mentoring, sports and recreation, transportation to activities, camps, field trips, meal preparation and service, and other youth programming. • **Strong Community Presence**, located at 7836 Sayonara Dr., the Center provides services directly within the neighborhood it serves. **Program Operation** The Center operates Monday-Friday during the school year, with extended programing during the summer months from 2:30 PM to 5:30 PM. Summer hours will vary. **Program Staffing** • Site Co-Director: Full-time staff member responsible for overseeing daily program operations, youth activities, mentoring, and implementation. This is a CDBG funded position. • Site Co-Director: Full-time staff member supporting program operations and supervision of elementary, middle, and high-school youth. *No CDBG funds are requested for this position*. • Site Program Intern: Part-time staff member supporting daily youth activities and program operations. *No CDBG funds are requested for this position*. **Use of CDBG Funds** CDBG funding will support 39.81% of Site Co-Director time dedicated to overseeing daily operations.

Citrus Heights Community Development Block Grant (CDBG) Program
Quality of Life Funding Recommendations for CDBG Calendar Year 2027
Meeting Date: Monday, September 21, 2026

Agency Name Executive Director	Service Description Eligible CDBG Activity	2027CDBG Request & Persons Served	CDBG Funds	Summary
Meals on Wheels Sacramento County **Executive Director** Mindy Klick	**Service Description:** Meals on Wheels provides nutritious meals to seniors supporting their independence and helping them remain in their home and community. **Eligible CDBG Activity:** • **Matrix Code:** 05A Senior Services • **National Objective:** LMC – Benefits a presumed group of low- and moderate-income persons, specifically senior citizens • **Accomplishments:** Elderly Persons	$16,000 CDBG 212 Seniors	2026 $15,817.65 CDBG 2025 $17,698.20 CDBG	Since 2010, Meals on Wheels (MOW) has been providing nutritious meals to seniors across Sacramento County, helping them maintain their independence and continue living safely in their homes and community. The program addresses critical issues such as hunger, food insecurity, social isolation, and overall wellness. All meals are prepared in a USDA-certified facility and delivered by trained staff and volunteers who also conduct daily wellness checks, offer nutrition education, and connect clients with community resources. The actual cost of each meal is $8.00. However, when factoring in the overhead, delivery, and administrative costs associated with providing each meal, the total cost is $19.00 per meal. The City's share of the cost is $4.00 per meal. **Congregate Meals Program** All Seasons Café is a community meeting point for mobile seniors who want to connect with other individuals over a hot and nutritious meal. • **Clients Served:** 47 seniors • **Meals Provided:** 250 meals annually • **Schedule:** Lunch served at 11:30 AM on Tuesday, Thursday, and Friday • **Location:** Crosswoods Community Center, 6742 Auburn Blvd. • **Partner:** Sunrise Recreation & Park District **Home-Delivered Meals Program** Provides one-third of the daily nutritional requirements to frail homebound seniors and addresses their social and emotional needs. • **Clients Served:** 165 homebound seniors • **Meals Provided:** 3,750 meals annually • **Frozen Meals:** Delivered once per week (box of five meals) • **Hot Meals:** Delivered Monday through Friday **Use of CDBG funds** Funds will be used to support the cost of meals at a rate of $4.00 per meal. These funds specifically benefit seniors living in Citrus Heights. • The Recipient's allotted share is $4.00 per meal • 4,000 meals served $4.00/per meal = $16,000

Citrus Heights Community Development Block Grant (CDBG) Program
Quality of Life Funding Recommendations for CDBG Calendar Year 2027
Meeting Date: Monday, September 21, 2026

Agency Name Executive Director	Service Description Eligible CDBG Activity	2027 CDBG Request & Persons Served	CDBG Funds	Summary
Community Link Capital Region (211 Sacramento) **Executive Director** Gabriel Kendall **&** **Project Sentinel** **Executive Director** Carole Conn	**Service Description:** Renters Helpline provides landlord/tenant education, dispute resolution, fair housing counseling and services, investigations, and referrals to help prevent housing discrimination and promote housing stability. **Eligible CDBG Activity:** • **Matrix Code:** 05J Fair Housing • **National Objective:** LMC – Benefits low- and moderate-income persons • **Accomplishments:** Persons	$24,440 CDBG* 368 Persons	2026 $24,444 CDBG 2025 $24,272 CDBG	The program aims to reduce housing discrimination and increase access to fair housing resources through counseling, dispute resolution, education, and referrals, with a focus on low-income residents and individuals with disabilities. By funding the Renters Helpline and its partner agencies, the City of Citrus Heights supports its ongoing efforts to affirmatively further fair housing (AFFH), as required by the U.S. Department of Housing and Urban Development (HUD). The program serves as one component of the City's overall AFFH efforts by helping ensure that fair housing resources, education, counseling, and referrals are accessible to those most in need, particularly low-income residents, seniors, and people with disabilities. **Program Agencies** **1. Community Link Capital Region (211 Sacramento)** Operates the Renters Helpline, providing free housing counseling, dispute resolution, fair housing education, and referrals by phone and online. Services include: • Tenant/landlord dispute and eviction assistance • Tenant rights, security deposits, rental assistance, and AB 1482 information • Referrals of fair housing and discrimination complaints to Project Sentinel • Community outreach and housing stability education • **Proposed Accomplishments**: Serve 338 persons through housing counseling, fair housing education, dispute resolution, referrals, and housing stability resources. **2. Project Sentinel** Provides fair housing enforcement, education, and dispute resolution, including: • Fair housing complaint intake and assessment • Counseling, mediation, and conciliation • Referrals to HUD and other enforcement agencies • Community education and outreach • **Proposed Accomplishments:** Serve 30 persons through fair housing counseling, compliant assistance, dispute resolution, referrals, and community education. **Use of CDBG Funds** CDBG funding supports staff time and program costs for both agencies: • Community Link Capital Region: $15,236 • Project Sentinel: $9,204

**The City of Citrus Heights participates in a regional cost-sharing agreement with neighboring jurisdictions to support the Renters Helpline. The City's contribution is based on the proportion of rental units within Citrus Heights compared to the total number of rental units across all participating jurisdictions.*

Citrus Heights Community Development Block Grant (CDBG) Program
Quality of Life Funding Recommendations for CDBG Calendar Year 2027
Meeting Date: Monday, September 21, 2026

Agency Name Executive Director	Service Description Eligible CDBG Activity	2027 CDBG Request & Persons Served	CDBG Funds	Summary
Sunrise Christian Food Ministry **Executive Director** April Jacek	**Sunrise Christian Food Ministry** provides ongoing food assistance to low-income households. **CDBG activity** benefits low-and moderate-income households.	$48,139.14 CDBG 2,500 Households	2026 $29,373.65 CDBG 2025 $31,426.20 CDBG	Sunrise Christian Food Ministry (SCFM) has been a trusted source of food assistance for families in Citrus Heights for over 40 years. The organization is dedicated to building a healthier community by providing access to nutritious food for low-income families, individuals experiencing homelessness, seniors, and youth. **Hours of Operation** • Mon, Tues, Thurs, Fri: 10:30 AM to 1:00 PM • Wed: 5:00 PM – 6:30 PM (evening distribution for working families). *Approximately 40 households are Citrus Heights residents.* **Onsite Drive-Thru Food Distribution** • Each household receives over 100lbs. of recovered food, including fresh, frozen, and nonperishable items • Provides up to 5 days' worth of meals per household **Expand Community Impact** Beyond addressing food insecurity, SCFM offers a variety of community benefits: • **Senior Support**: Dedicated distribution hours and home-delivery services for seniors in Citrus Heights. • **Volunteer Development**: Engages over 100 volunteers, many gaining life and job skills that support their transition into the workforce. • **Availability & Accessibility**: Reduces barriers to food access, strengthens community partnerships, and provides critical safety net for some of the communities most vulnerable residents. **Food Support for Partner Organizations:** SCFM also provides food to several local partners, including but not limited to: • Campus Life Connection, Sunrise Parks & Recreation District, San Juan Unified School District, CH HART, Veterans Community Center, Vintage Oaks, Holy Family Church, 211, local schools, and senior living communities. **Staffing** The program is managed by a Director, Assistant Director, and Transportation Manager, supported by a team of over 100 dedicated volunteers. **Use of CDBG funds** • Funds will be used to support staff time.

Citrus Heights Community Development Block Grant (CDBG) Program
Quality of Life Funding Recommendations for CDBG Calendar Year 2027
Meeting Date: Monday, September 21, 2026

Agency Name Executive Director	Service Description Eligible CDBG Activity	2027 CDBG Request & Persons Served	CDBG Funds	Summary
Jakes Journey Home **Executive Director** Jeanne Shuman	**Service Description:** Jakes Journey Home provides low-barrier outreach, case management, resource navigation, referrals, and basic needs assistance to individuals and families experiencing homelessness or housing instability, connecting them to housing, healthcare, benefits, employment, and supportive services. **Eligible CDBG Activity:** • **Matrix Code:** 05Z Other Public Services • **National Objective:** LMC – Benefits Low/Mod Limited Clientele • **Accomplishments:** Persons	$26,000.00 CDBG 65 Persons	Jakes Journey Home has previously requested CDBG funding but has never been allocated or awarded CDBG funds.	Jakes Journey Home (JJH) has served vulnerable populations since 2020, beginning with mobile outreach to individuals experiencing homelessness and expanding into a full-service Community Assist Center in 2026. JJH serves adults of all ages, including veterans, seniors, individuals with disabilities, and families seeking stability while facing housing instability, mental health challenges, substance use disorders, and other barriers to accessing essential services. **Mobile Outreach Unit** The JJH Mobile Outreach Unit brings services directly to individuals where they are, particularly those experiencing homelessness or facing barriers that make it difficult to access traditional service locations. The Mobile Outreach Unit provides basic needs assistance, relationship-building, resource navigation, referrals, and connections to housing, healthcare, behavioral health, employment, veteran services, and other community resources. By meeting people where they are, JJH builds trust and creates a pathway toward greater stability and connection to ongoing services. **Community Assist Center** The JJH Community Assist Center is a permanent hub designed to expand and strengthen services for individuals and families facing complex life challenges. Located at 5936 Main Ave., Orangevale, the Center extends support to residents of Citrus Heights, Folsom, Orangevale, Fair Oaks, and surrounding areas of Sacramento County. The Center provides low-barrier assistance, including case management, housing navigation, benefits enrollment, document assistance, employment support, veteran services, behavioral health referrals, legal and court-system navigation, and basic needs assistance. The Center is staffed entirely by dedicated volunteers and serves as a trusted point of connection where individuals can access multiple resources and receive support navigating the systems needed to achieve greater stability and self-sufficiency. **Hours of Operation** • Mobile Outreach Unit: Dedicating 1 day a week in Citrus Heights for outreach • Community Assist Center: Monday, Tuesday, Wednesday & Friday | 10:00 AM–2:00 PM **Staffing** Case Manager dedicated to the Community Assist Center will provide services to eligible low- and moderate-income Citrus Heights. The Case Manager will provide direct client support, including intake and assessment, individualized assistance, connections to housing, healthcare, behavioral health, employment, public benefits, and other essential services. Making sure the client is supported through the process to accomplish success. **Use of CDBG funds** • Funds will be used to support staff time and program costs.

Citrus Heights Community Development Block Grant (CDBG) Program
Quality of Life Funding Recommendations for CDBG Calendar Year 2027
Meeting Date: Monday, September 21, 2026

Agency Name Executive Director	Service Description Eligible CDBG Activity	2027 CDBG Request & Persons Served	CDBG Funds	Summary
PRIDE Industries **Executive Director Craig Levra**	**Service Description:** PRIDE Industries provide workforce development, employment preparation, career exploration, job readiness, placement, and retention. **Eligible CDBG Activity:** • **Matrix Code:** 05H Employment Training • **National Objective:** LMC – Benefits Low/Mod Limited Clientele • **Accomplishments:** Persons	$20,000 CDBG 25 Persons	In 2022, PRIDE Industries YES! Program received $61,611 in Community Development Block Grant–Coronavirus (CDBG-CV) funding.	PRIDE Industries' YES! Program provides workforce development services to low- and moderate-income youth and young adults ages 16–24 facing barriers to employment, including disabilities, homelessness, foster care, and justice-system involvement. Operating since 2022, YES! builds on PRIDE Industries' extensive experience in disability employment and workforce development. **Program Highlights** • **Target populations,** Low- and moderate-income youth and young adults ages 16-24. • **Priority populations,** Youth with disabilities, homelessness/housing instability, foster care experience, justice-system involvement, poverty, or disconnection from school/work. • **Core service,** Workforce development and employment preparation through the Citrus Heights Career Hub, located at 7011 Sylvan Road, Citrus Heights. • **Services provided,** Career exploration, individualized case management, job-readiness training, resumes, mock interviews, soft skills financial literacy, education/training connections, work experience, job placement, and retention support. • **Youth Engagement,** Staff build relationships with youth, provide individual support, and connect participants to resources, career pathways, education, training, and employment opportunities. • **School & Community Outreach,** Employment specialist engages with youth through Mesa Verde High School and San Juan High School, and other community and education partners. • **Key Partners**, Sierra College, American River College, Butte College, Sacramento State University, SETA, Department of Rehabilitation, foster youth and reentry organizations, and local employers. **Program Operation** Services are provided through the Citrus Heights Career Hub and in the community offering services Monday-Thursday with Friday services available by appointment. **Staffing** • Workforce Inclusion Manager: Provides program oversight, supervision, compliance, reporting, and quality assurance. No CDBG funding is requested for this position. • Workforce Inclusion Employment Specialist: Provides direct youth services, including outreach, case management, career exploration, job readiness, employment placement, and ongoing support. CDBG funding will support 34.7% of the position. **Use of CDBG funds** • CDGB funding will support 34.7% of one Employment Specialist's time dedicated to providing direct services to Citrus Heights youth.

CITY OF CITRUS HEIGHTS

CITY COUNCIL STAFF REPORT MEMORANDUM

DATE: October 14, 2026

TO: Mayor and City Council Members
Ashley J. Feeney, City Manager

FROM: Meghan Huber, Economic Development & Community Engagement Director

SUBJECT: **Allocation of Non-Profit Community Support Fund Fiscal Year 2026/2027**

Recommendation

The Non-Profit Community Support Fund provides limited, one-time grants to nonprofit organizations delivering programs and services that benefit Citrus Heights residents. The FY 2026/27 budget includes $150,000 for the program. There were 26 applications received totaling $775,207, more than five times the available funding. The Quality of Life Committee met on September 21 and September 28, 2026, and recommends nine awards totaling $150,000, supporting youth and community programs, housing assistance, food access, senior nutrition, and arts programming. The Committee also recommends two awards totaling $4,190 through the separate Community Projects Grant program to support two community garden improvements.

The Quality of Life (QOL) Committee recommends that the City Council adopt a resolution approving the FY 2026/27 Non-Profit Community Support Fund allocations shown below, approve the two Community Projects Grant awards totaling $4,190, and authorize staff to execute the related grant agreements.

Strategic Plan Alignment

This staff report aligns with the following Citrus Heights City Council Three Year Goal:

- Enhance Community Vibrancy and Engagement.

Fiscal Impact

The recommended awards total $150,000 and are within the FY 2026/27 Non-Profit Community Support Fund allocation. Approval would commit the full annual allocation, with no remaining balance. No additional appropriation is requested for these awards. The Committee also identified two projects for consideration through the separate Community Projects Grant program. Those recommendations total $4,190 and are excluded from the $150,000 allocation; they would be processed separately under the applicable Community Projects Grant program guidelines and

available funding. The recommended in-kind event sponsorship for the Citrus Heights Community Marching Band is valued at $4,000 and is separate from its $6,800 monetary award.

Background and Analysis

The City administers the Non-Profit Community Support Fund through an annual application process. Applicants describe their proposed project, implementation schedule, anticipated benefit to Citrus Heights residents, project costs, other funding sources, and performance indicators. Staff reviews applications utilizing a rubric and presents them to the City Council Quality of Life Committee, which develops funding recommendations for City Council consideration. FY 2026/27 requests span youth mentoring and education, housing and food assistance, senior and caregiver support, arts, recreation, employment access, public safety education, and neighborhood improvements. This year 26 requests were received totaling $775,207. The application summary spreadsheet and complete application bundle are attached for Council review.

Review and Committee Process

Staff reviewed applications using the approved 29-point rubric. The rubric provides a consistent baseline for reviewing nonprofit status, local benefit, project scope, measurable outcomes, budget information, and other funding sources. It is not intended to rank applicants or prescribe award amounts. The Quality of Life Committee reviewed the requests at meetings on September 21 and September 28, 2026. Given the level of demand, the Committee considered how to distribute limited funding among programs serving Citrus Heights residents and recommended full or partial awards.

FY 2026-2027 QOL Recommendation for Non-Profit Community Support Fund Award

Organization	Program	Requested	Recommended
Big Brothers Big Sisters	Pathways to Potential youth mentoring program	$12,700	$12,700
Campus Life Connection	Youth and community support program	$30,000	$22,500
Citrus Heights Arts	Art Beat event	$7,000	$5,000
Citrus Heights Community Marching Band	Operating costs	$20,000	$6,800
Citrus Heights HART	Rental Assistance Program	$40,000	$40,000
Citrus Heights Rotary	Shoes for Schools	$5,000	$5,000
Meals on Wheels	Senior Nutrition Services	$70,000	$35,000
Purple Pageant	Young Teen Society	$10,000	$8,000

Sunrise Christian Food Ministry	Food Recovery and distribution	$15,000	$15,000
TOTAL recommended recipients only		$209,700	$150,000

The request total in this table reflects only the nine recommended recipients for the Non-Profit Community Support grant. Applicants not listed in the award table are not recommended for funding through the FY 2026/27 Non-Profit Community Support Fund.

Related Recommendations
The Committee identified the Kiwanis Club's Mesa Verde High School Garden Update and Sylvan Ranch Community Garden's accessible deck and ramp construction for separate Community Projects Grant consideration. The updated spreadsheet lists Committee recommendations of $2,190 and $2,000, respectively through the Community Projects Grant program.

The Committee's recommendation for the Citrus Heights Community Marching Band includes a $6,800 cash award and $4,000 in-kind sponsorship of its spaghetti dinner at the event center, for total support valued at $10,800. Staff will document the in-kind support separately from the cash grant agreement.

Implementation and Accountability
Following Council approval, staff will notify applicants and finalize grant agreements specifying the funded scope, eligible expenses, performance period, and reporting requirements. For partial awards, staff will confirm a workable scope that aligns with the approved funding and include any specific stipulations requested by the City Council. Agreements will require recipients to report on program outcomes.

Attachments

1. Resolutions approving Non-Profit Community Support Fund allocations for FY 2026/27
2. FY 2026/27 Non-Profit Community Support Fund Application Summary
3. FY 2026/27 Non-Profit Community Support Fund Applications Bundle

RESOLUTION NO. 2026-___

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CITRUS HEIGHTS, CALIFORNIA, APPROVING NON-PROFIT COMMUNITY SUPPORT FUND ALLOCATIONS FOR FISCAL YEAR 2026/2027

WHEREAS, the City of Citrus Heights offers limited one-time funding for non-profit organizations that provide services to residents of the Citrus Heights community through the Community Support program;

WHEREAS, there is $150,000 available in Non-Profit Community Support Funds for Fiscal Year 2026/2027;

WHEREAS, the Non-Profit Community Support Fund aligns with the City Council's Strategic goal to Enhance Community Vibrancy and Engagement,

WHEREAS, the FY 2026/2027 application period opened July 2026, and twenty six applications were received;

WHEREAS, the City Council Quality of Life Committee reviewed the Non-Profit Community Support requests on August 29, 2025, and recommended the below funding allocations:

Organization	**Award**
Big Brothers Big Sisters	$12,700
Campus Life Connection	$22,500
Citrus Heights Community Marching Band	$6,800
Citrus Heights HART	$40,000
Citrus Heights Rotary	$5,000
Meals on Wheels	$35,000
Sunrise Christian Food Ministry	$15,000
Total	**$137,000**

WHEREAS, the City Council Quality of Life Committee also recommended the funding allocations below:

Community Projects Grant awards of $2,190 to the Kiwanis Club for the Mesa Verde High School Garden Update and $2,000 to Sylvan Ranch Community Garden for accessible deck and ramp construction are approved. These awards total $4,190 and are separate from the Non-Profit Community Support Fund allocation.

In-kind sponsorship valued at $4,000 is approved for the Citrus Heights Community Marching Band's spaghetti dinner at the event center, in addition to its $6,800 monetary award.

NOW THEREFORE BE IT RESOLVED AND ORDERED by the City of Citrus Heights that seven (7) applications be awarded in the total amount of $137,000 as outlined above;

The City Clerk shall certify the passage and adoption of this Resolution and enter it into the book of original resolutions.

PASSED AND ADOPTED by the City Council of the City of Citrus Heights, California, this 14th day of October 2026 by the following vote, to wit:

AYES: Council Members:
NOES: Council Members:
ABSTAIN: Council Members:
ABSENT: Council Members:

MariJane Lopez-Taff, Mayor

ATTEST:

Amy Van, City Clerk

RESOLUTION NO. 2026-___

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CITRUS HEIGHTS, CALIFORNIA, APPROVING NON-PROFIT COMMUNITY SUPPORT FUND ALLOCATIONS FOR FISCAL YEAR 2026/2027

WHEREAS, the City of Citrus Heights offers limited one-time funding for non-profit organizations that provide services to residents of the Citrus Heights community through the Community Support program;

WHEREAS, there is $150,000 available in Non-Profit Community Support Funds for Fiscal Year 2026/2027;

WHEREAS, the Non-Profit Community Support Fund aligns with the City Council's Strategic goal to Enhance Community Vibrancy and Engagement,

WHEREAS, Purple Pageant requested $10,000 through the FY 2026/2027 Non-Profit Community Support Fund for its Young Teen Society program; and

WHEREAS, the City Council Quality of Life Committee reviewed the applications and recommended an $8,000 award to Purple Pageant.

NOW THEREFORE BE IT RESOLVED AND ORDERED by the City Council of the City of Citrus Heights that an $8,000 award to Purple Pageant for its Young Teen Society program is approved within the existing FY 2026/2027 Non-Profit Community Support Fund allocation.

The City Clerk shall certify the passage and adoption of this Resolution and enter it into the book of original resolutions.

PASSED AND ADOPTED by the City Council of the City of Citrus Heights, California, this 14th day of October 2026 by the following vote, to wit:

AYES: Council Members:
NOES: Council Members:
ABSTAIN: Council Members:
ABSENT: Council Members:

MariJane Lopez-Taff, Mayor

ATTEST:

Amy Van, City Clerk

RESOLUTION NO. 2026-___

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CITRUS HEIGHTS, CALIFORNIA, APPROVING NON-PROFIT COMMUNITY SUPPORT FUND ALLOCATIONS FOR FISCAL YEAR 2026/2027

WHEREAS, the City of Citrus Heights offers limited one-time funding for non-profit organizations that provide services to residents of the Citrus Heights community through the Community Support program;

WHEREAS, there is $150,000 available in Non-Profit Community Support Funds for Fiscal Year 2026/2027;

WHEREAS, the Non-Profit Community Support Fund aligns with the City Council's Strategic goal to Enhance Community Vibrancy and Engagement,

WHEREAS, Citrus Heights Arts requested $7,000 through the FY 2026/2027 Non-Profit Community Support Fund for its Art Beat event; and

WHEREAS, the City Council Quality of Life Committee reviewed the applications and recommended a $5,000 award to Citrus Heights Arts.

NOW THEREFORE BE IT RESOLVED AND ORDERED by the City Council of the City of Citrus Heights that a $5,000 award to Citrus Heights Arts for its Art Beat event is approved within the existing FY 2026/2027 Non-Profit Community Support Fund allocation.

The City Clerk shall certify the passage and adoption of this Resolution and enter it into the book of original resolutions.

PASSED AND ADOPTED by the City Council of the City of Citrus Heights, California, this 14th day of October 2026 by the following vote, to wit:

AYES: **Council Members:**
NOES: **Council Members:**
ABSTAIN: **Council Members:**
ABSENT: **Council Members:**

MariJane Lopez-Taff, Mayor

ATTEST:

Amy Van, City Clerk

Organization	Program Overview/Notes	# of residents served	CDBG Y/N	Rubric Score (Max 29)	Request ($)
Big Brothers Big Sisters	Pathways to Potential youth mentoring program	20	N	25	$12,700.00
Breathe CA Sacramento Region	Breathe Better at Home	650	N	23	$40,717.00
Bridging Hearts Together	Sierra Meadows Mobile Estates Home Repair	45	N	21	$30,400.00
Campus Life Connection	Youth and community support program	300	Y	26	$30,000.00
Cap Valley FC	Play It Forward Progam	100	N	22	$13,270.00
Celtic Cross Presbyterian Church	Celtic HART Lunch Café	102	N	19	$3,000.00
Citrus Heights Arts	Art Beat event	500+	N	27	$7,000.00
Citrus Heights Community Marching Band	Operating costs	1000	N	26	$20,000.00
Citrus Heights HART	Rental Assistance Program	50	N	24	$40,000.00
Citrus Heights Rotary	Shoes for Schools	525	N	27	$5,000.00
Citrus Heights Veterans Community Center	Lot acquisition for parking	1000+	N	29	$25,000.00
Del Oro Caregiver Resource Center	Caregiver Respite Expansion Project	40	N	16	$46,000.00
Health Education Council	Citrus Heights Youth and Familty Wellness Initiative	415	N	24	$75,000.00
JABEL (Justice Advocates Battling Exploitation & Li	Elevate JABEL Art Gallery - Through Their Eyes: Hidden In Plain		N	15	$75,000.00
Kiwanis Club	Mesa Verde High School Garden Update	40	N	24	$2,190.00
Meals on Wheels	Senior Nutrition Services	187	Y	25	$70,000.00
Nor Cal Resist	Rental Assistance Program	63	N	13	$50,000.00
PRIDE Industries	YES! Citrus Heights Youth Employment Access	14	N	24	$15,000.00
Progressive Employment Concepts	Lean Business Growth & Inclusive Employment	15	N	18	$14,500.00
Project Optimism	Citrus Heights Student Engagement Hub	500	N	23	$20,000.00
Purple Pageant	Young Teen Society	20	N	26	$10,000.00
Safety Center	SANDI Safe Streets Teen Driver Ambassador P	48	N	22	$30,000.00
Sunrise Christian Food Ministry	Food Recovery and distribution	6500	Y	24	$15,000.00
Suvidha Internaitonal Foundation	FutureTech Robotics Program	50	N	22	$15,000.00
Sylvan Ranch Community Garden	ADA Complaint Deck and Ramp Construction	451	N	25	$2,000.00
The Public Bridge Corporation	Citrus Heights Youth Prevention, Family Engage	600	N	18	$100,000.00
UCP	Recreation for All!	50	N	19	$8,430.00

CITRUS HEIGHTS

ECONOMIC DEVELOPMENT & COMMUNITY ENGAGEMENT DEPARTMENT

2026/2027 Nonprofit Community Support Fund Applications

BIG BROTHERS BIG SISTERS

CITRUS HEIGHTS
Solid roots. New growth.

Non-profit Community Support Fund Program Grant Application

Organization:	Big Brothers Big Sisters of the Greater Sacramento Area
Applicant Name & Title:	Jenny Roberts, Chief Development Officer
Address:	1750 Howe Ave. Ste. 250, Sacramento, 95825
Event/Project/Program Title:	Pathways to Potential - Mentoring Program
501(c)(3) Number: *(Include a copy of the IRS Letter w/Application)*	94-1559853
Primary Contact Name: *(If other than the applicant)*	
E-mail and Phone Number:	jenny@bbbs-sac.org 916-907-1374
Requested Grant Amount ($):	$ 12,700
By signing this document, I agree I have read (1) Non-Profit Community Support Program Guidelines, (2) Non-Profit Community Support Program Review and Approval Process, and (3) Non-profit Community Support Fund Program Scoring Rubric. I certify that funds will be used for the purpose specified in the application and supplemental documents. I understand that a final report and summary of the award are due no later than 45 days after the final project is completed or within 12 months from the award. I understand that failure to adhere to all program guidelines could prohibit me or my organization from applying for future funding.	
Signature and Date:	Jenny Roberts 8/14/24

A completed application includes all details below from the Project Plan & Description and the Project Budget & Grant Request. Application packets not containing all parts will be considered incomplete.

Project Plan & Description

Attach the following details to the application in a separate file using a maximum of 3 pages)

- *A description of how funding will be used including steps for implementation, schedule for completion, and expected outcomes*
- *Indicate the anticipated number of Citrus Heights residents served*
- *List all prior City of Citrus Heights funding awarded (city-administered grants, CDBG funds, etc.) to your organization over the past five (5) years*
- *Is your organization applying for 2025 CDBG funds and if so, for what amount?*
- *Attach a copy of IRS Determination Letter verifying non-profit designation*

Project Budget & Grant Request

Attach the following details to the application: A maximum of two (2) pages.

- *What is the total proposed program/project costs? Detail all current and anticipated funding sources. List other organizations/agencies for which your organization will receive funding for this project.*
- *For ongoing programs, describe how your organization will fund future expenses.*
- *How much of the total project costs is your organization requesting from the City?*
- *Describe how the funding requested serves only Citrus Heights residents*

Big Brothers Big Sisters OF THE GREATER SACRAMENTO AREA

Project Plan & Description

Big Brothers Big Sisters of the Greater Sacramento Area (BBBS-GSA) is proposing the **Pathways to Potential Mentoring Program**, an evidence-based mentoring initiative that will expand access to high-quality community-based mentoring for Citrus Heights youth ages 8-21 who face social, academic, and emotional barriers to success.

Children across our area face compounding challenges related to poverty, social isolation, academic disengagement, and unmet mental and behavioral health needs. A considerable proportion of youth served by BBBS-GSA come from low-income households, single-parent families, or experience instability related to housing, food security, or exposure to Adverse Childhood Experiences.

In 2021 and 2023, the US Surgeon General issued a national state of emergency in child and adolescent mental health. Despite this growing challenge, access to consistent, trusted adult support remains limited.

Research consistently demonstrates that long-term, relationship-based mentoring is one of the most effective protective factors for mitigating these risks. A study by MENTOR found that mentored youth, when compared to their unmentored peers, are more likely to be on the honor roll and planning for college enrolment, in leadership positions, and participating in clubs and sports at school and engaged in volunteer activities in the community. Multiple studies have found that mentoring reduces depressive symptoms and can improve self-esteem and social relationships for youth with mental health challenges.

Pathways to Potential is an evidence-based mentoring initiative that expands access to high-quality community-based and school-based mentoring for youth ages 8-21 who face social, academic, and emotional barriers to success. The program matches and adapts each mentoring relationship according to the specific needs of the child/mentee (Little) and requires that each volunteer mentor (Big) commits to a minimum of one year to help in establishing trust and consistency with their Little. Bigs and Littles meet 2-4 times per month, engaging in simple yet meaningful activities. Sometimes they will connect to engage in sports activities or experience something new together, while other times they may focus on career exploration and schoolwork. These moments, big and small, create lasting impacts that shape the lives of both the child and the mentor in ways beyond measure.

All mentees and families have access to wraparound supports from other community partners and schools, including mental health services, basic needs, and educational supports. This dual approach that incorporates long-term mentorship paired with targeted wraparound services ensures that youth most exposed to outside barriers have the tools, relationships, and resilience to build a safe and promising future.

Big Brothers Big Sisters OF THE GREATER SACRAMENTO AREA

Core objectives include:

- 1:1 Mentoring Matches: Youth ("Littles") are paired with screened, trained adult mentors ("Bigs") for consistent, long-term relationships lasting a minimum of 12 months.
- Community-Based Mentoring: Matches meet regularly in community settings to build trust, social-emotional skills, confidence, and life skills through shared activities and goal setting.
- School-Based Mentoring (as applicable): Structured mentoring sessions occur on school campuses, focusing on academic engagement, attendance, positive peer relationships, and behavioral health support.
- Match Support & Case Management: Professional staff provide ongoing trauma-informed supervision, coaching, and crisis support for matches, ensuring safety, consistency, and progress toward individualized goals.
- Mental Health Support: Provide youth with mental health support, promoting healthy social and emotional development for youth impacted by Adverse Childhood Experiences (ACEs)
- Wraparound Referrals: Youth and families are connected to mental health services, academic support, and basic needs resources through established community partnerships.

Priority is given to youth attending under-resourced schools and those referred by families, schools, or community partners. BBBS-GSA services will be delivered throughout the City of Citrus Heights, with school-based programming located at partner school sites and community-based matches occurring in neighborhoods where youth live.

With funding from the Citrus Heights, BBBS-GSA will establish 10 new mentoring matches, pairing 10 children and youth ("Littles") with 10 carefully screened, trained, and supported adult volunteer mentors ("Bigs"). Participating youth will primarily come from high-risk backgrounds, with priority on low-income households, single-parent families, and foster care placements. These youth often experience social isolation, academic challenges, and limited access to supportive adult relationships, placing them at increased risk for negative educational and life outcomes.

Throughout the grant term, the program will meet the following outcomes through clearly defined activities, ensuring the project team's efforts remain focused:

Q1 Outcome: Recruit and Enroll 10 Children/Youth (Littles) and 10 Volunteer Mentors (Bigs) in Citrus Heights.

Activities:

- Engage partners such as schools and community agencies to identify children who could benefit from the program
- Conduct outreach to children/guardians, explain the program, assess interest.
- Launch targeted recruitment campaigns, including public engagements, media outreach, social media promotion
- Host orientations and informational sessions.

Q2 Outcome: Support Mentoring Relationships & Strengthen Community Partnerships.

Activities:

- Host "Ready to Be Matched" meetings to connect enrolled children with volunteers
- Expand collaborations with local agencies to enhance youth and volunteer referral pipelines.
- Year-Round Activities: Provide continuous support and regular check-ins with all participants to ensure match success and review goal progression.
- Conduct evaluations to assess match progress and support needs.
- Provide enrolled youth with mental health support including trauma informed case management and/or wraparound supportive services as needed

After completing a full year engaged in the Community-Based Mentoring Program, we aim to show improvements in key categories such as 90% retention rate of our matches; 80% experience an improvement in academics after 6 months in the program; 60% experience an improvement in school attendance 6 months into the program.

Program participants are asked to complete the Strength of Relationship survey to capture data on relationship qualities that predict strength of relationship between each Big and Little. The survey asks questions about soft skill development, how they feel about themselves, avoidance of risky behaviors and overall mental health. We expect to see an over 50% improvement from 80% of youth participants after 6 months engaged in the program.

BBBS-GSA has not been funded by the City of Citrus Heights within the last 5 years, nor did we apply to the 2025 CDBG funds.

For 62 years, Big Brothers Big Sisters of the Greater Sacramento Area has provided high-quality, one-to-one mentoring services to youth across a 10-county region, including: Sacramento, Placer, San Joaquin, Stanislaus, Yuba, Yolo, Sutter, Lake, Butte, and Colusa Counties. Our mission is to create and support one-to-one mentoring relationships with trusted adults which ignite the independence and creativity of youth. While we are aligned with Big Brothers Big Sisters of America's National Standards of Excellence, BBBS-GSA is a standalone nonprofit organization. We're able to continue our mentorship programs in the Greater Sacramento Area only because of the funding we receive locally.



Program Budget 2026:
Pathways to Potential Mentorship Program

Big Brothers Big Sisters
OF THE GREATER SACRAMENTO AREA

	PROJECT BUDGET	Project Cost	Request from Citrus Heights
	PERSONNEL/STAFFING EXPENSES (List title and % FTE on project)		
	1 - Chief Executive Officer @ 33%	$ 53,790.00	$ -
	2 - Community-Based Manager @ 100%	$ 78,000.00	$ 2,340.00
	3 - Clinical Enrollment Specialist @ 75%	$ 57,750.00	$ -
	4 - Sr. Program Enrollment Specialist @ 100%	$ 75,000.00	$ 2,250.00
	5 - Enrollment and Match Support Specialist (1.5FTE)	$ 78,000.00	$ 2,340.00
	Subtotal, Personnel/Staffing Expenses	$ 342,540.00	$ 6,930.00
	Benefits (25% of Personnel)	$ 85,635.00	$ 1,732.50
	Total Personnel + Benefits	**$ 428,175.00**	**$ 8,662.50**
	NON-PERSONNEL EXPENSES		
	Rent	$ 57,532.50	$ 1,725.98
	Office Supplies	$ 4,500.00	$ 135.00
	Communications (Telephone, Internet, etc.)	$ 1,200.00	$ 36.00
	Travel	$ 12,600.00	$ 378.00
	Program Supplies	$ 20,250.00	$ 607.50
		$ 96,082.50	**$ 2,882.48**
	INDIRECT/OVERHEAD EXPENSE 10% of Direct Expenses* (Direct Expenses = Personnel + Non-Personnel)	$ 52,425.75	$ 1,154.50
	Total Non-Personnel	$ 148,508.25	$ 4,036.97
	TOTAL EXPENSES	**$ 576,683.25**	**$ 12,699.47**

Funding Sources	Requested	Awarded
Kelly Foundation	$ 40,000.00	$ 40,000.00
Bank of America	$ 30,000.00	$ 25,000.00
Carlsen Muir Family Foundation	$ 25,000.00	$ 25,000.00
City of Rancho Cordova	$ 25,000.00	$ 10,000.00
WestAmerica Bank	$ 2,500.00	$ 2,000.00
Kaiser Permanente	$ 25,000.00	Pending
TJX Foundation	$ 15,000.00	Pending
Dermody Properties Foundation	$ 2,865.00	Pending
Kiwanis Club of Citrus Heights	$ 2,500.00	Planned
		$ 102,000.00

Sustainability:

Big Brothers Big Sisters (BBBS-GSA) is supported through a diversified funding strategy designed to ensure long-term sustainability beyond the proposed grant period. BBBS-GSA prides itself on maintaining a diversified funding strategy through multiple fundraising efforts. For the 2026 fiscal year, our income diversification is as follows: 6% individual giving, 5% corporate giving, 2% board member giving, 4% BBBS national pass-through, 4% foundation giving, 41% special events, 30% individual giving with restrictions, 5% external events, 1% workplace giving, and 2% sublease revenue. Grant investments are leveraged to strengthen staffing capacity, deepen school and community partnerships, and enhance program infrastructure, all of which contribute to sustained impact and continued growth.

Funding from the City of Citrus Heights will be used to support youth, their families and mentors from Citrus Heights.

CITRUS HEIGHTS
ECONOMIC DEVELOPMENT & COMMUNITY ENGAGEMENT DEPARTMENT

Non-profit Community Support Fund Program Scoring Rubric

Organization Name: Big Brothers Big Sisters - Pathways to Potential Program

TOTAL SCORE: 25/29

Overview

	Yes-1	No-0	Score
1.Copy of IRS 501(c)(3) Determination Letter (Confirming status)	1		
2. Clear and measurable project scope/description	1		
3. Funding usage benefits Citrus Heights residents	1		
5. Provide an Itemized Budget	1		4

Program/Services Overview

The applicant clearly describes the specific program or event and aligns with the funding request					
High- 5	4	Medium-3	2	Low-1	Score
A clear summary of the program/services with specific details on how it serves Citrus Heights residents		Somewhat clear summary of the program/services with specific details on how it serves Citrus Heights residents		Vague, incomplete, or confusing summary of the program/services with little or no details on how it serves Citrus Heights residents	5

How many Citrus Heights residents will benefit from the program?						
5	4	3	2	1	0	Score
>1000	>500	>250	>100	<50	Did not provide an answer	1

The applicant identifies clear, specific outcomes that can be expected from this award					
High- 5	4	Medium-3	2	Low-1	Score
Clear definition of program/services success. Clear picture of how it will demonstrate outcomes are met.		Good understanding of anticipated specific results of success, but lacks detail.		Success difficult to ascertain, flawed by unmeasurable outcomes.	5

CITRUS HEIGHTS
ECONOMIC DEVELOPMENT & COMMUNITY ENGAGEMENT DEPARTMENT

Budget

Detailed Project Costs					
High- 5	4	Medium-3	2	Low-1	Score
Strongly detailed and realistic budget with sound use of funds		The budget generally appears to support the program/services as described, although there are gaps in detail.		The budget does not support the described program/services. It seems incomplete, does not reflect actual costs, or is outside of program goals.	5

Identified other funding sources (e.g., fees, donations, grants) the organization has received					
High- 5	4	Medium-3	2	Low-1	Score
Demonstrates significant financial support from other funding sources without City funding		Demonstrates some financial support from other funding sources without City funding		Demonstrates minimal financial support from other funding sources without City funding	5

Written Comments

10 CH youth supported, 10 CH adult residents engaged
Excellent ROI metrics identified: retention in program, improvement in academics and school attendance, mental and behavioral health improvement
Request is 2% of total project cost

BREATHE CALIFORNIA SACRAMENTO REGION

Non-profit Community Support Fund Program Grant Application

Organization:	Breathe California Sacramento Region
Applicant Name & Title:	Melissa Hill, Senior Program Manager
Address:	909 12th Street, Suite 200 Sacramento, CA 95814
Event/Project/Program Title:	Breathe Better at Home
501(c)(3) Number: *(Include a copy of the IRS Letter w/Application)*	94-1641240
Primary Contact Name: *(If other than the applicant)*	Jennifer Finton, CEO
E-mail and Phone Number:	jfinton@sacbreathe.org 916-444-5900
Requested Grant Amount ($):	$40,717

By signing this document, I agree I have read (1) Non-Profit Community Support Program Guidelines, (2) Non-Profit Community Support Program Review and Approval Process, and (3) Non-profit Community Support Fund Program Scoring Rubric. I certify that funds will be used for the purpose specified in the application and supplemental documents. I understand that a final report and summary of the award are due no later than 45 days after the final project is completed or within 12 months from the award. I understand that failure to adhere to all program guidelines could prohibit me or my organization from applying for future funding.

Signature and Date: 8/14/2026

A completed application includes all details below from the Project Plan & Description and the Project Budget & Grant Request. Application packets not containing all parts will be considered incomplete.

Project Plan & Description

Attach the following details to the application in a separate file using a maximum of 3 pages)

- *A description of how funding will be used including steps for implementation, schedule for completion, and expected outcomes*
- *Indicate the anticipated number of Citrus Heights residents served*
- *List all prior City of Citrus Heights funding awarded (city-administered grants, CDBG funds, etc.) to your organization over the past five (5) years*
- *Is your organization applying for 2025 CDBG funds and if so, for what amount?*
- *Attach a copy of IRS Determination Letter verifying non-profit designation*

Project Budget & Grant Request

Attach the following details to the application: A maximum of two (2) pages.

- *What is the total proposed program/project costs? Detail all current and anticipated funding sources. List other organizations/agencies for which your organization will receive funding for this project.*
- *For ongoing programs, describe how your organization will fund future expenses.*
- *How much of the total project costs is your organization requesting from the City?*
- *Describe how the funding requested serves only Citrus Heights residents*

Application Submittal Process: E-mail the signed application packet and all attachments to communityengagement@citrusheights.net no later than 4:00 p.m. by August 15th, 2025.

LATE APPLICATIONS WILL NOT BE ACCEPTED

Post Award Reporting Requirements

- All City-Administrated Grants and incentive programs require a final project report to demonstrate that the applicant achieved the program's goals and utilized the funding appropriately. This provides a framework for accountability and highlights the organization's worthiness for future funding.
- All reports are due within 12 months of the project's approval or 45 days after completion. Applicants who fail to provide a final report may be denied future funding.

BREATHE CALIFORNIA Sacramento Region

Breathe Better at Home: Project Plan & Description

Breathe California Sacramento Region (SacBreathe) has been improving lung health and air quality throughout the Sacramento region for more than 100 years. Since 1917, SacBreathe has partnered with local governments, schools, healthcare providers, and community organizations to reduce air pollution, prevent lung disease, and educate residents on ways to protect and improve their health.

SacBreathe has direct experience working with low income and disadvantaged communities through Our Community CarShare (OCCS), funded by California Climate Investments and managed by the Sac Metro Air Quality Management District. Through OCCS, SacBreathe worked closely with housing providers and community partners to engage residents in multi-unit, low-income housing communities to access electric vehicles for every day use at a reduced rate. SacBreathe provides ongoing resident outreach and education, hosts regular site visits, virtual meetings, maintains weekly communication with participants, and organizes community events to build participation and strengthen relationships with residents.

Additionally, SacBreathe gained community air quality experience with the UC Davis Health Neighbor Clean Air Project, where we co-developed and conducted outreach on indoor and outdoor air quality, health impacts, poor air quality events, and low-cost air filtration to nearby residents. This work was done in cooperation with UC Davis staff in response to their large hospital expansion construction project.

Together, these efforts demonstrate SacBreathe's experience engaging residents, providing practical air quality education, and connecting underserved communities with resources that support healthier environments.

Through SacBreathe's indoor air quality proposal, our aim will be to improve indoor air quality for the City's residents while specifically targeting residents living at the Arborelle complex at 8007 Sunrise Blvd and Greenback Manor at 7500 Greenback Ln in Citrus Heights. Asthma continues to affect 1 in 4 adults and 1 in 5 children in Sacramento County. CalEnviroScreen data demonstrate that both the Greenback and Sunrise communities experience notable air pollution burdens. Diesel particulate matter percentile scores are 30.99 for Greenback and 42.44 for Sunrise, while PM2.5 percentile scores are 24.20 and 81.76, respectively. Sunrise experiences a particularly high PM2.5 burden, with a CalEnviroScreen percentile of 81.76. Long-term exposure to these pollutants has been associated with increased risks of asthma, respiratory illness, and cardiovascular disease. This project would reach out to the 350 families at these two complexes.

In addition to specific outreach and education activities at the above named multi-family housing complexes, SacBreathe will engage up to 650 families through healthy indoor air quality workshops and outreach that provide practical, evidence-based strategies for improving indoor air quality. Free workshops will be promoted through local community centers, neighboring schools, healthcare providers, community organizations, and social media to reach residents throughout the community using multilingual outreach materials.

Workshop participants will learn how transportation-related air pollution can affect indoor air quality, strategies to reduce exposure through healthy home practices, steps to take during poor air quality and wildfire smoke events, and ways to improve indoor air filtration. Portable HEPA air purifiers will be available to qualifying residents, with priority given to vulnerable populations, including older adults, households with children, and individuals with chronic lung or heart conditions, based on project funding and availability. It is anticipated that materials distributed will stay in the residence even if tenancy changes. SacBreathe staff will provide one-on-one guidance on proper use and maintenance of the air purifiers and help residents identify practical strategies that best fit their homes. Additional materials will be available at community workshops for residents to take home such as “DIY” low volatile organic compound cleaners and houseplants. Incentives for participation, including survey completion will be used to ensure robust engagement.

This Breathe Better at Home project is expected to take up to a year.

Months 1–2, SacBreathe will coordinate with on-site housing managers and community partners, finalize outreach and educational materials, secure workshop locations, purchase project supplies and portable HEPA air purifiers, and develop surveys and multilingual materials.

Months 3–10, SacBreathe will conduct community recruitment, indoor air quality workshops, educational outreach, and distribution of air purifiers to qualifying households after workshops. Throughout implementation, SacBreathe will track participation, distribute educational resources, and collect pre- and post-workshop surveys.

Months 11-12, staff will evaluate program outcomes, compile participation and distribution data, and complete required grant reporting.

Expected outcomes include increased community awareness of indoor air quality, greater adoption of healthy home practices, and expanded access to portable HEPA air purifiers for households within the project area. Program success will be measured through workshop participation, educational materials distributed, air purifiers provided, and pre- and post-workshop surveys assessing changes in participant knowledge and confidence. By combining education with direct resources, the project will support healthier indoor environments and reduce the burden of asthma and other lung diseases on children and families living in Citrus Heights.

IRS Department of the Treasury
Internal Revenue Service
P.O. Box 2508, Room 4010
Cincinnati OH 45201

In reply refer to: 4077394588
May 20, 2019 LTR 4168C 0
94-1641240 000000 00
00028718
BODC: TE

BREATHE CALIFORNIA SACRAMENTO
REGION
909 12TH STREET
SACRAMENTO CA 95814-2931

53804

Employer ID number: 94-1641240
Form 990 required: Yes

Dear Taxpayer:

We're responding to your request dated Feb. 20, 2019, about your tax-exempt status.

We issued you a determination letter in August 1967, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c)(3).

We also show you're not a private foundation as defined under IRC Section 509(a) because you're described in IRC Sections 509(a)(1) and 170(b)(1)(A)(vi).

Donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106, and 2522.

In the heading of this letter, we indicated whether you must file an annual information return. If you're required to file a return, you must file one of the following by the 15th day of the 5th month after the end of your annual accounting period:

- Form 990, Return of Organization Exempt From Income Tax
- Form 990EZ, Short Form Return of Organization Exempt From Income Tax
- Form 990-N, Electronic Notice (e-Postcard) for Tax-Exempt Organizations Not Required to File Form 990 or Form 990-EZ
- Form 990-PF, Return of Private Foundation or Section 4947(a)(1) Trust Treated as Private Foundation

According to IRC Section 6033(j), if you don't file a required annual information return or notice for 3 consecutive years, we'll revoke your tax-exempt status on the due date of the 3rd required return or notice.

You can get IRS forms or publications you need from our website at www.irs.gov/forms-pubs or by calling 800-TAX-FORM (800-829-3676).

If you have questions, call 877-829-5500 between 8 a.m. and 5 p.m.,

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May 20, 2019 LTR 4168C 0
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BREATHE CALIFORNIA SACRAMENTO
REGION
909 12TH STREET
SACRAMENTO CA 95814-2931

local time, Monday through Friday (Alaska and Hawaii follow Pacific time).

Thank you for your cooperation.

Sincerely yours,

Stephen A. Martin

Stephen A. Martin
Director, EO Rulings & Agreements

Project Budget & Grant Request

The total proposed project cost is $49,409, and SacBreathe is requesting $40,717 from the City of Citrus Heights to support implementation of the project. The City grant will serve as the primary funding source for the proposed project with some additional funding from the UC Davis Health project and using up remaining incentives from the Vehicle Emissions Project. This project is being proposed as a one-year grant-funded initiative; therefore, no ongoing expenses are anticipated beyond the grant period. We anticipate materials and supplies to be left with residents and passed along to any future tenants. Any continuation or expansion of the program as written beyond the grant period would be dependent upon the availability of future grant funding or other funding sources in order to continue with community workshops and distribute additional indoor healthy air supplies.

The proposed $49,409 budget prioritizes direct community education and resources while providing the staffing and administrative support necessary to successfully implement the project. Personnel costs include $13,050 for a Program Manager at $45 per hour for approximately 290 hours and $1,600 for an intern at $20 per hour for 80 hours. The Program Manager will oversee project coordination, community partnerships, outreach, workshop implementation, air purifier distribution, data collection, evaluation, and grant reporting, while the intern will provide additional support for outreach and community activities. An additional $3,872.10 is allocated for employee benefits and payroll-related taxes. Expertise from the program manager on the UC Davis project will be utilized in developing materials.

Approximately $11,650 is allocated for indoor air quality resources, including 100 portable HEPA air purifiers with replacement filters, indoor plants, and materials for healthy home demonstrations and activities. These resources will complement workshop education by providing residents with practical tools and strategies they can use to improve indoor air quality. An additional $750 is allocated for educational materials used during workshops and community outreach.

To support equitable access and participation, $1,000 is allocated for translation services for up to three languages. Participant incentives total $5,000, allowing for approximately 500 workshop participants or families to receive a $10 incentive for participating in project activities. Up to $750 is reserved for facility rental when free community space is unavailable, and $150 is allocated for staff mileage associated with approximately 20 community visits.

Finally, $2,895 is allocated for administrative and indirect costs associated with fiscal management, purchasing, grant administration, and organizational support. Overall, the budget balances personnel and project administration with direct investments in

community education, participation, and resources that will help residents reduce their exposure to indoor and transportation-related air pollution.

All funding requested from the City will be used exclusively to support Citrus Heights residents. Project outreach, workshops, educational materials, participant incentives, and portable HEPA air purifier distribution will be limited to residents within the identified Citrus Heights project area surrounding Sunrise Boulevard and Greenback Lane. SacBreathe will track program participation and resource distribution to ensure City funds directly benefit Citrus Heights residents.

Expense	Citrus Heights Nonprofit Community Support	Other funding	Source
Personnel			
Program Manager .15 FTE	$13,050	$6,000	UC Davis Health Project
Intern (80 hours)	$1,600		
Benefits + taxes	$3,872	$1,692	
Air purifiers,filters, plants, cleaners	$11,650		
Educational Materials	$750	$500	UC Davis Health Project
Translation Services	$1,000		
Participant Incentives	$5,000	$500	Vehicle Emissions Project
Facility Rental (if needed)	$750		
Staff Travel/Mileage	$150		
Administrative/Indirect Costs	$2,895		
TOTAL	**$40,717**	**$8,692**	

CITRUS HEIGHTS
ECONOMIC DEVELOPMENT & COMMUNITY ENGAGEMENT DEPARTMENT

Non-profit Community Support Fund Program Scoring Rubric

Organization Name: Breathe California Sacramento Region - Breathe Better At Home

TOTAL SCORE: 23

Overview

	Yes-1	No-0	Score
1.Copy of IRS 501(c)(3) Determination Letter (Confirming status)	1		
2. Clear and measurable project scope/description	1		
3. Funding usage benefits Citrus Heights residents	1		
5. Provide an Itemized Budget	1		

Program/Services Overview

The applicant clearly describes the specific program or event and aligns with the funding request					
High- 5	4	Medium-3	2	Low-1	Score
A clear summary of the program/services with specific details on how it serves Citrus Heights residents		Somewhat clear summary of the program/services with specific details on how it serves Citrus Heights residents		Vague, incomplete, or confusing summary of the program/services with little or no details on how it serves Citrus Heights residents	4

How many Citrus Heights residents will benefit from the program?						
5	4	3	2	1	0	Score
>1000	>500	>250	>100	<50	Did not provide an answer	5

The applicant identifies clear, specific outcomes that can be expected from this award					
High- 5	4	Medium-3	2	Low-1	Score
Clear definition of program/services success. Clear picture of how it will demonstrate outcomes are met.		Good understanding of anticipated specific results of success, but lacks detail.		Success difficult to ascertain, flawed by unmeasurable outcomes.	3

CITRUS HEIGHTS
ECONOMIC DEVELOPMENT & COMMUNITY ENGAGEMENT DEPARTMENT

Budget

Detailed Project Costs					
High- 5	4	Medium-3	2	Low-1	Score
Strongly detailed and realistic budget with sound use of funds		The budget generally appears to support the program/services as described, although there are gaps in detail.		The budget does not support the described program/services. It seems incomplete, does not reflect actual costs, or is outside of program goals.	5

Identified other funding sources (e.g., fees, donations, grants) the organization has received					
High- 5	4	Medium-3	2	Low-1	Score
Demonstrates significant financial support from other funding sources without City funding		Demonstrates some financial support from other funding sources without City funding		Demonstrates minimal financial support from other funding sources without City funding	2

Written Comments

Application notes 350 families x 2.5 avg household size = 875 + "up to" 650 workshop attendees = 1525
Request is 82% of project cost
Direct benefit of 100 air filters, unclear who would qualify
Scope did not include number of workshops to achieve stated goal, metric outcomes not defined for workshops

BRIDGING HEARTS TOGETHER

CITRUS HEIGHTS
Solid roots. New growth.

Non-profit Community Support Fund Program Grant Application

Organization:	Bridging Hearts Together
Applicant Name & Title:	Deborah Silva, President/CEO
Address:	7515 Goldeneye Lane, Citrus Heights, CA 95621
Event/Project/Program Title:	2027 Improvement Projects Funding
501(c)(3) Number: *(Include a copy of the IRS Letter w/Application)*	Employer ID # 99-2373723; State of CA Entity #6551136
Primary Contact Name: *(If other than the applicant)*	
E-mail and Phone Number:	dhs.silva@yahoo.com 916-213-4775
Requested Grant Amount ($):	$30,000

By signing this document, I agree I have read (1) Non-Profit Community Support Program Guidelines, (2) Non-Profit Community Support Program Review and Approval Process, and (3) Non-profit Community Support Fund Program Scoring Rubric. I certify that funds will be used for the purpose specified in the application and supplemental documents. I understand that a final report and summary of the award are due no later than 45 days after the final project is completed or within 12 months from the award. I understand that failure to adhere to all program guidelines could prohibit me or my organization from applying for future funding.

Signature and Date: D H Silva 8/14/2024

A completed application includes all details below from the Project Plan & Description and the Project Budget & Grant Request. Application packets not containing all parts will be considered incomplete.

Project Plan & Description

Attach the following details to the application in a separate file using a maximum of 3 pages)

- *A description of how funding will be used including steps for implementation, schedule for completion, and expected outcomes*
- *Indicate the anticipated number of Citrus Heights residents served*
- *List all prior City of Citrus Heights funding awarded (city-administered grants, CDBG funds, etc.) to your organization over the past five (5) years*
- *Is your organization applying for 2025 CDBG funds and if so, for what amount?*
- *Attach a copy of IRS Determination Letter verifying non-profit designation*

Project Budget & Grant Request

Attach the following details to the application: A maximum of two (2) pages.

- *What is the total proposed program/project costs? Detail all current and anticipated funding sources. List other organizations/agencies for which your organization will receive funding for this project.*
- *For ongoing programs, describe how your organization will fund future expenses.*
- *How much of the total project costs is your organization requesting from the City?*
- *Describe how the funding requested serves only Citrus Heights residents*

Approved by City Council January 11, 2024

Bridging Hearts Together – Project Plan and Description

Bridging Hearts Together (BHT) is comprised of residents of Sierra Meadows Mobile Estates (SMME), located at 7600 Daly Avenue, Citrus Heights, CA 95621. It is a senior's only living community with most residents on lower fixed incomes. Our objective is to provide financial assistance and services to preserve and improve the quality of life for those in need within our immediate community, SMME. Our projects are developed from individual applications and budgets vary depending on the individual project requirements.

I, Deborah Silva, have recently taken over as CEO and am providing projections based on the projects we have completed this 2026 calendar year. It is with reasonable assumptions that I make the following projections of need for 2027:

PROJECT TYPE	# JOBS	AVERAGE COST	EXTENDED COSTS
Replace or repair porches damaged or "unsuitable for seniors" (require shallow steps)	4	$700.00	$2,800.00
Repair or add handicap access ramps	4	$1,100.00	$4,400.00
Repair HVAC systems	6	$800.00	$4,800.00
Repair or replace flooring, esp. water damaged	4	$3,500.00	$14,000.00
Repair or replace water heater	3	$1,200.00	$3,600.00
Yard cleanup (done mostly by volunteers but materials and/or profession help sometimes needed)	8	$100.00	$800.00
TOTALS	29		$30,400.00

As many of our households are married couples, our projected number of people impacted is 45, plus benefitting their care-givers and visiting family members.

All of this year's funding has been provided by private funding and resident volunteers. This private funding has slowed radically. We have had no previous Citrus Heights funding. We do plan to apply also for CDBG funding, which I have just discovered. I am just beginning the research as to what is available here and am estimating I will apply for $10-20K. We are also hoping to set up a GO FUND ME site for continuing donations.

Current monies requested for the balance of 2026 and into 2027 is $30,000.00, which is estimated at 75% of budgeted projections.

Project Process Description:

1. Application submitted. The application is reviewed by the BHT Board, reviewing assistance requested, income levels, and reason for assistance required. (financial, handicap, illness, or basic needs, etc.).

2. Director of Project Management assesses actual project and its needs such as: materials required, type of labor (volunteer or outside contractor), code requirements, timing, etc.

3. Board approves, disapproves, or delays based on ability to provide deliverables.

4. President/CEO coordinates with client for all approved deliverables and timing.

5. Director of Project Management oversees project for quality and code enforcement, through completion.

6. Board reviews for performance, lessons learned, etc. Bills are paid and project documented both for files and for marketing purposes (fundraising).

IRS DEPARTMENT OF THE TREASURY
INTERNAL REVENUE SERVICE
CINCINNATI OH 45999-0023

Date of this notice: 04-08-2024

Employer Identification

Number:

99-2373723

Form: SS-4

Number of this notice: CP 575

BRIDGING HEARTS TOGETHER
7512 SCAUP LN
CITRUS HTS, CA 95621

For assistance you may call us at:
1-800-829-4933

IF YOU WRITE, ATTACH THE

STUB AT THE END OF THIS NOTICE.

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN 99-2373723. This EIN will identify your entity, accounts, tax returns, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

Taxpayers request an EIN for business and tax purposes. Some taxpayers receive CP575 notices when another person has stolen their identity and are operating using their information. If you did **not** apply for this EIN, please contact us at the phone number or address listed on the top of this notice.

When filing tax documents, making payments, or replying to any related correspondence, it is very important that you use your EIN and complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information is not correct as shown above, please make the correction using the attached tear-off stub and return it to us.

When you submitted your application for an EIN, you checked the box indicating you are a non-profit organization. Assigning an EIN does not grant tax-exempt status to non-profit organizations. Publication 557, Tax-Exempt Status for Your organization, has details on the application process, as well as information on returns you may need to file. To apply for recognition of tax-exempt status, organizations must complete an application on one of the following forms: Form 1023, Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code; Form 1023-EZ, Streamlined Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code; Form 1024, Application for Recognition Under Section 501(a); or Form 1024-A, Application for Recognition of Exemption Under Section 501(c)(4) of the Internal Revenue Code.

Nearly all organizations claiming tax-exempt status must file a Form 990-series annual information return (Form 990, 990-EZ, or 990-PF) or notice (Form 990-N) beginning with the year they legally form, even if they have not yet applied for or received recognition of tax-exempt status.

If you become tax-exempt, you will lose tax-exempt status if you fail to file a required return or notice for three consecutive years, unless a filing exception applies to you (search www.irs.gov for Annual Exempt Organization Return: Who Must File). We start calculating this three-year period from the tax year we assigned the EIN to you. If that

first tax year isn't a full twelve months, you're still responsible for submitting a return for that year. If you didn't legally form in the same tax year in which you obtained your EIN, contact us at the phone number or address listed at the top of this letter. For the most current information on your filing requirements and other important information, visit www.irs.gov/charities.
(IRS USE ONLY) 575E 04-08-2024 BRID O 9999999999 SS-4

IMPORTANT REMINDERS:

* Keep a copy of this notice in your permanent records. This notice is issued only one time and the IRS will not be able to generate a duplicate copy for you. You may give a copy of this document to anyone asking for proof of your EIN.

* Use this EIN and your name exactly as they appear at the top of this notice on all your federal tax forms.

* Refer to this EIN on your tax-related correspondence and documents.

* Provide future officers of your organization with a copy of this notice.

Your name control associated with this EIN is BRID. You will need to provide this information along with your EIN, if you file your returns electronically.

Safeguard your EIN by referring to Publication 4557, Safeguarding Taxpayer Data: A Guide for Your Business.

You can get any of the forms or publications mentioned in this letter by visiting our website at www.irs.gov/forms-pubs or by calling 800-TAX-FORM (800-829-3676).

If you have questions about your EIN, you can contact us at the phone number or address listed at the top of this notice. If you write, please tear off the stub at the bottom of this notice and include it with your letter.
Thank you for your cooperation.

Keep this part for your records. CP 575 E (Rev. 7-2007)

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so we may identify your account. Please correct any errors in your name or address.

Return this part with any correspondence
CP 575 E
9999999999

Your Telephone Number ( ) -

Best Time to Call

DATE OF THIS NOTICE: 04-08-2024
EMPLOYER IDENTIFICATION NUMBER: 99-2373723

FORM: SS-4 NOBOD

Department of the Treasury
Internal Revenue Service
Tax Exempt and Government Entities
P.O. Box 2508
Cincinnati, OH 45201

ITEM 12

Date:
04/22/2025

Employer ID number:
99-2373723

Person to contact:
Name: Ms. Bolton
ID number: 0194114
Telephone: 877-829-5500

Accounting period ending:
December 31

Public charity status:
170(b)(1)(A)(vi)

Form 990 / 990-EZ / 990-N required:
Yes

Effective date of exemption:
January 27, 2025

Contribution deductibility:
Yes

Addendum applies:
No

DLN:
26053476012155

BRIDGING HEARTS TOGETHER
C/O PHILLIP MINARD
5909 MALLARD LANE
CITRUS HEIGHTS, CA 95621-1639

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements

Secretary of State
Certificate of Status

I, SHIRLEY N. WEBER, PH.D., California Secretary of State, hereby certify:

Entity Name:	BRIDGING HEARTS TOGETHER
Entity No.:	6551136
Registration Date:	01/27/2025
Entity Type:	Nonprofit Corporation - CA - Public Benefit
Formed In:	CALIFORNIA
Status:	Active

The above referenced entity is active on the Secretary of State's records and is authorized to exercise all its powers, rights and privileges in California.

This certificate relates to the status of the entity on the Secretary of State's records as of the date of this certificate and does not reflect documents that are pending review or other events that may impact status.

No information is available from this office regarding the financial condition, status of licenses, if any, business activities or practices of the entity.

IN WITNESS WHEREOF, I execute this certificate and affix the Great Seal of the State of California this day of March 01, 2025.

SHIRLEY N. WEBER, PH.D.
Secretary of State

Certificate No.: 301533115

To verify the issuance of this Certificate, use the Certificate No. above with the Secretary of State Certification Verification Search available at **biz**fileOnline.sos.ca.gov.

CITRUS HEIGHTS
ECONOMIC DEVELOPMENT & COMMUNITY ENGAGEMENT DEPARTMENT

Non-profit Community Support Fund Program Scoring Rubric

Organization Name: Bridging Hearts Together

TOTAL SCORE: 21/29

Overview

	Yes-1	No-0	Score
1.Copy of IRS 501(c)(3) Determination Letter (Confirming status)	1		
2. Clear and measurable project scope/description	1		
3. Funding usage benefits Citrus Heights residents	1		
5. Provide an Itemized Budget	1		

Program/Services Overview

The applicant clearly describes the specific program or event and aligns with the funding request					
High- 5	4	Medium-3	2	Low-1	Score
A clear summary of the program/services with specific details on how it serves Citrus Heights residents		Somewhat clear summary of the program/services with specific details on how it serves Citrus Heights residents		Vague, incomplete, or confusing summary of the program/services with little or no details on how it serves Citrus Heights residents	5

How many Citrus Heights residents will benefit from the program?						
5	4	3	2	1	0	Score
>1000	>500	>250	>100	<50	Did not provide an answer	1

The applicant identifies clear, specific outcomes that can be expected from this award					
High- 5	4	Medium-3	2	Low-1	Score
Clear definition of program/services success. Clear picture of how it will demonstrate outcomes are met.		Good understanding of anticipated specific results of success, but lacks detail.		Success difficult to ascertain, flawed by unmeasurable outcomes.	5

CITRUS HEIGHTS
ECONOMIC DEVELOPMENT & COMMUNITY ENGAGEMENT DEPARTMENT

Budget

Detailed Project Costs					
High- 5	4	Medium-3	2	Low-1	Score
Strongly detailed and realistic budget with sound use of funds		The budget generally appears to support the program/services as described, although there are gaps in detail.		The budget does not support the described program/services. It seems incomplete, does not reflect actual costs, or is outside of program goals.	5

Identified other funding sources (e.g., fees, donations, grants) the organization has received					
High- 5	4	Medium-3	2	Low-1	Score
Demonstrates significant financial support from other funding sources without City funding		Demonstrates some financial support from other funding sources without City funding		Demonstrates minimal financial support from other funding sources without City funding	1

Written Comments

Budget noted private funding, but request is 100% of project cost

CAMPUS LIFE CONNECTION

CITRUS HEIGHTS
Solid roots. New growth.

Non-profit Community Support Fund Program Grant Application

Organization:	Campus Life Connection
Applicant Name & Title:	Ed Kaczmarek, Executive Director
Address:	PO Box 156, West Sacramento, CA 95691
Event/Project/Program Title:	Sayonara Center After-School Program
501(c)(3) Number: *(Include a copy of the IRS Letter w/Application)*	68-0279554
Primary Contact Name: *(If other than the applicant)*	Ed Kaczmarek
E-mail and Phone Number:	ed@campuslifeconnection.org (559) 355-7243
Requested Grant Amount ($):	$30,000
By signing this document, I agree I have read (1) Non-Profit Community Support Program Guidelines, (2) Non-Profit Community Support Program Review and Approval Process, and (3) Non-profit Community Support Fund Program Scoring Rubric. I certify that funds will be used for the purpose specified in the application and supplemental documents. I understand that a final report and summary of the award are due no later than 45 days after the final project is completed or within 12 months from the award. I understand that failure to adhere to all program guidelines could prohibit me or my organization from applying for future funding.	
Signature and Date:	Aug 2, 2024

A completed application includes all details below from the Project Plan & Description and the Project Budget & Grant Request. Application packets not containing all parts will be considered incomplete.

Project Plan & Description

Attach the following details to the application in a separate file using a maximum of 3 pages)

- *A description of how funding will be used including steps for implementation, schedule for completion, and expected outcomes*
- *Indicate the anticipated number of Citrus Heights residents served*
- *List all prior City of Citrus Heights funding awarded (city-administered grants, CDBG funds, etc.) to your organization over the past five (5) years*
- *Is your organization applying for 2025 CDBG funds and if so, for what amount?*
- *Attach a copy of IRS Determination Letter verifying non-profit designation*

Project Budget & Grant Request

Attach the following details to the application: A maximum of two (2) pages.

- *What is the total proposed program/project costs? Detail all current and anticipated funding sources. List other organizations/agencies for which your organization will receive funding for this project.*
- *For ongoing programs, describe how your organization will fund future expenses.*
- *How much of the total project costs is your organization requesting from the City?*
- *Describe how the funding requested serves only Citrus Heights residents*

Application Submittal Process: E-mail the signed application packet and all attachments to communityengagement@citrusheights.net no later than 4:00 p.m. by August 15th, 2025.

LATE APPLICATIONS WILL NOT BE ACCEPTED

Post Award Reporting Requirements

- All City-Administrated Grants and incentive programs require a final project report to demonstrate that the applicant achieved the program's goals and utilized the funding appropriately. This provides a framework for accountability and highlights the organization's worthiness for future funding.
- All reports are due within 12 months of the project's approval or 45 days after completion. Applicants who fail to provide a final report may be denied future funding.

Approved by City Council January 11, 2024

Sayonara Center's Project Plan and Description

The Sayonara Center provides a safe, free, and comprehensive after-school program for 60 vulnerable, low-income, and at-risk students in grades 1–12, while positively impacting more than 300 Citrus Heights residents each year through services that strengthen youth and support families. Grant funding will sustain critical academic support, mentoring, nutritious meals, life-skills education, recreation, and year-round enrichment opportunities that help students succeed both in school and in life. Over the past 22 years, the Sayonara Center has demonstrated measurable outcomes, including improved academic performance, strong student retention, high school graduation, post-secondary enrollment, and positive changes throughout the surrounding community. Continued investment in the Sayonara Center will ensure that children facing significant economic and social barriers have consistent access to the resources, relationships, and opportunities they need to become confident, responsible, and engaged members of their community.

Since 2004, the Sayonara Center has made a profound and lasting impact on hundreds of students living on Sayonara Drive and throughout the surrounding community. The Sayonara Center is a free, after-school program serving 60 vulnerable, low-income, and at-risk youth in grades 1–12 each year. Students receive comprehensive support through sports and recreational activities, one-on-one mentoring, tutoring, homework assistance, educational activities and games, access to a technology center to complete school assignments, daily nutritious meals and snacks, biweekly life-skills classes (including career and financial planning, cooking, and baking), and opportunities to participate in day trips and camps. The Sayonara Center's mission is to equip vulnerable youth with character, confidence, and responsibility while developing leaders from within this challenged community who will create lasting, positive change.

The Sayonara Center's steps for implementation are intentionally designed to support both academic achievement and personal growth. Each day, students receive homework assistance that helps propel many toward stronger academic performance, improved attendance, higher grades, and increased graduation rates. Sayonara Center staff and volunteers work in small groups with students to strengthen reading fluency, reinforce foundational math skills such as addition, subtraction, and multiplication, and ensure homework is completed before students return home.

This individualized academic support has become an essential part of students' daily routines. In addition to tutoring, students participate in educational games that reinforce classroom learning while making academics engaging and enjoyable. Families value knowing their children are in a safe, nurturing environment where they are learning, growing, and returning home with homework and school projects completed.

Beyond academics, students develop meaningful, lasting relationships with Sayonara Center staff and our 21 dedicated volunteers. Staff and volunteers serve as tutors, mentors, advisors, coaches, meal providers, transportation helpers, and trusted friends. Their unwavering commitment to creating a safe and welcoming environment has made the Sayonara Center a catalyst for transformation—not only in the lives of individual students but throughout the Citrus Heights community it serves.

Our volunteers read with students, provide homework assistance, practice flash cards, check in on students' well-being, prepare baked treats, plan educational lessons and crafts, and use games to reinforce learning while creating a welcoming atmosphere where every child feels valued. Students know they are genuinely cared for, and those relationships provide the foundation for mentorships that extend far beyond the classroom.

What makes the Sayonara Center especially impactful is the authentic care demonstrated by our staff, volunteers, and community partners. Whether helping a student master sight words, understand a challenging math concept, or simply encouraging them through a difficult day, every interaction is guided by a sincere investment in that child's well-being and future. Students are celebrated for their accomplishments, encouraged through challenges, and held to high expectations that help them realize their full potential.

Beyond the daily after-school program, generous community support provides students with enriching experiences they might not otherwise have access to, including weekly recreational activities, field trips, the Citrus Heights Police Activities League (P.A.L.) program, an eight-week Crossover Basketball League for middle- and high-school students coached by two former Sayonara Center youth, and a variety of summer opportunities including camps, swimming lessons, and arts and crafts.

Sayonara Center's Project Budget & Grant Request

What is the total proposed program/project costs?
The cost to run the Sayonara Center is $230,009. We are requesting $30,000 from the City of Citrus Heights. This would be in addition to the $30,000 requested from the 2026/2027 City of Citrus Heights' CDBG funds and the building provided by the City of Citrus Heights. Based on 300 people per year, the per-resident cost to the City is approximately $200.00 per year, or about $16.67 per month. (Numbers for the City cost include General Fund money plus CDBG.)

Detail all current and anticipated funding sources. List other organizations/agencies for which your organization will receive funding for this project.
- Terra Foundation – Awarded: $34,500
- Sacramento Region Community Foundation – Awarded: $10,000
- City of Citrus Heights Community Development Block Grant – Requested: $30,000 (pending)

We are continually researching and applying for grants suitable for the Sayonara Center.

For ongoing programs, describe how your organization will fund future expenses.
Campus Life Connection (CLC) continually seeks strategies and resources to work on self-sustainability. The Sayonara Center participates in organization-wide fundraisers, including luncheons, dinners, auctions, fireworks booths, and golf tournaments each year. All proceeds of donated items procured by Sayonara Center staff go toward funding the Sayonara Center.

Sayonara Center staff communicate monthly with hundreds of supporters, sharing stories of success and the Sayonara Center's needs, through which more financial supporters are gained. CLC staff are continually pursuing grant opportunities to help fund the Sayonara Center and our development staff continually pursue new avenues for raising funds through community agencies, businesses, and individuals.
CLC has a strong base of supporters made up of individuals, businesses, and nonprofits in the area. The majority of these donors contribute on a monthly basis and several provide generous yearly gifts to help meet the financial needs of the Sayonara Center. Supporters of the Sayonara Center are engaged for special fundraisers throughout the year and asked to participate and garner the involvement of others to help raise funding through these special events/opportunities. Through community outreach, grant proposals, and individual networking, we continually pursue funding for self- sustainability.

How much of the total project costs is your organization requesting from the City?
Our organization is requesting $30,000 from the City of Citrus Heights out of the total project costs.

Describe how the funding requested serves only Citrus Heights residents.
The Sayonara Center serves only residents of the City of Citrus Heights. Campus Life Connection keeps all programs segregated—funds are not comingled, so Citrus Heights money is not used in other programs.

The Sayonara Center will serve approximately more than 300 Citrus Heights residents. Registration is held at the Sayonara Center at the start of each school year. The parent(s)/guardian(s) of each child who participates must fill out a registration form noting name, address, number of people in household and ages, schools attended by their children, income, race, ethnicity, and household characteristics. Each time a new child begins to participate at the Sayonara Center during the school year, their parents are required to fill out the same form. This process allows us to accurately track the number of residents being assisted and provides the Sayonara Center with pertinent identification information including ethnicity, race, and household income data. This ensures that the participants at the Sayonara Center meet the objective of helping low- or moderate-income persons.

Sayonara Center

Budget

2026-2027

Account	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Amount
Income													
Donations													
5130 Donation Income	2,450	2,450	2,450	2,450	2,450	2,450	2,450	2,450	2,450	2,450	2,450	2,450	29,400
5160 Event Donation	0	0	0	0	0	0	0	0	0	0	0	0	0
5165 In-Kind Donation	2,700	2,700	2,700	2,700	2,700	2,700	2,700	2,700	2,700	2,700	2,700	2,700	32,400
Total Donations	5,150	5,150	5,150	5,150	5,150	5,150	5,150	5,150	5,150	5,150	5,150	5,150	61,800
Grant Income													
5200 Government Grant	1,900	1,900	1,900	26,900	1,900	1,900	0	0	4,800	0	0	5,000	46,200
5210 Foundation Grant	0	0	25,000	0	0	0	0	9,500	0	10,000	0	0	44,500
Total Grant Income	1,900	1,900	26,900	26,900	1,900	1,900	0	9,500	4,800	10,000	0	5,000	90,700
Total Income	**7,050**	**7,050**	**32,050**	**32,050**	**7,050**	**7,050**	**5,150**	**14,650**	**9,950**	**15,150**	**5,150**	**10,150**	**152,500**
Expense													
Direct Program Costs													
6200 Program Administration	14,626	14,626	14,626	14,626	14,626	14,626	14,626	14,626	14,626	14,626	14,626	14,626	175,512
6205 Ministry Program Expense	367	367	367	367	367	367	367	367	367	367	367	367	4,401
6206 Relational Ministry Actions	321	321	321	321	321	321	321	321	321	321	321	321	3,852
6210 Program Supplies	1,107	1,107	1,107	1,107	1,107	1,107	1,107	1,107	1,107	1,107	1,107	1,107	13,284
6212 Program Subscription	10	10	10	10	10	10	10	10	10	10	10	10	120
6215 Community Event	900	0	0	0	0	0	0	0	0	25	0	1,445	2,370
6216 Community Partner/Collab	0	0	0	0	0	0	350	0	0	0	0	0	350
6221 Volunteer Training&Development	0	0	0	0	0	0	0	0	0	0	0	300	300
6235 Facility Rental Exp	2,700	2,700	2,700	2,700	2,700	2,700	2,700	2,700	2,700	2,700	2,700	2,700	32,400
6245 Office Supplies/Program	50	50	50	50	50	50	50	50	50	50	50	50	600
Total Direct Program Costs	20,081	19,181	19,181	19,181	19,181	19,181	19,531	19,181	19,181	19,206	19,181	20,926	233,189
Facility Expense													
6305 Facility Supplies	188	188	188	188	188	188	188	188	188	188	188	188	2,250
6310 Maintenance & Repair	42	42	42	42	42	42	42	42	42	42	42	42	501
6315 Security	80	80	80	80	80	80	80	80	80	80	80	80	960
6320 Utilities	500	500	500	500	500	500	500	500	500	500	500	500	6,000
6330 Property Insurance	0	0	0	0	0	0	3,650	0	0	0	0	0	3,650
Total Facility Expense	809	809	809	809	809	809	4,459	809	809	809	809	809	13,361
Total Expense	**20,890**	**19,990**	**19,990**	**19,990**	**19,990**	**19,990**	**23,990**	**19,990**	**19,990**	**20,015**	**19,990**	**21,735**	**246,550**
Net Income (Loss)	**-13,840**	**-12,940**	**12,060**	**12,060**	**-12,940**	**-12,940**	**-18,840**	**-5,340**	**-10,040**	**-4,865**	**-14,840**	**-11,585**	**-94,050**

Each afternoon, students receive healthy meals and snacks through the generosity of our donors. For many participants, the meal served at the Sayonara Center is the last nutritious meal they will receive that day. During the school year, the Sayonara Center provides meals to an average of 50 students every afternoon. During the summer months, when students no longer have access to free school lunches, food insecurity increases significantly. Through this grant, we will continue expanding our meal program by providing nutritious meals to all 60 enrolled students whenever summer programming is offered. We will also continue allowing students to take extra food home to help supplement nutritional needs within their households.

To further strengthen healthy habits, the Sayonara Center offers biweekly cooking and baking classes led by a retired culinary teacher. These classes teach students about nutrition while equipping them with practical skills to prepare healthy meals for themselves and their families.

Behind every service the Sayonara Center provides are compassionate staff members, an extraordinary team of volunteers, and community partners whose shared commitment to every child's success drives continual improvement. The City of Citrus Heights' longstanding partnership with the Sayonara Center has been instrumental in helping children grow into confident, responsible, and engaged members of their community while creating opportunities to develop future leaders capable of producing lasting community-wide change.

The City of Citrus Heights has demonstrated its commitment to this work by funding the project on multiple occasions through direct financial support and by providing the facility in which the Sayonara Center operates.

Grant funds are requested beginning in October 2026 and will be utilized monthly or quarterly through June 30, 2027. Project milestones include open registration in August and year-round programming such as sports leagues, spring break camp, week-long summer camps, Thanksgiving and Christmas celebrations, and other seasonal enrichment activities. Program success is measured through attendance records and ongoing feedback from students and parents. The Sayonara Center operates throughout the school year with expanded programming during holidays and summer months.

Program effectiveness is evaluated using both quantitative and qualitative measures. Quantitative data includes student attendance, academic performance tracked through online report cards, graduation rates, and post-secondary enrollment. Students are encouraged to monitor their grades, allowing staff to identify areas needing additional support while celebrating academic progress.

The results are compelling. During the past seven years, 50 senior high-school students participating in the Sayonara Center have graduated from high school, and half have continued on to community college. Many of these graduates attended the Sayonara Center throughout their school years, demonstrating the long-term impact of consistent mentoring and academic support.

Qualitative observations further reinforce the Sayonara Center's effectiveness. Staff and volunteers witness measurable improvements in students' reading, writing, mathematics, and social studies skills through daily interaction. Students regularly share the excitement of improved grades, academic awards, and personal accomplishments. Parents consistently express gratitude for the positive changes they see in their children, while teachers and school staff frequently report noticeable improvements in both academic performance and behavior. These firsthand observations affirm the lasting value of the Sayonara Center's programming.

Today, the Sayonara Center serves as much more than an after-school program. Citrus Heights community members frequently seek assistance because they have nowhere else to turn. The Sayonara Center provides guidance, computer and printing access, restroom facilities, telephone access, snacks, diapers, drinking water during extreme heat, and referrals to additional community resources when needed. The many former participants who return for annual Sayonara Center reunions or volunteer alongside current students provide powerful evidence of the lasting influence the Sayonara Center has on the lives of the youth it serves.

Campus Life Connection (CLC)'s flagship Lerwick Community Center opened in 2001, serving 30–45 youth weekly in a neighborhood severely impacted by crime, drug activity, and gang involvement. Positive outcomes—including improved academic performance among participating youth and measurable reductions in neighborhood crime, drug

activity, and gang involvement—were consistently observed. As a result of this success, a City of Citrus Heights councilmember invited CLC to replicate the model in Citrus Heights.

The City of Citrus Heights invested in launching CLC's after-school community center in a two-bedroom apartment on Sayonara Drive. The program opened in 2004 serving 25 youth and quickly outgrew its original space. CLC temporarily expanded by renting and combining two adjacent apartment units. As participation continued to increase and the Sayonara Center demonstrated measurable success in reducing crime, drug activity, and gang involvement, City of Citrus Heights leadership recognized the need for a permanent facility. In 2011, the City of Citrus Heights constructed the Citrus Heights Children and Youth Center and generously provided the building that continues to house the Sayonara Community Center (Sayonara Center) today.

The Sayonara Center has achieved remarkable success in serving Citrus Heights residents. When operations began in 2004, approximately 25–30 students and their families participated. Twenty-two years later, in 2026, enrollment has grown to 60 students.

This sustained growth reflects the significant need within the community, where many families face economic hardship, complex family dynamics, and language barriers. It also reflects the strength of the Sayonara Center's partnerships with the City of Citrus Heights and numerous community organizations, along with the consistency, quality, and effectiveness of its programming. While originally established to serve residents living on Sayonara Drive, the Sayonara Center's reputation for excellence has led to expansion throughout the surrounding neighborhood.

Through ongoing collaboration with the City of Citrus Heights, the Sayonara Center has helped reduce crime, expand services for low-income families, build confidence among children and youth, and improve academic performance. We fully expect these positive outcomes to continue and grow through this grant project.

The Sayonara Center serves more than 300 Citrus Heights residents annually. Registration is conducted each school year and requires parents or guardians to complete forms documenting household demographics, income, school enrollment, race, ethnicity, and household characteristics. Families enrolling throughout the year complete the same process. This information enables accurate reporting of participants served while ensuring the program continues to meet its objective of serving low- and moderate-income households.

In addition to registered participants, the Sayonara Center assists many community members who seek food, clothing, referrals, or other forms of support throughout the year. Approximately 63% of participating students have parents who are not English speakers and often face significant barriers in supporting their children's education. With 60 enrolled students and their family members, the Sayonara Center directly serves approximately 300 individuals annually. Including additional community members who seek assistance throughout the year, we estimate serving well over 300 Citrus Heights residents each year.

Prior City of Citrus Heights funding awarded (city-administered grants, CDBG funds, etc.) to our organization over the past five (5) years:

CSF Funding:	CDBG Funding:	CV Funding:
2025: $25,000 CSF	2025: $20,000 CDBG	
2024: $22,000 CSF	2024: $21,698.20 CDBG	
2023: $19,388 CSF	2023: $10,930 CDBG	2023: $16,558 CV
2022: $15,000 CSF	2022: $17,343 CDBG	2022: $27,373 CV
2021*: $15,000	2021: $14,000 CDBG	2020: $15,750 CV

*In 2021, we received $15,000 from the City of Citrus Heights' CDBG-CV-3 Phase I (FY 21/22 Formerly CSF).

Our organization is applying for $30,000 in 2026 CDBG funds.

A copy of our **IRS Determination Letter** verifying non-profit designation is attached.

Internal Revenue Service

Date: June 3, 2005

CAMPUS LIFE CONNECTION
PO BOX 277728
SACRAMENTO CA 95827-7728

Department of the Treasury
P. O. Box 2508
Cincinnati, OH 45201

Person to Contact:
Jamie Bowling 31-08346
Customer Service Representative
Toll Free Telephone Number:
8:30 a.m. to 5:30 p.m. ET
877-829-5500
Fax Number:
513-263-3756
Federal Identification Number:
68-0279554

Dear Sir or Madam:

This is in response to your letter dated May 2, 2005, informing us of a new mailing address for your organization. We have updated our records as reflected above.

In August 1995 we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records indicate that your organization is also classified as a public charity under section 509(a)(2) of the Internal Revenue Code.

Our records indicate that contributions to your organization are deductible under section 170 of the Code, and that you are qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Internal Revenue Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,

Janna K. Skufca

Janna K. Skufca, Director, TE/GE
Customer Account Services

CITRUS HEIGHTS
ECONOMIC DEVELOPMENT & COMMUNITY ENGAGEMENT DEPARTMENT

Non-profit Community Support Fund Program Scoring Rubric

Organization Name: _____

TOTAL SCORE:____

Overview

	Yes-1	No-0	Score
1.Copy of IRS 501(c)(3) Determination Letter (Confirming status)			
2. Clear and measurable project scope/description			
3. Funding usage benefits Citrus Heights residents			
5. Provide an Itemized Budget			

Program/Services Overview

The applicant clearly describes the specific program or event and aligns with the funding request					
High- 5	4	Medium-3	2	Low-1	Score
A clear summary of the program/services with specific details on how it serves Citrus Heights residents		Somewhat clear summary of the program/services with specific details on how it serves Citrus Heights residents		Vague, incomplete, or confusing summary of the program/services with little or no details on how it serves Citrus Heights residents	

How many Citrus Heights residents will benefit from the program?						
5	4	3	2	1	0	Score
>1000	>500	>250	>100	<50	Did not provide an answer	

The applicant identifies clear, specific outcomes that can be expected from this award					
High- 5	4	Medium-3	2	Low-1	Score
Clear definition of program/services success. Clear picture of how it will demonstrate outcomes are met.		Good understanding of anticipated specific results of success, but lacks detail.		Success difficult to ascertain, flawed by unmeasurable outcomes.	

CITRUS HEIGHTS
ECONOMIC DEVELOPMENT & COMMUNITY ENGAGEMENT DEPARTMENT

Budget

Detailed Project Costs					
High- 5	4	Medium-3	2	Low-1	Score
Strongly detailed and realistic budget with sound use of funds		The budget generally appears to support the program/services as described, although there are gaps in detail.		The budget does not support the described program/services. It seems incomplete, does not reflect actual costs, or is outside of program goals.	

Identified other funding sources (e.g., fees, donations, grants) the organization has received					
High- 5	4	Medium-3	2	Low-1	Score
Demonstrates significant financial support from other funding sources without City funding		Demonstrates some financial support from other funding sources without City funding		Demonstrates minimal financial support from other funding sources without City funding	

Written Comments

CAPITAL VALLEY FC

Non-profit Community Support Fund Program Grant Application

Organization:	Cap Valley FC
Applicant Name & Title:	Rikki Corniola President
Address:	San Juan Park 5509 Mariposa Ave, Citrus Heights, CA 95610
Event/Project/Program Title:	Play It Forward: Citrus Heights Youth Recreation Access Program
501(c)(3) Number: *(Include a copy of the IRS Letter w/Application)*	
Primary Contact Name: *(If other than the applicant)*	
E-mail and Phone Number:	Rikki@capvalleyfc.com
Requested Grant Amount ($):	$13,270

By signing this document, I agree I have read (1) Non-Profit Community Support Program Guidelines, (2) Non-Profit Community Support Program Review and Approval Process, and (3) Non-profit Community Support Fund Program Scoring Rubric. I certify that funds will be used for the purpose specified in the application and supplemental documents. I understand that a final report and summary of the award are due no later than 45 days after the final project is completed or within 12 months from the award. I understand that failure to adhere to all program guidelines could prohibit me or my organization from applying for future funding.

Signature and Date: 08/11/2026

A completed application includes all details below from the Project Plan & Description and the Project Budget & Grant Request. Application packets not containing all parts will be considered incomplete.

Project Plan & Description

Attach the following details to the application in a separate file using a maximum of 3 pages)

- *A description of how funding will be used including steps for implementation, schedule for completion, and expected outcomes*
- *Indicate the anticipated number of Citrus Heights residents served*
- *List all prior City of Citrus Heights funding awarded (city-administered grants, CDBG funds, etc.) to your organization over the past five (5) years*
- *Is your organization applying for 2025 CDBG funds and if so, for what amount?*
- *Attach a copy of IRS Determination Letter verifying non-profit designation*

Project Budget & Grant Request

Attach the following details to the application: A maximum of two (2) pages.

- *What is the total proposed program/project costs? Detail all current and anticipated funding sources. List other organizations/agencies for which your organization will receive funding for this project.*
- *For ongoing programs, describe how your organization will fund future expenses.*
- *How much of the total project costs is your organization requesting from the City?*
- *Describe how the funding requested serves only Citrus Heights residents*

Application Submittal Process: E-mail the signed application packet and all attachments to communityengagement@citrusheights.net no later than 4:00 p.m. by August 15th, 2025.

LATE APPLICATIONS WILL NOT BE ACCEPTED

Post Award Reporting Requirements

- All City-Administrated Grants and incentive programs require a final project report to demonstrate that the applicant achieved the program's goals and utilized the funding appropriately. This provides a framework for accountability and highlights the organization's worthiness for future funding.
- All reports are due within 12 months of the project's approval or 45 days after completion. Applicants who fail to provide a final report may be denied future funding.

Project Description
Play It Forward: Citrus Heights Youth Recreation Access Program

Cap Valley FC is committed to ensuring that every child has the opportunity to experience the physical, social, and emotional benefits of organized recreation, regardless of financial circumstances. Through the Play It Forward: Citrus Heights Youth Recreation Access Program, Cap Valley FC will remove financial barriers to participation by providing essential soccer equipment, introductory programming, and connections to affordable recreation opportunities for Citrus Heights youth and their families.

Soccer serves as the gateway to recreation for thousands of children throughout the Sacramento region. However, for many families, the cost of basic sports equipment is enough to prevent children from participating in organized activities. Expenses such as jerseys, soccer balls, shin guards, socks, cleats, and equipment bags can quickly become a financial burden. The Play It Forward program addresses this challenge by providing Soccer Starter Kits that equip children with the essentials needed to confidently begin participating in recreational sports while introducing families to the many recreation opportunities available within the Citrus Heights community.

Each Soccer Starter Kit will include a Cap Valley FC jersey, soccer ball, shin guards, soccer socks, drawstring equipment bag, water bottle, and cleats (new or gently used when available). More than simply providing equipment, each kit represents a child's first step toward an active lifestyle and ongoing participation in organized recreation. Cap Valley FC will host two community equipment distribution events in Citrus Heights where participating families will receive their Soccer Starter Kits and be introduced to local recreation opportunities. Families will have the opportunity to meet licensed coaches and volunteers, participate in simple introductory soccer activities designed specifically for first-time players, learn about financial assistance for recreational soccer programs, and receive information about additional recreation opportunities available through organizations such as Sunrise Recreation and Park District. Every participating family will leave with the equipment needed to begin playing, information about community recreation resources, and an invitation to attend a free introductory soccer clinic.

To ensure the program continues serving the community well beyond the initial distribution events, the project will purchase durable portable soccer equipment, including two regulation-size 8-foot by 24-foot aluminum portable soccer goals, transport wheel systems, heavy-duty nets, and safety anchor equipment.

Throughout the year, the grant-funded equipment will support free introductory soccer clinics, neighborhood park activities, school partnerships, community outreach events, and youth engagement opportunities hosted by Cap Valley FC. By creating a reusable inventory of community soccer equipment, the City will be investing in a long-term recreational resource that expands opportunities for Citrus Heights residents well beyond the life of this grant.

Cap Valley FC will work collaboratively with Sunrise Recreation and Park District, San Juan Unified School District schools, community organizations, youth-serving agencies, and local service providers to promote the program and identify families who would benefit most from the Soccer Starter Kits. These partnerships will help ensure that the program reaches children facing financial barriers while strengthening collaboration among organizations committed to improving youth wellness, recreation, and community engagement throughout Citrus Heights.

The Play It Forward: Citrus Heights Youth Recreation Access Program directly supports the City of Citrus Heights' goals of promoting healthy lifestyles, expanding access to recreation, strengthening community partnerships, and reducing barriers to participation in youth activities. During the first year of the project, Cap Valley FC anticipates distributing approximately 100 Soccer Starter Kits and serving more than 300 Citrus Heights residents through equipment distribution events, free introductory clinics, and community outreach activities. The grant-funded equipment will remain dedicated to future Play It Forward programming, allowing the City's investment to continue creating opportunities for Citrus Heights families for many years. Success will be measured through equipment distribution records, participant registrations, attendance, volunteer participation, community partnerships, and participant surveys demonstrating increased access to recreation and reduced barriers to youth sports participation.

Project Timeline

Phase 1 – Program Planning (Months 1–2)

- Accept grant award and finalize project schedule.
- Purchase Soccer Starter Kit supplies.
- Purchase two 8' × 24' portable aluminum soccer goals, wheel kits, nets, and anchor systems.
- Assemble Soccer Starter Kits.
- Develop outreach materials and referral process.

Phase 2 – Community Partnerships & Outreach (Months 2–4)

- Coordinate with Sunrise Recreation and Park District.
- Engage San Juan Unified School District schools and youth-serving organizations.

- Promote the program through community partners, social media, and Cap Valley FC communications.
- Accept referrals and participant registrations.

Phase 3 – Equipment Distribution Events (Months 4–6)

- Host the first Play It Forward Equipment Distribution Event.
- Distribute Soccer Starter Kits.
- Introduce families to local recreation opportunities.
- Conduct a free introductory soccer clinic using the new community equipment.
- Host a second distribution event to serve additional families.

Phase 4 – Community Recreation Programming (Months 6–12)

- Host free introductory soccer clinics in Citrus Heights parks.
- Utilize grant-funded equipment for community outreach events.
- Continue providing Soccer Starter Kits as inventory allows.
- Connect families with recreational soccer opportunities and available financial assistance.

Phase 5 – Evaluation & Sustainability (Month 12)

- Compile participation and equipment distribution data.
- Evaluate program outcomes against established goals.
- Collect participant and partner feedback.
- Prepare and submit the final grant report to the City.
- Retain all grant-funded equipment as part of the permanent Play It Forward Community Equipment Program to support future free recreation programming for Citrus Heights residents.

Project Budget & Grant Request

Total Proposed Project Cost

The Play It Forward: Citrus Heights Youth Recreation Access Program combines grant funding from the City of Citrus Heights with significant financial and in-kind contributions from Cap Valley FC. The City's investment will directly support equipment that removes financial barriers to participation and creates lasting community recreation assets, while Cap Valley FC will provide apparel, equipment, staffing, outreach, and administrative support necessary to implement and sustain the program.

Budget Summary

Budget Category	City of Citrus Heights	Cap Valley FC	Total
Soccer Starter Kits			
Soccer Balls	$2,500	—	$2,500
Shin Guards	$1,500	—	$1,500
Cleats (to supplement donated inventory)	$2,500	—	$2,500
Cap Valley FC Jerseys	—	$2,500	$2,500
Soccer Socks	—	$900	$900
Drawstring Equipment Bags	—	$800	$800
Water Bottles	—	$600	$600
Starter Kit Subtotal	**$6,500**	**$4,800**	**$11,300**
Community Soccer Equipment			
(2) Deluxe European Club Soccer Goals (8' × 24')	$6,270	—	$6,270
Goal Wheel Kits	—	$1,460	$1,460
Goal Nets	—	$728	$728
Saddle Anchor Bags	—	$648	$648
Community Equipment Subtotal	**$6,270**	**$2,836**	**$9,106**
Program Delivery			
Educational Materials & Recreation Guides	$500	—	$500
Volunteer Refreshments	—	$600	$600
Program Administration & Coordination	—	$794	$794
Program Delivery Subtotal	**$500**	**$1,394**	**$1,894**
TOTAL PROJECT COST	**$13,270**	**$9,030**	**$22,300**

Budget Justification

The **Play It Forward: Citrus Heights Youth Recreation Access Program** combines City funding with Cap Valley FC's financial and in-kind contributions to create a sustainable community recreation initiative that removes barriers to youth sports participation. The City of Citrus Heights' investment will directly support equipment and resources that benefit participating youth and establish long-term community recreation assets, while Cap Valley FC will contribute apparel, equipment, staffing, administration, and outreach necessary to successfully implement and sustain the program.

Soccer Starter Kits

The City of Citrus Heights grant will fund the purchase of soccer balls, shin guards, and cleats, the three essential items that most frequently prevent children from participating in organized soccer due to financial constraints. Providing these items ensures that participating youth have the equipment necessary to safely participate in recreational soccer and community programming.

Cap Valley FC will complement the City's investment by providing every participant with a Cap Valley FC jersey, soccer socks, drawstring equipment bag, and water bottle. These contributions ensure that every child receives a complete Soccer Starter Kit while demonstrating the club's financial commitment to the program.

Community Soccer Equipment

City funding will purchase two regulation-size 8-foot by 24-foot portable aluminum soccer goals that will become permanent community recreation assets. These goals will be used during Play It Forward equipment distribution events, free introductory soccer clinics, neighborhood park activities, school partnerships, and future community outreach programs.

Cap Valley FC will purchase the wheel transport systems, heavy-duty nets, and safety anchor bags required to safely transport, install, and maintain the goals. By assuming these costs, Cap Valley FC demonstrates its long-term commitment to maintaining the equipment and ensuring it remains available for community programming for years to come.

Program Delivery

City funding will support the development and printing of educational materials and recreation resource guides that introduce participating families to affordable recreation opportunities available throughout Citrus Heights, including youth sports programs, community recreation activities, and financial assistance resources.

Cap Valley FC will provide volunteer refreshments, program administration, event coordination, participant registration, volunteer management, and overall project oversight. These organizational contributions allow City funding to remain focused on direct community benefits while Cap Valley FC assumes responsibility for implementing and managing the program.

Current & Anticipated Funding Sources

Funding Source	Amount	Status
City of Citrus Heights Community Support Fund	**$13,270**	Requested
Cap Valley FC Cash & In-Kind Contribution	**$9,030**	Committed
Donated Cleats & Equipment from Community	Ongoing	Anticipated

Total Project Value: $22,300

At this time, Cap Valley FC is not receiving grant funding from any other organization or agency specifically for the Play It Forward: Citrus Heights Youth Recreation Access Program. The club will continue to seek donations of gently used cleats and soccer equipment from club members, local businesses, and community supporters to expand the number of Soccer Starter Kits available to Citrus Heights youth.

Sustainability

The Play It Forward program is designed to establish a long-term community recreation resource. The grant-funded soccer goals are durable capital assets that will remain dedicated to free community programming in Citrus Heights for many years.

Following the grant period, Cap Valley FC will sustain the program through:

- Club operating funds
- Community fundraising activities
- Local business sponsorships
- Equipment donation drives
- Volunteer support
- Community partnerships
- Future grant opportunities

The club's ongoing investment will primarily support replenishing Soccer Starter Kits and maintaining community programming, while the City's investment in durable equipment will continue providing long-term value to Citrus Heights residents.

Amount Requested from the City of Citrus Heights

$13,270

The requested funding will be used exclusively to purchase Soccer Starter Kit equipment that directly benefits participating youth, portable community soccer goals that support community recreation programming, and educational materials that connect families with recreation opportunities available within Citrus Heights.

How the Funding Will Serve Only Citrus Heights Residents

All grant-funded equipment, supplies, and programming will be dedicated to serving residents of the City of Citrus Heights.

Specifically, City funding will be used to:

- Provide Soccer Starter Kits to eligible Citrus Heights youth.
- Support free introductory soccer clinics, equipment distribution events, and community recreation activities held in Citrus Heights.
- Provide educational materials and recreation guides that connect Citrus Heights families with local recreation opportunities.

Participant residency will be verified during registration to ensure that all grant-funded resources directly benefit Citrus Heights residents. The soccer goals purchased through this grant will remain dedicated programming within the City, creating a permanent community recreation asset that will continue serving Citrus Heights youth and families well beyond the initial grant period.

Department of the Treasury
Internal Revenue Service
Tax Exempt and Government Entities
P.O. Box 2508
Cincinnati, OH 45201

CAP VALLEY FC
PO BOX 1276
CARMICHAEL, CA 95608

Date:
01/18/2023
Employer ID number:
92-0446750
Person to contact:
Name: Customer Service
ID number: 31954
Telephone: 877-829-5500
Accounting period ending:
June 30
Public charity status:
170(b)(1)(A)(vi)
Form 990 / 990-EZ / 990-N required:
Yes
Effective date of exemption:
September 18, 2022
Contribution deductibility:
Yes
Addendum applies:
No
DLN:
26053412002303

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements

CITRUS HEIGHTS
ECONOMIC DEVELOPMENT & COMMUNITY ENGAGEMENT DEPARTMENT

Non-profit Community Support Fund Program Scoring Rubric

Organization Name: Capital Valley FC - Play It Forward Program

TOTAL SCORE: 22

Overview

	Yes-1	No-0	Score
1.Copy of IRS 501(c)(3) Determination Letter (Confirming status)	1		
2. Clear and measurable project scope/description	1		
3. Funding usage benefits Citrus Heights residents	1		
5. Provide an Itemized Budget	1		

Program/Services Overview

The applicant clearly describes the specific program or event and aligns with the funding request					
High- 5	4	Medium-3	2	Low-1	Score
A clear summary of the program/services with specific details on how it serves Citrus Heights residents		Somewhat clear summary of the program/services with specific details on how it serves Citrus Heights residents		Vague, incomplete, or confusing summary of the program/services with little or no details on how it serves Citrus Heights residents	5

How many Citrus Heights residents will benefit from the program?						
5	4	3	2	1	0	Score
>1000	>500	>250	>100	<50	Did not provide an answer	2

The applicant identifies clear, specific outcomes that can be expected from this award					
High- 5	4	Medium-3	2	Low-1	Score
Clear definition of program/services success. Clear picture of how it will demonstrate outcomes are met.		Good understanding of anticipated specific results of success, but lacks detail.		Success difficult to ascertain, flawed by unmeasurable outcomes.	4

CITRUS HEIGHTS
ECONOMIC DEVELOPMENT & COMMUNITY ENGAGEMENT DEPARTMENT

Budget

Detailed Project Costs					
High- 5	4	Medium-3	2	Low-1	Score
Strongly detailed and realistic budget with sound use of funds		The budget generally appears to support the program/services as described, although there are gaps in detail.		The budget does not support the described program/services. It seems incomplete, does not reflect actual costs, or is outside of program goals.	5

Identified other funding sources (e.g., fees, donations, grants) the organization has received					
High- 5	4	Medium-3	2	Low-1	Score
Demonstrates significant financial support from other funding sources without City funding		Demonstrates some financial support from other funding sources without City funding		Demonstrates minimal financial support from other funding sources without City funding	3

Written Comments

Frant request over half of total project cost
Goal defined as long term participation in recreational sports past Capital FC pop ups, unclear if there is a commitment from SPRD or other pogram for capacitiy and maximization of capture rate. Suggest letter of support from SRPD as requirement if reccomended by Quality of Life Committee.

CELTIC CROSS PRESBYTERIAN CHURCH

CITRUS HEIGHTS
Solid roots. New growth.

Non-profit Community Support Fund Program Grant Application

Organization:	Celtic Cross Presbyterian Church
Applicant Name & Title:	Joy Lineback, CCPC Mission Elder
Address:	5839 Dewey Dr., Citrus Heights, CA 95621
Event/Project/Program Title:	Celtic HART Lunch Café
501(c)(3) Number: *(Include a copy of the IRS Letter w/Application)*	51-0158848
Primary Contact Name: *(If other than the applicant)*	
E-mail and Phone Number:	jlineba@surewest.net (916) 607-3773
Requested Grant Amount ($):	$3,000

By signing this document, I agree I have read (1) Non-Profit Community Support Program Guidelines, (2) Non-Profit Community Support Program Review and Approval Process, and (3) Non-profit Community Support Fund Program Scoring Rubric. I certify that funds will be used for the purpose specified in the application and supplemental documents. I understand that a final report and summary of the award are due no later than 45 days after the final project is completed or within 12 months from the award. I understand that failure to adhere to all program guidelines could prohibit me or my organization from applying for future funding.

Signature and Date: Joy Lineback August 14, 2026

A completed application includes all details below from the Project Plan & Description and the Project Budget & Grant Request. Application packets not containing all parts will be considered incomplete.

Project Plan & Description

Attach the following details to the application in a separate file using a maximum of 3 pages)

- *A description of how funding will be used including steps for implementation, schedule for completion, and expected outcomes*
- *Indicate the anticipated number of Citrus Heights residents served*
- *List all prior City of Citrus Heights funding awarded (city-administered grants, CDBG funds, etc.) to your organization over the past five (5) years*
- *Is your organization applying for 2025 CDBG funds and if so, for what amount?*
- *Attach a copy of IRS Determination Letter verifying non-profit designation*

Project Budget & Grant Request

Attach the following details to the application: A maximum of two (2) pages.

- *What is the total proposed program/project costs? Detail all current and anticipated funding sources. List other organizations/agencies for which your organization will receive funding for this project.*
- *For ongoing programs, describe how your organization will fund future expenses.*
- *How much of the total project costs is your organization requesting from the City?*
- *Describe how the funding requested serves only Citrus Heights residents*

IRS Department of the Treasury
Internal Revenue Service

OGDEN UT 84201-0029

In reply refer to: 4077967774
Dec. 17, 2018 LTR 4167C 0
23-6393377 000000 00
00026033
BODC: TE

PRESBYTERIAN CHURCH USA
PARENT OF GEN 1617
100 WITHERSPOON STREET
LOUISVILLE KY 40202

028984

Employer identification number: 23-6393377
Group exemption number: 1617

Dear Taxpayer:

This is in response to your request dated Dec. 03, 2018, for information about your tax-exempt status.

Our records indicate we issued a determination letter to you in January 1964, and you're currently exempt under Internal Revenue Code (IRC) Section 501(c)(3).

We also recognized the subordinates on the list you submitted as exempt from federal income tax under IRC Section 501(c)(3).

For federal income tax purposes, donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106 and 2522.

Because IRC Section 170(c) describes your subordinate organizations, donors can deduct contributions they make to them.

Please refer to www.irs.gov/charities for information about filing requirements. Specifically, IRC Section 6033(j) provides that, if you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked on the filing due date of the third required return or notice.

In addition, each subordinate organization is subject to automatic revocation if it doesn't file a required return or notice for three consecutive years. Subordinate organizations can file required returns or notices individually or as part of a group return.

For tax forms, instructions, and publications, visit www.irs.gov or call 1-800-TAX-FORM (1-800-829-3676).

If you have questions, call 1-877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific Time).

NORTH CENTRAL
california
PRESBYTERY

A MID COUNCIL OF THE PRESBYTERIAN CHURCH (USA)

Office of the Stated Clerk

This should serve to confirm that we have verified records of the Presbytery of North Central California that as of June 1, 2023 the following churches are under the presbytery's jurisdiction; and therefore, under the 501(c)(3) group tax exemption via the Presbytery of North Central California and the PC(USA) by the letters ruling attached hereto.

Auburn Presbyterian Church
Bethany Presbyterian Church, Sacramento
Bidwell Presbyterian Church, Chico
Carmichael Presbyterian Church
Celtic Cross, Citrus Heights
Countryside Community Church, Esparto
Davis Community Church
El Dorado County Federated Church, Placerville
Faith Presbyterian Church, Sacramento
Federated Church of Orland
First Presbyterian Church of Colusa
First Presbyterian Church of Corning
First Presbyterian Church of Marysville
First Presbyterian Church of Stockton
First Presbyterian Church of Tracy
First Presbyterian Church of Turlock
First Presbyterian Church of Geneva
Grace Community Presbyterian Church, Sacramento
Grace Presbyterian Church, Lodi
Harvest Presbyterian Church, Ceres
Journey Presbyterian Church, Folsom
Northminster Presbyterian Church, Sacramento
Parkview Presbyterian Church, Sacramento
Patterson Federated Church
Peace Presbyterian Church, Sacramento
Red Bluff Presbyterian Church
Sacramento Capital Korean Presbyterian Church, El Dorado Hills
Shepherd of the Sierra Presbyterian Church, Loomis
Sierra Vista Community Church, Sacramento
St. Andrew Presbyterian, Yuba City
Trinity Presbyterian Church, Oroville
Trinity Presbyterian Church, Stockton
Trinity Presbyterian Church, West Sacramento
Walnut Grove Community Church
Westminster Presbyterian Church, Sacramento
Woodland Presbyterian Church
Burney Presbyterian Church
Cortez Presbyterian Church
Manteca Presbyterian Church

If you need any other information or have any questions, please feel free to contact me directly at the number listed below.

Sincerely,

J Vn Dale

Jenilyn Viera Dahlke
Stated Clerk

nccpresby.org 5645 Marconi Ave, Carmichael, CA 95608 916-414-2080 ext. 2

CELTIC/HART LUNCH CAFÉ: PROJECT PLAN & DESCRIPTION

Celtic Cross Presbyterian Church at 5839 Dewey Drive, Citrus Heights launched Celtic/HART Lunch Café on August 14, 2025. We started our café through a nonrenewable $2500 Mission Support grant from our Presbytery. This cafe operates completely on volunteers, with no paid staff. It is a weekly lunch ministry to our unhoused and food insecure neighbors in Citrus Heights. Our cafe is open each Thursday from 3:00-4:00 pm, except Thanksgiving Day. A meal with warm soup, deli-made sandwiches, and shelf-staple food and beverages is served weekly to our guests in the church Fellowship Hall. We also provide phone charging stations, hygiene items, and clothing accessories, such as socks, hats, gloves, scarves. Our café guests arrive with no agency assistance.

The goal of our ministry is to enhance the quality of life of our unhoused and food insecure neighbors in Citrus Heights, and facilitate their access to secure housing.

In addition to volunteers from Celtic Cross Church, volunteers from other Citrus Heights churches and the women's club have joined us to serve in the café. In our lunch ministry six volunteer servers provide lunch to on average eight to ten guests a week. In the past year, we have enlisted 47 total volunteers, with 24 serving at least once a month. In this period, we have provided over 500 total meals to 102 unhoused individuals at our church in Citrus Heights.

We coordinate our outreach with Citrus Heights Homeless Assistance Resource Team (HART), and other community partners: Sunrise Christian Food Ministry and Sacramento County Community HealthWorkers who meet regularly with our guests during the café. They provide essential community resources and paths to stable housing. The original grant was depleted in June 2026. Our church is unable to continue our lunch café solely through church funding. We are seeking further resources to continue through 2027.

The funds we receive from the Citrus Heights Non-profit Community Support Fund Program Grant will be implemented to

- Purchase food/supplies for our weekly café serving Citrus Heights neighbors.
- Cover cost of remembrance services as requested through HART advocates.
- Cost of publicity to increase our outreach from 102 to 130 individual guests.

Expected Outcomes:

By end of 2027 guest attendance at our café will increase from eight to twelve persons.

Per statistics provided by Gabby Yost of the Sacramento County HealthWorkers, over 50 persons have been housed and sheltered in Citrus Heights from August 15, 2025 to August 10, 2026. At end of 2027, this number will increase to 100 individuals annually.

CELTIC/HART LUNCH CAFÉ: PROJECT PLAN & DESCRIPTION

(Continued)

- **County HealthWorkers. By end of 2027 our goal is for this number to be over 100 persons annually.**
- **Instances of prior City of Citrus Heights funding (city administered grants, CDBG funds, etc.) awarded to Celtic Cross Presbyterian Church in past five years: NONE.**
- **Celtic Cross Presbyterian Church is not applying for 2025 CDBG funds.**

CELTIC/HART LUNCH CAFÉ: PROJECT BUDGET & GRANT REQUEST

Budgetary recurring costs of supplies for our soup and sandwich lunch café:

The list below includes cost of lunch supplies. Prorated costs of our cafe on a monthly basis, totals approximately $200/month.

Multi-pack Bottled Water Kirkland 16.9 fl oz. (40 ct)	$ 3.99 (monthly supply)
Paper Plates Dixie 10 1/16 in. (100 ct)	$10.29 (3-mo supply)
Paper Bowls $12.99 First Street 12 oz. (125 ct)	$12.99 (3-mo supply)
Plastic Soup Spoons $5.99 Simply Value (100 ct)	$ 5.99 (3-mo supply)
Paper Napkins: $11.99 Kirkland (1120 ct)	$11.99 (2-year supply)
Large Sandwich Bags First Street (100 ct)	$ 4.99 (6-mo supply)
Ziploc Sandwich bags Costco (480 ct)	$ 9.99 (2-year supply)
Zesta Crackers $26.00 Indiv. Wrapped 2-pk (500 ct)	$ 26.99 (year supply)
Plastic Cups Clear $4.68 Great Value 9 oz. (100 ct)	$ 4.68 (yearly supply)
Box of Multi-pk Chips: (50 ct)	$18.98 (6-week supply)
Box of Nabisco Oreo Cookies Indiv. Wrapped 2-pk (60 ct)	$18.99 (4-mo supply)
Plastic Cutlery: $14.99 (360 ct: 120 ea. spoon, fork, knives)	$14.99 (1-year supply)
Canned Soup $2.35/18.5 oz. can Progresso x 6	$56.40 (monthly)
Paper Place mats (100) Amazon	$12.92 (3-mo supply)
Cups Hot Bev., w/ lids (24 ct)	$ 6.07 (seasonal)
Apple Cider Mix (12 packets) x 4 boxes	$10.36 (seasonal)
Swiss Miss Hot Chocolate Mix (50 packets)	$ 9.99 (seasonal)
Clorox Disinfectant Wipes (3 pk)	$13.79 (3-mo supply)
Large Croissant Rolls (12 pk)	$ 5.99 (weekly supply)
Deli Roast Beef	$10.44 (2-week supply)
Deli Turkey/Ham	$ 7.67 (2-week supply)
American Cheese Slices	$ 2.80 (weekly supply)

CELTIC/HART LUNCH CAFÉ: BUDGET & GRANT REQUEST

(Continued)

Swiss Cheese Slices	$ 2.40 (weekly supply)
Tomatoes (2), sliced	$ 2.25 (weekly supply)
Bananas (approx 4 lbs.)	$ 3.00 (weekly supply)
Mustard packets (500 ct)	$ 9.99 (6-mo supply)
Mayo packets (100 ct)	$11.99 (3-mo supply)
Name Tag labels (100 ct)	$ 9.69 (6-mo supply)

In the year since our café opened on August 14, 2025 our Pastor, Rev. Sam Jun, provided remembrance services on three occasions in memory of unhoused neighbors: October 23, 2025, March 19, 2026, and June 4, 2026. Our café supported these services with a special program, flowers, and a reception that included a meal for our regular guests and the honored person's family and friends.

The provisions for the remembrance services: flowers, food, program, and publicity totaled $150 per service.

Based on the costs outlined above, the annual Budget of the Celtic Hart Lunch Café is: $3,000 including the weekly lunch and remembrance services. Our goal is to expand this ministry to include more unhoused and food insecure neighbors, Thus, with growth in the number of guests we will serve in 2027 the $3000 that we request may not cover our evolving costs. To meet our expenses our church will approve funds from our annual Mission Budget account to maintain the café as needed.

Our original $2500 grant awarded in 2025 from within our Presbytery was depleted by June 2026. Effective June 18, 2026 our café received a $1000 grant from the Citrus Heights Homeless Assistance Resource Team (HART). These funds will sustain our café operations through December 31, 2926. If Celtic Cross Church is awarded the Citrus Heights Non-profit Support Fund Program Grant, we will have the resources to continue our weekly café to serve our unhoused neighbors through 2027. We will seek additional funding sources for covering future expenses beyond 2027.

Our outreach for the Celtic HART Lunch Café is within the Citrus Heights community. Our church is in Citrus Heights. We serve unhoused and food insecure individuals within the City of Citrus Heights.

CITRUS HEIGHTS
ECONOMIC DEVELOPMENT & COMMUNITY ENGAGEMENT DEPARTMENT

Non-profit Community Support Fund Program Scoring Rubric

Organization Name: Celtic Cross Presbyterian Church - Celtic HART Lunch Cafe

TOTAL SCORE: 19

Overview

	Yes-1	No-0	Score
1.Copy of IRS 501(c)(3) Determination Letter (Confirming status)	1		
2. Clear and measurable project scope/description	1		
3. Funding usage benefits Citrus Heights residents		0	
5. Provide an Itemized Budget	1		

Program/Services Overview

The applicant clearly describes the specific program or event and aligns with the funding request					
High- 5	4	Medium-3	2	Low-1	Score
A clear summary of the program/services with specific details on how it serves Citrus Heights residents		Somewhat clear summary of the program/services with specific details on how it serves Citrus Heights residents		Vague, incomplete, or confusing summary of the program/services with little or no details on how it serves Citrus Heights residents	3

How many Citrus Heights residents will benefit from the program?						
5	4	3	2	1	0	Score
>1000	>500	>250	>100	<50	Did not provide an answer	2

The applicant identifies clear, specific outcomes that can be expected from this award					
High- 5	4	Medium-3	2	Low-1	Score
Clear definition of program/services success. Clear picture of how it will demonstrate outcomes are met.		Good understanding of anticipated specific results of success, but lacks detail.		Success difficult to ascertain, flawed by unmeasurable outcomes.	5

CITRUS HEIGHTS
ECONOMIC DEVELOPMENT & COMMUNITY ENGAGEMENT DEPARTMENT

Budget

Detailed Project Costs					
High- 5	4	Medium-3	2	Low-1	Score
Strongly detailed and realistic budget with sound use of funds		The budget generally appears to support the program/services as described, although there are gaps in detail.		The budget does not support the described program/services. It seems incomplete, does not reflect actual costs, or is outside of program goals.	4

Identified other funding sources (e.g., fees, donations, grants) the organization has received					
High- 5	4	Medium-3	2	Low-1	Score
Demonstrates significant financial support from other funding sources without City funding		Demonstrates some financial support from other funding sources without City funding		Demonstrates minimal financial support from other funding sources without City funding	2

Written Comments

Unclear if unhoused residents served originate from/in Citrus Heights
Program had previous mix of funding, current request is 100% of budget with contigency plan of organization funds in program oversubscribed
Rememberance costs do not provide direct benefit to Citrus Heights residents ($450)

CITRUS HEIGHTS ARTS

Non-profit Community Support Fund Program Grant Application

Organization:	Citrus Heights Arts
Applicant Name & Title:	Marcia Rayford, Executive Director
Address:	7808 Copper Oak Court Citrus Heights, CA 95610
Event/Project/Program Title:	ArtBeat
501(c)(3) Number: *(Include a copy of the IRS Letter w/Application)*	81-4564671
Primary Contact Name: *(If other than the applicant)*	Marcia Rayford
E-mail and Phone Number:	Gigi@gigirayford.com 408-390-6403
Requested Grant Amount ($):	$7000

By signing this document, I agree I have read (1) Non-Profit Community Support Program Guidelines, (2) Non-Profit Community Support Program Review and Approval Process, and (3) Non-profit Community Support Fund Program Scoring Rubric. I certify that funds will be used for the purpose specified in the application and supplemental documents. I understand that a final report and summary of the award are due no later than 45 days after the final project is completed or within 12 months from the award. I understand that failure to adhere to all program guidelines could prohibit me or my organization from applying for future funding.

Signature and Date: GS Rayford

A completed application includes all details below from the Project Plan & Description and the Project Budget & Grant Request. Application packets not containing all parts will be considered incomplete.

Project Plan & Description

Attach the following details to the application in a separate file using a maximum of 3 pages)

- *A description of how funding will be used including steps for implementation, schedule for completion, and expected outcomes*
- *Indicate the anticipated number of Citrus Heights residents served*
- *List all prior City of Citrus Heights funding awarded (city-administered grants, CDBG funds, etc.) to your organization over the past five (5) years*
- *Is your organization applying for 2025 CDBG funds and if so, for what amount?*
- *Attach a copy of IRS Determination Letter verifying non-profit designation*

Project Budget & Grant Request

Attach the following details to the application: A maximum of two (2) pages.

- *What is the total proposed program/project costs? Detail all current and anticipated funding sources. List other organizations/agencies for which your organization will receive funding for this project.*
- *For ongoing programs, describe how your organization will fund future expenses.*
- *How much of the total project costs is your organization requesting from the City?*
- *Describe how the funding requested serves only Citrus Heights residents*

Application Submittal Process: E-mail the signed application packet and all attachments to communityengagement@citrusheights.net no later than 4:00 p.m. by August 15th, 2025.

LATE APPLICATIONS WILL NOT BE ACCEPTED

Post Award Reporting Requirements

- All City-Administrated Grants and incentive programs require a final project report to demonstrate that the applicant achieved the program's goals and utilized the funding appropriately. This provides a framework for accountability and highlights the organization's worthiness for future funding.
- All reports are due within 12 months of the project's approval or 45 days after completion. Applicants who fail to provide a final report may be denied future funding.

CITRUS HEIGHTS ARTS

PROJECT PLAN & DESCRIPTION

ArtBeat: A Citrus Heights Community Arts Festival

1. Description of How Funding Will Be Used, Steps for Implementation, Schedule for Completion and Expected Outcomes

Citrus Heights Arts is requesting $7,000 to produce ArtBeat: A Citrus Heights Community Arts Festival, a free community arts event planned for spring 2027 at Van Maren Park in Citrus Heights. The exact date will be determined in consultation with the City based on park availability. The event will be held from 12:00 p.m. to 5:00 p.m.

ArtBeat will provide Citrus Heights residents with free access to visual art, live music, hands-on creative experiences and family activities in a public community setting. Programming will include two live bands, two live painting performances, interactive arts programming, hands-on art activities, family games and activities, an artist and maker marketplace, food vendors and community partner activations. Artists and vendors will be incorporated into the broader arts experience rather than ArtBeat functioning solely as a vendor fair.

Community partners include Sacramento Republic FC, Republic Services, Stones Gambling Hall, R Vida Cantina and California American Water. Admission will be free, allowing residents to participate regardless of their ability to pay.

Implementation and Schedule

- Fall/Winter 2026: Confirm the event date and park use with the City; develop the site plan, programming schedule, event logistics and safety plan.
- Winter 2026-Spring 2027: Secure two live bands and two live painting artists; recruit and coordinate artists, makers, food vendors and other vendors; coordinate community partners.
- Winter/Spring 2027: Conduct digital advertising, social media promotion, printed outreach, partner promotion and community outreach.
- Spring 2027: Secure the fire permit and event insurance; coordinate portable restrooms and handwashing stations, sound production, signage, tents, tables, chairs, first aid supplies, staffing, water, cleanup and site support.
- Event Day - Spring 2027: Produce the five-hour ArtBeat festival at Van Maren Park from 12:00 p.m. to 5:00 p.m.
- Following the Event: Document participation and outcomes and complete the City's required final report.

Expected Outcomes

- Serve more than 500 Citrus Heights residents, with a target attendance of approximately 600 participants.
- Provide five hours of free arts and cultural programming.
- Present two live musical performances and two live painting performances.
- Provide hands-on arts experiences, family games and interactive activities.
- Create opportunities for artists, makers and creative vendors to engage directly with Citrus Heights residents.
- Engage community organizations and business partners in a community-centered arts event.

Success will be measured through event attendance tracking, the number of participating artists and vendors, completion of scheduled performances and activities, participation in interactive programming, community partner participation, event documentation and participant and vendor feedback.

2. Anticipated Number of Citrus Heights Residents Served

More than 500 Citrus Heights residents, with a target attendance of approximately 600 participants.

3. Prior City of Citrus Heights Funding Awarded During the Past Five Years

$12,000 - Community Mural and Art in City Hall

4. 2025 CDBG Funding

No. Citrus Heights Arts is not applying for 2025 Community Development Block Grant funding.

5. IRS Determination Letter

Attached separately. Citrus Heights Arts EIN: 81-4564671.

CITRUS HEIGHTS ARTS

PROJECT BUDGET & GRANT REQUEST

ArtBeat: A Citrus Heights Community Arts Festival

1. Total Proposed Project Cost and Current/Anticipated Funding Sources

Total proposed project cost: $13,500

Project Expense	Amount
Live Entertainment - Two Bands	$2,000
Sound/PA & Technical Production	$500
Two Live Painting Performances	$1,000
Interactive Arts Programming & Supplies	$1,750
Family Games & Interactive Activities	$750
Fire Permit & Fire Safety Compliance	$650
Portable Restrooms & Handwashing Stations	$1,250
Advertising, Marketing & Community Outreach	$1,500
Community Swag & Engagement Materials	$1,000
Event Signage, Banners & Wayfinding	$800
Tents, Tables, Chairs & Event Equipment	$700
Event Staffing, Cleanup & Site Support	$550
Water & Hospitality	$400
Event Insurance	$400
First Aid & Safety Supplies	$250
TOTAL PROJECT COST	**$13,500**

Funding Sources

Funding Source	Amount
City of Citrus Heights Nonprofit Community Support Fund	$7,000
Vendor Fees	$1,500
Republic Services Sponsorship	$2,000
California American Water Sponsorship	$1,000
Stones Gambling Hall Sponsorship	$2,000
TOTAL PROJECT FUNDING	**$13,500**

2. Future Funding

Future ArtBeat expenses will be supported through vendor participation fees, event sponsorships, donations, community partnerships, organizational fundraising, in-kind support and other eligible grant opportunities. This diversified approach will reduce reliance on City funding for future events.

3. Amount Requested From the City

Citrus Heights Arts is requesting $7,000 toward the $13,500 total project cost. The remaining $6,500 will be provided through vendor fees and sponsorships from Republic Services, California American Water and Stones Gambling Hall.

4. How the Requested Funding Serves Only Citrus Heights Residents

ArtBeat will be held at Van Maren Park in Citrus Heights and is designed to provide a direct community benefit to Citrus Heights residents. City funding will support the programming and event infrastructure necessary to offer the festival free of charge, including arts programming, entertainment, interactive activities, sanitation and handwashing facilities, fire and safety requirements, community outreach, signage, technical production and event equipment.

The free event will provide Citrus Heights residents with access to live visual art, music, hands-on creative activities and family programming while creating opportunities to engage with artists, makers and community organizations in a public community space.

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

DEPARTMENT OF THE TREASURY

Date: FEB 08 2017

CITRUS HEIGHTS ARTS
7405 GREENBACK LANE STE 140
CITRUS HEIGHTS, CA 95610-5653

Employer Identification Number:
81-4564671
DLN:
26053437006297
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
December 1, 2016
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

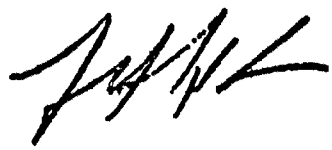
If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 947

CITRUS HEIGHTS ARTS

Sincerely,



Jeffrey I. Cooper
Director, Exempt Organizations
Rulings and Agreements

Letter 947

CITRUS HEIGHTS
ECONOMIC DEVELOPMENT & COMMUNITY ENGAGEMENT DEPARTMENT

Non-profit Community Support Fund Program Scoring Rubric

Organization Name: Citrus Heights Arts

TOTAL SCORE: 27

Overview

	Yes-1	No-0	Score
1.Copy of IRS 501(c)(3) Determination Letter (Confirming status)	1		
2. Clear and measurable project scope/description	1		
3. Funding usage benefits Citrus Heights residents	1		
5. Provide an Itemized Budget	1		

Program/Services Overview

The applicant clearly describes the specific program or event and aligns with the funding request					
High- 5	4	Medium-3	2	Low-1	Score
A clear summary of the program/services with specific details on how it serves Citrus Heights residents		Somewhat clear summary of the program/services with specific details on how it serves Citrus Heights residents		Vague, incomplete, or confusing summary of the program/services with little or no details on how it serves Citrus Heights residents	5

How many Citrus Heights residents will benefit from the program?						
5	4	3	2	1	0	Score
>1000	>500	>250	>100	<50	Did not provide an answer	4

The applicant identifies clear, specific outcomes that can be expected from this award					
High- 5	4	Medium-3	2	Low-1	Score
Clear definition of program/services success. Clear picture of how it will demonstrate outcomes are met.		Good understanding of anticipated specific results of success, but lacks detail.		Success difficult to ascertain, flawed by unmeasurable outcomes.	5

CITRUS HEIGHTS
ECONOMIC DEVELOPMENT & COMMUNITY ENGAGEMENT DEPARTMENT

Budget

Detailed Project Costs					
High- 5	4	Medium-3	2	Low-1	Score
Strongly detailed and realistic budget with sound use of funds		The budget generally appears to support the program/services as described, although there are gaps in detail.		The budget does not support the described program/services. It seems incomplete, does not reflect actual costs, or is outside of program goals.	5

Identified other funding sources (e.g., fees, donations, grants) the organization has received					
High- 5	4	Medium-3	2	Low-1	Score
Demonstrates significant financial support from other funding sources without City funding		Demonstrates some financial support from other funding sources without City funding		Demonstrates minimal financial support from other funding sources without City funding	4

Written Comments

CITRUS HEIGHTS COMMUNITY MARCHING BAND

Non-profit Community Support Fund Program Grant Application

Organization:	Citrus Heights Community Marching Band (CHCMB Incorporated)
Applicant Name & Title:	Kody Tickner, Band Director
Address:	7620 Linden Ave
Event/Project/Program Title:	Citrus Heights Community Marching Band
501(c)(3) Number: *(Include a copy of the IRS Letter w/Application)*	81-0907808
Primary Contact Name: *(If other than the applicant)*	Kody Tickner
E-mail and Phone Number:	kody@chcmb.org 916-467-6783
Requested Grant Amount ($):	$20,000
By signing this document, I agree I have read (1) Non-Profit Community Support Program Guidelines, (2) Non-Profit Community Support Program Review and Approval Process, and (3) Non-profit Community Support Fund Program Scoring Rubric. I certify that funds will be used for the purpose specified in the application and supplemental documents. I understand that a final report and summary of the award are due no later than 45 days after the final project is completed or within 12 months from the award. I understand that failure to adhere to all program guidelines could prohibit me or my organization from applying for future funding.	
Signature and Date:	

A completed application includes all details below from the Project Plan & Description and the Project Budget & Grant Request. Application packets not containing all parts will be considered incomplete.

Project Plan & Description

Attach the following details to the application in a separate file using a maximum of 3 pages)

- *A description of how funding will be used including steps for implementation, schedule for completion, and expected outcomes*
- *Indicate the anticipated number of Citrus Heights residents served*
- *List all prior City of Citrus Heights funding awarded (city-administered grants, CDBG funds, etc.) to your organization over the past five (5) years*
- *Is your organization applying for 2025 CDBG funds and if so, for what amount?*
- *Attach a copy of IRS Determination Letter verifying non-profit designation*

Project Budget & Grant Request

Attach the following details to the application: A maximum of two (2) pages.

- *What is the total proposed program/project costs? Detail all current and anticipated funding sources. List other organizations/agencies for which your organization will receive funding for this project.*
- *For ongoing programs, describe how your organization will fund future expenses.*

- *How much of the total project costs is your organization requesting from the City?*
- *Describe how the funding requested serves only Citrus Heights residents*

Approved by City Council January 11, 2024

Application Submittal Process: E-mail the signed application packet and all attachments to communityengagement@citrusheights.net no later than 4:00 p.m. by August 15th, 2025.

LATE APPLICATIONS WILL NOT BE ACCEPTED

Post Award Reporting Requirements

- All City-Administrated Grants and incentive programs require a final project report to demonstrate that the applicant achieved the program's goals and utilized the funding appropriately. This provides a framework for accountability and highlights the organization’s worthiness for future funding.
- All reports are due within 12 months of the project's approval or 45 days after completion. Applicants who fail to provide a final report may be denied future funding.

Project Plan (maximum of 3 pages)

Description of how funding will be used, including steps for implementation, schedule for completion, and expected outcomes

Implementation

The Citrus Heights Community Marching Band (CHCMB) will use grant funding to support year-round community music programming that is accessible to participants of all ages and abilities. CHCMB is an all-volunteer organization with approximately 75 members ranging in age from 6 to 96. The band performs more than 20 times annually at parades, concerts, civic celebrations, and community events throughout the greater Sacramento region.

Grant funding will be used to help provide free participation by eliminating financial barriers for members. Funds will support operating expenses including musical equipment, instrument maintenance and repair, uniforms, music purchases, rehearsal supplies, performance logistics, and event-related expenses. CHCMB will continue to provide instruments and uniforms at no cost to members and will not charge membership dues.

Funding will also support two major community events:

- **Annual Spaghetti Dinner Fundraiser:** A community dinner serving more than 700 attendees that includes live musical entertainment, raffles, and opportunities for residents to support local performing arts.
- **Annual Howl-O-Ween Parade and Harvest Festival:** A free community celebration featuring a parade with nearly 30 entries, live entertainment, educational demonstrations, a canine costume contest, classic car show, and more than 50 community organizations, vendors, and public safety partners.

In addition, CHCMB will continue its youth scholarship program by providing financial assistance for private music instruction for school-age members, helping young musicians develop their musical skills through professional lessons.

Schedule for Completion

The project will be implemented throughout the grant period.

- **Year-round:** Weekly rehearsals, instrument maintenance, member recruitment, community performances, and youth scholarship administration.
- **Spring:** Annual Spaghetti Dinner planning, volunteer coordination, fundraising activities, and event production.
- **Summer and Fall:** Performance season including community concerts and parades.

- **October:** Planning and presentation of the annual Howl-O-Ween Parade and Harvest Festival.
- **Throughout the grant year:** Ongoing volunteer engagement, community outreach, and participation in civic events within Citrus Heights and the surrounding region.

Expected Outcomes
Grant funding will enable CHCMB to continue providing free access to community music and performing arts while expanding opportunities for residents to participate, volunteer, and attend family-friendly events.

Expected outcomes include:

- More than 20 free or low-cost public performances throughout the year.
- Continued participation by approximately 75 musicians representing multiple generations and diverse backgrounds.
- Free musical opportunities for youth and adults by eliminating membership dues and providing instruments and uniforms.
- Successful presentation of two large community events that attract thousands of attendees and showcase local nonprofits, businesses, and public agencies.
- Continued youth music scholarships that encourage musical growth and long-term participation in the performing arts.
- Increased civic engagement through hundreds of volunteer opportunities that strengthen community partnerships and enhance quality of life for Citrus Heights residents.

Anticipated number of Citrus Heights Residents Served

The Citrus Heights Community Marching Band (CHCMB) anticipates serving well over **1,000 Citrus Heights residents annually** through its free community performances, educational opportunities, volunteer programs, and signature community events.

CHCMB currently consists of approximately 75 active performing members and is supported by approximately 25 volunteers, the majority of whom are Citrus Heights residents. The organization presents more than 20 performances each year, many of which take place within the City of Citrus Heights and are free to the public.

Our largest annual community event, the Howl-O-Ween Parade and Harvest Festival, has welcomed more than 1,000 attendees each year since 2012. This free event includes a community parade, live entertainment, educational demonstrations, local nonprofit organizations, public safety agencies,

businesses, and family-friendly activities that are accessible to residents of all ages.

In addition to event attendees, CHCMB directly serves youth musicians through scholarship opportunities, provides free instruments and uniforms to participating members, and creates meaningful volunteer opportunities for residents of all ages and abilities.

Attendance and participation are documented through multiple methods, including event registration records, volunteer sign-in sheets, parade entry applications, scholarship records, membership rosters, ticket sales where applicable, and attendance estimates based on established event operations. Member and volunteer addresses are maintained in our organizational database, allowing CHCMB to identify Citrus Heights residents while protecting personal information. Event attendance estimates are compiled annually using parade participation records, vendor registrations, volunteer counts, and historical attendance data collected over more than a decade of producing community events.

Grant funding will allow CHCMB to continue expanding these programs, increasing participation, strengthening volunteer engagement, and providing free, accessible arts experiences that enhance the quality of life for Citrus Heights residents.

Prior City of Citrus Heights funding awarded (city-administered grants, CDBG funds, etc.) to your organization over the past five (5) years

The Citrus Heights Community Marching Band has been awarded $10,000 annually from the City of Citrus Heights for each of the past five fiscal years. These funds have been used responsibly to support our year-round community music programming, free public performances, youth scholarships, and community events that directly benefit Citrus Heights residents. CHCMB has consistently fulfilled all grant requirements, submitted timely reports, and demonstrated sound stewardship of City funding.

Is your organization applying for 2025 CDBG funds and if so, for what amount?

No. The Citrus Heights Community Marching Band is not applying for 2025 Community Development Block Grant (CDBG) funds.

Attach a copy of IRS Determination Letter verifying non-profit designation

See the attached IRS Determination Letter

Project Budget & Grant Request

The Citrus Heights Community Marching Band (CHCMB) operates an annual program budget of approximately **$26,000** to provide free, year-round music education, community performances, youth scholarships, and family-oriented events for Citrus Heights residents.

Grant Request

Amount Requested from the City of Citrus Heights: $20,000
The requested funding represents approximately **76%** of CHCMB's annual operating budget and will leverage additional funding from fundraising activities, donations, sponsorships, performance revenue, and other community support.

Use of City Funds

CHCMB respectfully requests **$20,000** from the City of Citrus Heights to help offset essential operating expenses that directly support year-round programs and services for Citrus Heights residents. These funds will help ensure that CHCMB continues to provide free membership, free instruments, free uniforms, and more than 20 public performances annually while maintaining safe, high-quality programming.

The requested funding will be applied toward the following annual operating expenses:

Instructional and support staff compensation to provide quality music education and rehearsal leadership	$10,000
General liability and directors' insurance required to safely operate public programs and community events	$ 5,000
Facility rentals for major community events, including the annual Spaghetti Dinner Fundraiser and Holiday Concert	$ 5,000
Musical instrument repair, maintenance, and equipment replacement to keep instruments performance-ready	$ 3,000
Utilities and operating expenses for the Bill and Kathy Cook Performing Arts Center	$ 2,500
Music purchases, office supplies, printing, marketing materials, and administrative support necessary for rehearsals and performances	$ 1,000

These expenses are essential to sustaining more than 20 public performances each year while continuing to provide free membership, free instrument use, and free uniforms to participants.

Current and Anticipated Funding Sources

CHCMB maintains a diversified funding model that includes:

- City of Citrus Heights Community Support Grant
- Annual Spaghetti Dinner fundraiser
- Individual donations
- Howl-O-Ween Parade and Harvest Festival vendor and entry fees
- Local business donations
- Performance honorariums
- Raffles and special fundraising events

This diversified funding strategy helps ensure the long-term sustainability of the organization while reducing reliance on any single funding source.

Funding Future Expenses

CHCMB has successfully operated for decades through a combination of the Citrus Heights Community Support Fund, charitable donations, sponsorships, and volunteer service. Future operating expenses will continue to be supported through these diversified revenue streams while the organization actively pursues additional fundraising opportunities and grows corporate and individual sponsorships. Volunteer leadership and donated services further maximize the impact of every funding dollar received.

Benefit to Citrus Heights Residents

The requested City funding will directly support programs and events that primarily serve Citrus Heights residents. The majority of CHCMB members, volunteers, and event participants reside within the City of Citrus Heights. Funding will help provide free participation opportunities for musicians ages 6 to 93, support more than 20 public performances annually, and sustain signature community events including the Howl-O-Ween Parade and Harvest Festival. By eliminating financial barriers through free membership, instruments, and uniforms, City funding ensures that residents of all ages, backgrounds, and income levels have access to high-quality performing arts experiences and opportunities to volunteer, perform, and build community connections.

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

DEPARTMENT OF THE TREASURY

Date: FEB 16 2016

CHCMB INC
7620 LINDEN AVE
CITRUS HEIGHTS, CA 95610-0000

Employer Identification Number:
81-0907808
DLN:
26053425002496
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
509(a)(2)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
December 20, 2015
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

This supersedes our letter dated February 1, 2016, which we issued with an incorrect name. We updated our records to show your correct name as listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities,

Letter 5436

STATE OF CALIFORNIA
FRANCHISE TAX BOARD
PO Box 1286
Rancho Cordova CA 95741-1286

CHCMB INC.
7620 LINDEN AVE
CITRUS HEIGHTS CA 95610-0301

Date: 04.08.19
Case: 265606947923104 53
Case Unit: 265606947923105 13
In reply refer to: 760:HK:F120

Regarding:	**Tax-Exempt Status**
Organization's Name:	CHCMB INC.
CCN:	3852054
Purpose:	Educational
R&TC Section:	23701d
Form of Organization:	Incorporated
Accounting Period Ending:	12/31
Tax-Exempt Status Effective:	12/20/2015

Exempt Acknowledgement Letter

We have received your federal determination letter and Form 3500A, *Submission of Exemption Request,* and have approved your request for California Tax-exempt status.

Under California law, Revenue and Taxation Code (R&TC) Section 23701 provides that an organization is exempt from taxes imposed under Part 11 upon submission of the federal determination letter approving the organization's tax-exempt status.

Generally, the effective date of an organization's California tax-exempt status is the same date as the federal tax-exempt status.

To retain tax-exempt status, the organization must be organized and operating for nonprofit purposes within the provisions of the above R&TC section. An inactive organization is not entitled to tax-exempt status.

In order for us to determine any effect on the tax-exempt status, the organization must immediately report to us any change in:

- Operation
- Character
- Purpose
- Name
- Address

CHCMB INC

which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Jeffrey I. Cooper
Director, Exempt Organizations
Rulings and Agreements

CITRUS HEIGHTS
ECONOMIC DEVELOPMENT & COMMUNITY ENGAGEMENT DEPARTMENT

Non-profit Community Support Fund Program Scoring Rubric

Organization Name: Citrus Heights Community Marching Band

TOTAL SCORE: 26

Overview

	Yes-1	No-0	Score
1.Copy of IRS 501(c)(3) Determination Letter (Confirming status)	1		
2. Clear and measurable project scope/description	1		
3. Funding usage benefits Citrus Heights residents	1		
5. Provide an Itemized Budget	1		

Program/Services Overview

The applicant clearly describes the specific program or event and aligns with the funding request					
High- 5	4	Medium-3	2	Low-1	Score
A clear summary of the program/services with specific details on how it serves Citrus Heights residents		Somewhat clear summary of the program/services with specific details on how it serves Citrus Heights residents		Vague, incomplete, or confusing summary of the program/services with little or no details on how it serves Citrus Heights residents	5

How many Citrus Heights residents will benefit from the program?						
5	4	3	2	1	0	Score
>1000	>500	>250	>100	<50	Did not provide an answer	5

The applicant identifies clear, specific outcomes that can be expected from this award					
High- 5	4	Medium-3	2	Low-1	Score
Clear definition of program/services success. Clear picture of how it will demonstrate outcomes are met.		Good understanding of anticipated specific results of success, but lacks detail.		Success difficult to ascertain, flawed by unmeasurable outcomes.	5

CITRUS HEIGHTS
ECONOMIC DEVELOPMENT & COMMUNITY ENGAGEMENT DEPARTMENT

Budget

Detailed Project Costs					
High- 5	4	Medium-3	2	Low-1	Score
Strongly detailed and realistic budget with sound use of funds		The budget generally appears to support the program/services as described, although there are gaps in detail.		The budget does not support the described program/services. It seems incomplete, does not reflect actual costs, or is outside of program goals.	5

Identified other funding sources (e.g., fees, donations, grants) the organization has received					
High- 5	4	Medium-3	2	Low-1	Score
Demonstrates significant financial support from other funding sources without City funding		Demonstrates some financial support from other funding sources without City funding		Demonstrates minimal financial support from other funding sources without City funding	2

Written Comments

Benefits over 1000 residents (75 members plus programming reach)
Request is 77% of budget
Increased funding request from last FY of $10,000 plus $2,000 in kind support of Howloween Parade

CITRUS HEIGHTS HART

CITRUS HEIGHTS
Solid roots. New growth.

Non-profit Community Support Fund Program Grant Application

Organization:	Citrus Heights HART (Homeless Assistance Resource Team)
Applicant Name & Title:	Irene Hronicek- Board Chair
Address:	8095 GREENBACK LANE, SUITE D
Event/Project/Program Title:	Rental Assistance Program
501(c)(3) Number: *(Include a copy of the IRS Letter w/Application)*	81-2056349
Primary Contact Name: *(If other than the applicant)*	Irene Hronicek
E-mail and Phone Number:	citrusheightshart@gmail.com | 916-220-3615
Requested Grant Amount ($):	$40, 000

By signing this document, I agree I have read (1) Non-Profit Community Support Program Guidelines, (2) Non-Profit Community Support Program Review and Approval Process, and (3) Non-profit Community Support Fund Program Scoring Rubric. I certify that funds will be used for the purpose specified in the application and supplemental documents. I understand that a final report and summary of the award are due no later than 45 days after the final project is completed or within 12 months from the award. I understand that failure to adhere to all program guidelines could prohibit me or my organization from applying for future funding.

Signature and Date: Irene Hronicek

A completed application includes all details below from the Project Plan & Description and the Project Budget & Grant Request. Application packets not containing all parts will be considered incomplete.

Project Plan & Description

Attach the following details to the application in a separate file using a maximum of 3 pages)

- *A description of how funding will be used including steps for implementation, schedule for completion, and expected outcomes*
- *Indicate the anticipated number of Citrus Heights residents served*
- *List all prior City of Citrus Heights funding awarded (city-administered grants, CDBG funds, etc.) to your organization over the past five (5) years*
- *Is your organization applying for 2025 CDBG funds and if so, for what amount?*
- *Attach a copy of IRS Determination Letter verifying non-profit designation*

Project Budget & Grant Request

Attach the following details to the application: A maximum of two (2) pages.

- *What is the total proposed program/project costs? Detail all current and anticipated funding sources. List other organizations/agencies for which your organization will receive funding for this project.*
- *For ongoing programs, describe how your organization will fund future expenses.*
- *How much of the total project costs is your organization requesting from the City?*
- *Describe how the funding requested serves only Citrus Heights residents*

Application Submittal Process: E-mail the signed application packet and all attachments to communityengagement@citrusheights.net no later than 4:00 p.m. by August 15th, 2025.

LATE APPLICATIONS WILL NOT BE ACCEPTED

Post Award Reporting Requirements

- All City-Administrated Grants and incentive programs require a final project report to demonstrate that the applicant achieved the program's goals and utilized the funding appropriately. This provides a framework for accountability and highlights the organization's worthiness for future funding.
- All reports are due within 12 months of the project's approval or 45 days after completion. Applicants who fail to provide a final report may be denied future funding.

Citrus Heights HART Rental Assistance Program
Project Plan & Description

Description of Funding Usage:
Citrus Heights HART seeks **$40,000** to expand and sustain our proven Rental Assistance Program, which provides timely financial support to Citrus Heights households at immediate risk of eviction. These funds will help protect vulnerable residents—including working families, seniors, and individuals with disabilities—from experiencing homelessness by providing short-term assistance that creates long-term housing stability.

Households and Vulnerable Community Members:
The Citrus Heights HART Rental Assistance Program is designed specifically to meet the needs of local residents facing unexpected financial hardships. Since launching the program, HART has provided **$266,904** in rental assistance to households throughout Citrus Heights, helping individuals and families avoid eviction and remain safely housed.

Rising housing, grocery and fuel costs, unstable employment, childcare expenses, medical emergencies, and other unexpected hardships can quickly place families in crisis. For many households, a single emergency can become the tipping point between maintaining housing and experiencing homelessness.

A Focus on Families, Homeless Prevention:
Across California, housing affordability challenges continue to impact families and individuals who are working hard to remain stable. In suburban communities like Citrus Heights, many households experiencing housing insecurity do not immediately appear to be at risk—they are often employed, caring for children, or managing fixed incomes, but lack the financial cushion needed to overcome an unexpected crisis.

HART's Rental Assistance Program provides early intervention by addressing housing instability before it escalates into eviction, displacement, or homelessness. By offering targeted assistance at a critical moment, the program helps families maintain their housing, preserve stability, and avoid the significant emotional and financial impacts of losing a home.

A Focus on Disabled Community Members and Seniors:
The Rental Assistance Program also supports older adults and individuals with disabilities who are especially vulnerable to housing instability. Many rely on fixed incomes while facing increasing rental costs, medical expenses, and limited housing options. Emergency rental assistance can provide the support needed to prevent eviction and allow these community members to remain safely housed.

Steps for Implementation:

1. **Identification of At-Risk Households:**
   The Citrus Heights HART Rental Assistance Committee, in collaboration with partners such as St.

Vincent de Paul Society and Community Health Works Outreach Navigator, will identify households facing imminent housing instability.

2. **Assessment and Evaluation:**
   HART volunteers will conduct evaluations to determine eligibility and assess the long-term sustainability of the household's housing situation.
3. **Household Interviews:**
   Each household will be interviewed to understand the underlying causes of financial hardship, including employment status, debts, family size, and access to community support. This vetting is to confirm that the applicant will be able to make rental payments beyond our assistance, which is intended as one-time gap funding to help applicants stay in their homes while navigating medical, employment related or other emergencies.
4. **Decision-Making Process:**
   The Rental Assistance Committee will review applications and vote on the allocation of funds based on need, impact and future sustainability.
5. **Disbursement of Funds:**
   Approved funds will be disbursed directly to landlords to prevent eviction and preserve stable housing. W9s are received from all landlords and 1099s are sent to all landlords.
6. **Resource Connection:**
   HART will connect all applicants with relevant local resources and ongoing community support through the HART network.

Schedule for Completion:

- **Month 1:** Identification and assessment of eligible households.
- **Months 1–2 (Ongoing)** Interviews conducted and funding decisions made.
- **Month 2 (Ongoing):** Disbursement of funds.

Note: The timeline above is an estimate. The program will operate continuously until funds are fully distributed or the grant term ends.

Expected Outcomes:

- **Prevention of Homelessness:** Provide emergency rental assistance to stabilize households on the brink of eviction.
- **Housing Stability:** Ensure continuity of housing for vulnerable residents, particularly families and those with disabilities.
- **Community Impact:** Reduce the number of unhoused individuals and families in Citrus Heights while supporting long-term community well-being and resilience.

Anticipated Number of Citrus Heights Residents Served:
Based on an average of $1,800 allocated per household (supporting approximately three individuals per

case), this funding will allow us to serve approximately **20 households** through the Rental Assistance Program.

Community Impact:
Timely rental assistance prevents homelessness before families enter costly crisis systems and helps vulnerable Citrus Heights residents remain safely housed. HART's Rental Assistance Program has demonstrated lasting impact, with few recipients requesting additional assistance and many remaining in their homes after receiving support. Funding will allow HART to continue protecting housing stability, dignity, and community well-being.

Prior City of Citrus Heights Funding Awarded (Past 5 Years):

- $40,000 Community Support Grant (2023–2024) for the Rental Assistance Program.
- $30,000 Community Support Grant (2024–2025) for the Rental Assistance Program.
- $5,000 Underground Clothing Connection- Grand Re-Opening (2024)

Application for 2027 CDBG Funds:

- No, Citrus Heights HART is not applying for 2027 CDBG funds.

IRS Nonprofit Designation: A copy of the IRS Determination Letter verifying our 501(c)(3) nonprofit status is attached.

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

DEPARTMENT OF THE TREASURY

Date: JUL 24 2017

CITRUS HEIGHTS HART (HOMELESS
ASSISTANCE RESOURCE TEAM)
C/O JOHN LAMBETH
1102 CORPORATE WAY, #140
SACRAMENTO, CA 95831

Employer Identification Number:
81-2056349
DLN:
17053088320017
Contact Person:
SIRIJUN MAYI ID# 31449
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
January 26, 2016
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 947

Project Budget & Grant Request

Total Proposed Program/Project Costs:
The total cost of the Rental Assistance Program Supporting Families and those with Disabilities is **$65,000**, with a proposed grant request of **$40,000** from the City of Citrus Heights. CH Hart is a 100% volunteer operation with few administrative expenses. The Rental Assistance program doesn't have any administrative expenses.

Current and Anticipated Funding Sources:

Funding Source	Amount	Status
Sacramento County TOT Program (2025-2026)	$5,000	Secured
Big Day of Giving. (2026)	$8,500	Secured
Annual Spaghetti Fest Fundraiser (2026)	$10,000	Anticipated
Donor Advised Funds, Corporate Grants (2026)	$2,500	½ secured
Individual, employee giving programs, church donations	$5,500	Secured

Future Funding for Ongoing Programs:
Citrus Heights HART is committed to ensuring the long-term sustainability of the Rental Assistance Program through a multi-faceted funding strategy, including:

- **Grant Writing:** We actively pursue funding opportunities from government agencies, foundations, and private organizations. Our proposals emphasize program impact, outcomes, and cost-effectiveness in preventing homelessness.
- **Annual Spaghetti Fest Fundraiser:** This signature event raises approximately $10,000 - $15,000 annually and engages hundreds of community members in our mission.
- **Partnership Development:** We collaborate with local businesses, faith-based organizations, and community groups to secure additional financial and in-kind support.
- Ongoing donations from Donor Advised funds, individuals, churches, employee giving programs, corporate and government grants.

By diversifying our revenue sources and building a strong foundation of community support, we aim to continue serving at-risk families and those with disabilities for years to come.

Proportion of Total Project Costs Requested from the City:
Citrus Heights HART is requesting $40,000, representing approximately 60% of the total $65,000 program budget. Donations are currently down with the decline in the economy; however this also causes a greater need for assistance.

Our program is fully scalable and efficient, with a typical rental assistance grant of approximately $1,800 per household. Importantly, 100% of requested and donated funds go directly toward rental assistance, maximizing the impact of every dollar to help prevent homelessness.

Funding Exclusively Serving Citrus Heights Residents:
Citrus Heights HART, established in 2016, is a volunteer-driven nonprofit exclusively focused on addressing homelessness within the City of Citrus Heights. Our Rental Assistance Program is designed to serve only Citrus Heights residents.

Residency is verified during intake using lease documents, utility bills, or identification. In collaboration with referral partners such as the Community Health Works and St. Vincent de Paul Society, we ensure that all applicants are physically located within city limits before providing assistance. When possible, we also work to relocate families into stable housing within Citrus Heights to preserve community ties and local access to services.

Attached:
Referral Interview Form for Rental Assistance Cases

CITRUS HEIGHTS HART RAP

RENTAL ASSISTANCE PROGRAM

CASE #

HEAD OF HOUSEHOLD :

TELEPHONE

SPOUSE/PARTNER/ROOMMATE:

TELEPHONE

ADDRESS | APT/SPACE | CITY | ZIPCODE

OTHER ADULTS IN RESIDENCE:

HOW MANY CHILDREN IN RESIDENCE | LIST AGES

NAME OF APARTMENT COMPLEX

TELEPHONE

LEASING AGENT

$

AMOUNT REQUESTED

ADDRESS | APT/SPACE | CITY | ZIPCODE

HOUSEHOLD INCOME

$

$

$

$

$

APPLICANT SIGNATURE | DATE

DATE OF VISIT

VOLUNTEER | NAME | HOURS SPENT

VOLUNTEER | NAME | HOURS SPENT

HOUSEHOLD EXPENSES

RENT $

UTILITIES $

$

$

$

$

SUMMARY OF VISIT:

DISPOSITION: YES/NO | AMOUNT | CHECK NO. | DATE SENT

REFERRED BY

CITRUS HEIGHTS
ECONOMIC DEVELOPMENT & COMMUNITY ENGAGEMENT DEPARTMENT

Non-profit Community Support Fund Program Scoring Rubric

Organization Name: Citrus Heights HART - Rental Assistance Program

TOTAL SCORE: 24

Overview

	Yes-1	No-0	Score
1.Copy of IRS 501(c)(3) Determination Letter (Confirming status)	1		
2. Clear and measurable project scope/description	1		
3. Funding usage benefits Citrus Heights residents	1		
5. Provide an Itemized Budget	1		

Program/Services Overview

The applicant clearly describes the specific program or event and aligns with the funding request					
High- 5	4	Medium-3	2	Low-1	Score
A clear summary of the program/services with specific details on how it serves Citrus Heights residents		Somewhat clear summary of the program/services with specific details on how it serves Citrus Heights residents		Vague, incomplete, or confusing summary of the program/services with little or no details on how it serves Citrus Heights residents	5

How many Citrus Heights residents will benefit from the program?						
5	4	3	2	1	0	Score
>1000	>500	>250	>100	<50	Did not provide an answer	1

The applicant identifies clear, specific outcomes that can be expected from this award					
High- 5	4	Medium-3	2	Low-1	Score
Clear definition of program/services success. Clear picture of how it will demonstrate outcomes are met.		Good understanding of anticipated specific results of success, but lacks detail.		Success difficult to ascertain, flawed by unmeasurable outcomes.	5

CITRUS HEIGHTS
ECONOMIC DEVELOPMENT & COMMUNITY ENGAGEMENT DEPARTMENT

Budget

Detailed Project Costs					
High- 5	4	Medium-3	2	Low-1	Score
Strongly detailed and realistic budget with sound use of funds		The budget generally appears to support the program/services as described, although there are gaps in detail.		The budget does not support the described program/services. It seems incomplete, does not reflect actual costs, or is outside of program goals.	5

Identified other funding sources (e.g., fees, donations, grants) the organization has received					
High- 5	4	Medium-3	2	Low-1	Score
Demonstrates significant financial support from other funding sources without City funding		Demonstrates some financial support from other funding sources without City funding		Demonstrates minimal financial support from other funding sources without City funding	4

Written Comments

Request is 60% of total budget
Unclear number of residents served - application cites 20 households. Census shows 2.5 residents per CH household, assume 50 CH residents served.
!005 of funding used for rental assistance.

CITRUS HEIGHTS ROTARY

Citrus Heights Rotary Foundation

CITY OF CITRUS HEIGHTS NON-PROFIT COMMUNITY SUPPORT FUND PROGRAM GRANT APPLICATION

AUGUST 14, 2026

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Non-Profit Community Support Fund Program Grant Application

Grant Request

Project Plan and Description

Community Benefit

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Scoring Rubic

Attachments

- IRS Letter Determining Foundation as a Public Charity
- Schools' Shoes Inventory & Needs Form

CITRUS HEIGHTS
Solid roots. New growth.

Non-profit Community Support Fund Program Grant Application

Organization:	CITRUS HEIGHTS ROTARY FOUNDATION
Applicant Name & Title:	BRENDA RIFFE, CHAIR
Address:	P.O. BOX 221, CITRUS HEIGHTS, CA 95611-0221
Event/Project/Program Title:	SHOES FOR SCHOOLS
501(c)(3) Number: *(Include a copy of the IRS Letter w/Application)* ✓	EIN: 03-0566682
Primary Contact Name: *(If other than the applicant)*	LEAH CHURCHILL
E-mail and Phone Number:	Lchurchill75@gmail.com / 916-837-0838
Requested Grant Amount ($):	$ 5,000.00
By signing this document, I agree I have read (1) Non-Profit Community Support Program Guidelines, (2) Non-Profit Community Support Program Review and Approval Process, and (3) Non-profit Community Support Fund Program Scoring Rubric. I certify that funds will be used for the purpose specified in the application and supplemental documents. I understand that a final report and summary of the award are due no later than 45 days after the final project is completed or within 12 months from the award. I understand that failure to adhere to all program guidelines could prohibit me or my organization from applying for future funding.	
Signature and Date:	8/14/26

A completed application includes all details below from the Project Plan & Description and the Project Budget & Grant Request. Application packets not containing all parts will be considered incomplete.

Project Plan & Description

Attach the following details to the application in a separate file using a maximum of 3 pages)

- *A description of how funding will be used including steps for implementation, schedule for completion, and expected outcomes*
- *Indicate the anticipated number of Citrus Heights residents served*
- *List all prior City of Citrus Heights funding awarded (city-administered grants, CDBG funds, etc.) to your organization over the past five (5) years*
- *Is your organization applying for 2025 CDBG funds and if so, for what amount?*
- *Attach a copy of IRS Determination Letter verifying non-profit designation*

Project Budget & Grant Request

Attach the following details to the application: A maximum of two (2) pages.

- *What is the total proposed program/project costs? Detail all current and anticipated funding sources. List other organizations/agencies for which your organization will receive funding for this project.*
- *For ongoing programs, describe how your organization will fund future expenses.*
- *How much of the total project costs is your organization requesting from the City?*
- *Describe how the funding requested serves only Citrus Heights residents*

Approved by City Council January 11, 2024

Citrus Heights Rotary Foundation
P.O. Box 221
Citrus Heights, CA 95611-0221

CITY OF CITRUS HEIGHTS NON-PROFIT COMMUNITY SUPPORT FUND PROGRAM GRANT APPLICATION

Grant Request:

The Citrus Heights Rotary Foundation, an IRS recognized 501(c)(3) Public Charity, (Letter attached), requests an award City of Citrus Heights (City) Grant funds of $5,000.00 to match the Citrus Heights Rotary Foundation's (Foundation) funds of $5,000.00 to purchase a minimum of 525 pairs of shoes for students in the Citrus Heights community. The Foundation has not been awarded funding from the City of Citrus Heights over the past five (five) years and is not applying for CDBG funds. If the total expenses exceed the project budget, the Foundation will be responsible for the additional cost.

Project Plan & Description:

In the last seven years our associated Rotary Club of Citrus Heights (Club) has provided 3,365 pairs of shoes (554 pairs in 2025) to the 12 San Juan Unified School District (SJUSD) schools in Citrus Heights, many of which are Title 1 schools, and to the Sayonara Center for their distribution to children and youth that are in need of shoes for school. In prior years, the Club has distributed shoes to these Schools and the Center with the help of $5,000.00 matching grants from The Rotary Foundation of Rotary International (TRF). This year a grant from TRF for this purpose is not available.

Project Budget:

Item	Quantity	Unit Cost	Total
Pairs of Shoes	525	$ 18.63	$ 9,780.00
Flyer Printing	550	$ 0.40	$ 220.00
Total Project Cost			$ 10,000.00

Community Benefit:

This City Grant will help in providing those students that do not have suitable shoes for school participation and activities to do so. Students need tennis shoes for physical education, recess, and other activities that occur daily and are likely to sit out without appropriate footwear. The Foundation's and City's funds will directly benefit the younger members of our community by allowing them to fully participate in their school activities.

Project Schedule for Completion:

Upon receiving a Grant from the City, members of the Club and its Foundation will contact representatives of the following potential recipients of shoes:

Arlington Heights Elementary School (TK-5)
Cambridge Heights Elementary School (TK-5)
Carriage Drive Elementary School (TK-5)
Grand Oaks Elementary School (TK-5)
Mariposa Avenue Elementary School (TK-5)
Skycrest Elementary School (TK-5)
Kingswood K-8 School (TK-8)
Lichen K-8 School (TK-8)
Woodside K-8 School (TK-8)
Sylvan Middle School (6-8)
Mesa Verde High School (9-12)
San Juan High School (9-12)
Sayonara Center

The recipients listed above have participated in this effort previously. As such, school staff will be provided with the attached form in the first few weeks of the new school year. Their task will be to determine both their initial inventory of shoes from prior years and their anticipated needs for the current school year.

Upon receipt of all the forms, the Foundation members will analyze the current inventories and requests and consider the age ranges and sizes of each student body in preparing a purchase order for new shoes from National Fashion Imports in New Jersey. We have purchased from this vendor in the past two years with success. This process will take several weeks.

Upon receipt of the new shoes, members of the Club and Foundation will sort the shoes and deliver them to each School and the Sayonara Center. Staff of the Schools and Center will be responsible for storing and safe keeping of the shoes and identifying and providing shoes to those students in need. Note that in the second and third years of this shoe project, the Club provided each school with a Brannock Device for accurately measuring students' feet. The target for completion of the Foundation's delivery of the shoes to all recipients is October 2, 2026.

Recognition:

A flyer (8 ½" x 5 ½") will be inserted into each shoe box recognizing *"The City of Citrus Heights and the Citrus Heights Rotary Foundation are pleased to provide these shoes for your comfort"* City and Rotary logos to be included on the flyer.

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

DEPARTMENT OF THE TREASURY

Date: OCT 29 2007

CITRUS HEIGHTS ROTARY FOUNDATION
5150 SUNRISE BLVD STE G5
FAIR OAKS, CA 95628

Employer Identification Number:
03-0566682
DLN:
17053282011027
Contact Person:
NANCY L HEAGNEY ID# 31306
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
June 30
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
July 15, 2005
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

CITRUS HEIGHTS ROTARY FOUNDATION

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

Sincerely,

Robert Choi
Director, Exempt Organizations
Rulings and Agreements

Enclosures: Publication 4221-PC

CITRUS HEIGHTS ROTARY FOUNDATION
RY 2026-2027 SCHOOLS SHOE PROJECT
CURRENT SCHOOL SHOE INVENTORY & NEEDS BY SIZES

School Name:	
School Grades:	
Contact Person:	
Contact Phone :	
Contact Email:	
School Comments:	

Current Inventory				Sizes Requested / Yes or No		
Shoe Size	Girls Quantity	Boys Quantity		Girls	Boys	Shoe Size
Toddler						**Toddler**
10						10
11						11
12						12
13						13
Youth						**Youth**
1						1
2						2
3						3
4						4
5						5
Adult						**Adult**
6						6
6.5				**Not Available**		6.5
7						7
7.5				**Not Available**		7.5
8						8
8.5				**Not Available**		8.5
9						9
10						10
10.5				**Not Available**		10.5
11						11
12						12
13						13

Rotary Contact:	**Leah Churchill**
Contact Phone :	**(916) 837-0838**
Contact Email:	Lchurchill75@gmail.com

CITRUS HEIGHTS
ECONOMIC DEVELOPMENT & COMMUNITY ENGAGEMENT DEPARTMENT

Non-profit Community Support Fund Program Scoring Rubric

Organization Name: Citrus Heights Rotary - Shoes for Schools

TOTAL SCORE: 27

Overview

	Yes-1	No-0	Score
1.Copy of IRS 501(c)(3) Determination Letter (Confirming status)	1		
2. Clear and measurable project scope/description	1		
3. Funding usage benefits Citrus Heights residents	1		
5. Provide an Itemized Budget	1		

Program/Services Overview

The applicant clearly describes the specific program or event and aligns with the funding request					
High- 5	4	Medium-3	2	Low-1	Score
A clear summary of the program/services with specific details on how it serves Citrus Heights residents		Somewhat clear summary of the program/services with specific details on how it serves Citrus Heights residents		Vague, incomplete, or confusing summary of the program/services with little or no details on how it serves Citrus Heights residents	5

How many Citrus Heights residents will benefit from the program?						
5	4	3	2	1	0	Score
>1000	>500	>250	>100	<50	Did not provide an answer	4

The applicant identifies clear, specific outcomes that can be expected from this award					
High- 5	4	Medium-3	2	Low-1	Score
Clear definition of program/services success. Clear picture of how it will demonstrate outcomes are met.		Good understanding of anticipated specific results of success, but lacks detail.		Success difficult to ascertain, flawed by unmeasurable outcomes.	5

CITRUS HEIGHTS
ECONOMIC DEVELOPMENT & COMMUNITY ENGAGEMENT DEPARTMENT

Budget

Detailed Project Costs					
High- 5	4	Medium-3	2	Low-1	Score
Strongly detailed and realistic budget with sound use of funds		The budget generally appears to support the program/services as described, although there are gaps in detail.		The budget does not support the described program/services. It seems incomplete, does not reflect actual costs, or is outside of program goals.	5

Identified other funding sources (e.g., fees, donations, grants) the organization has received					
High- 5	4	Medium-3	2	Low-1	Score
Demonstrates significant financial support from other funding sources without City funding		Demonstrates some financial support from other funding sources without City funding		Demonstrates minimal financial support from other funding sources without City funding	4

Written Comments
Request is for 50% of total project cost. Application states foundation will cover extra cost if oversubscribed

DEL ORO CAREGIVER RESOURCE CENTER

CITRUS HEIGHTS
Solid roots. New growth.

Non-profit Community Support Fund Program Grant Application

Organization:	Del Oro Caregiver Resource Center
Applicant Name & Title:	Michelle Nevins | Executive Director
Address:	8421 Auburn Blvd., STE 265 | Citrus Heights, CA 95610
Event/Project/Program Title:	Caregiver Respite Expansion Project
501(c)(3) Number: *(Include a copy of the IRS Letter w/Application)*	68-0123611
Primary Contact Name: *(If other than the applicant)*	Same
E-mail and Phone Number:	mnevins@deloro.org | (916) 728-9333 x108
Requested Grant Amount ($):	$46,000

By signing this document, I agree I have read (1) Non-Profit Community Support Program Guidelines, (2) Non-Profit Community Support Program Review and Approval Process, and (3) Non-profit Community Support Fund Program Scoring Rubric. I certify that funds will be used for the purpose specified in the application and supplemental documents. I understand that a final report and summary of the award are due no later than 45 days after the final project is completed or within 12 months from the award. I understand that failure to adhere to all program guidelines could prohibit me or my organization from applying for future funding.

Signature and Date: Type text here Michelle Nevins August 5, 2026

A completed application includes all details below from the Project Plan & Description and the Project Budget & Grant Request. Application packets not containing all parts will be considered incomplete.

Project Plan & Description

Attach the following details to the application in a separate file using a maximum of 3 pages)

- *A description of how funding will be used including steps for implementation, schedule for completion, and expected outcomes*
- *Indicate the anticipated number of Citrus Heights residents served*
- *List all prior City of Citrus Heights funding awarded (city-administered grants, CDBG funds, etc.) to your organization over the past five (5) years*
- *Is your organization applying for 2025 CDBG funds and if so, for what amount?*
- *Attach a copy of IRS Determination Letter verifying non-profit designation*

Project Budget & Grant Request

Attach the following details to the application: A maximum of two (2) pages.

- *What is the total proposed program/project costs? Detail all current and anticipated funding sources. List other organizations/agencies for which your organization will receive funding for this project.*
- *For ongoing programs, describe how your organization will fund future expenses.*
- *How much of the total project costs is your organization requesting from the City?*
- *Describe how the funding requested serves only Citrus Heights residents*

Application Submittal Process: E-mail the signed application packet and all attachments to communityengagement@citrusheights.net no later than 4:00 p.m. by August 15th, 2025.

LATE APPLICATIONS WILL NOT BE ACCEPTED

Post Award Reporting Requirements

- All City-Administrated Grants and incentive programs require a final project report to demonstrate that the applicant achieved the program's goals and utilized the funding appropriately. This provides a framework for accountability and highlights the organization's worthiness for future funding.
- All reports are due within 12 months of the project's approval or 45 days after completion. Applicants who fail to provide a final report may be denied future funding.

Approved by City Council January 11, 2024

Project Plan and Description

Organizational Information

For nearly four decades, Del Oro Caregiver Resource Center (Del Oro) has been a trusted leader in supporting unpaid family caregivers throughout Northern California. Since 1987, Del Oro has empowered caregivers who provide daily care for older adults and individuals living with Alzheimer's disease and related dementias, Parkinson's disease, ALS, multiple sclerosis, stroke, traumatic brain injury, and other cognitive or disabling conditions.

Through comprehensive caregiver assessments, individualized care planning, family consultation, respite services, education, counseling, support groups, and resource navigation, Del Oro helps caregivers manage the emotional, physical, and financial demands of caregiving. Our evidence-informed, person-centered approach strengthens caregiver resilience, reduces stress and isolation, and enables vulnerable older adults and individuals with disabilities to remain safely and independently in their homes and communities whenever possible. Today, Del Oro serves thousands of family caregivers annually across Northern California and remains committed to ensuring that no caregiver faces this journey alone.

The Community Need

Citrus Heights is experiencing a growing demand for caregiver support services as its population ages. Approximately 18.4% of residents, nearly 16,000 individuals, are age 65 or older (U.S. Census Bureau, 2023). Many of these older adults depend on unpaid family caregivers to provide essential daily assistance that allows them to remain at home rather than enter costly institutional care settings.

Family caregivers serve as the foundation of the long-term care system, often providing around-the-clock assistance with personal care, medication management, transportation, household tasks, supervision, and emotional support. While caregiving can be rewarding, it is also physically and emotionally demanding. Without adequate support, caregivers face increased risks of stress, depression, burnout, declining health, social isolation, and financial hardship.

Respite care is one of the most effective interventions available to sustain caregivers and prevent crisis situations. Unfortunately, funding has not kept pace with demand. For many families, waiting months or years for respite simply not an option. Without relief, caregivers may be forced to reduce employment, neglect their own health needs, or consider premature institutional placement for their loved ones. Funding from the Citrus Heights Nonprofit Community Support Fund will directly address this urgent need by expanding access to respite services for Citrus Heights caregivers, reducing wait times, preventing caregiver burnout, and helping older adults remain safely at home with the people who know and love them best.

Proposed Project Description

Del Oro Caregiver Resource Center proposes the Citrus Heights Caregiver Respite Program; a targeted initiative designed to reduce lengthy wait times for respite services and provide

immediate relief to family caregivers caring for older adults and individuals with cognitive or disabling conditions.

Through this program, eligible caregivers will receive financial assistance to access respite care services tailored to the unique needs of their family. Respite care allows caregivers to temporarily step away from their caregiving responsibilities to attend medical appointments, rest, manage personal responsibilities, spend time with family, or simply recharge, while ensuring their loved one continues to receive safe, quality care.

The program combines direct respite assistance with professional Family Consultation services. Each participating caregiver will receive a comprehensive assessment, individualized care planning, ongoing support, and resource navigation from Del Oro's experienced clinical team. This holistic approach addresses both the immediate need for respite and the long-term challenges associated with caregiving. By expanding access to respite care, Del Oro will strengthen caregiver well-being, reduce stress and burnout, enhance family stability, and support care recipients' ability to remain safely and comfortably in their homes and communities.

Indicate the anticipated number of Citrus Heights residents served
Del Oro Caregiver Resource Center will serve a minimum of 20 unpaid family caregivers residing in Citrus Heights. Because respite services directly benefit both the caregiver and care recipient, the program is expected to positively impact at least 40 Citrus Heights residents, including caregivers and their loved ones.

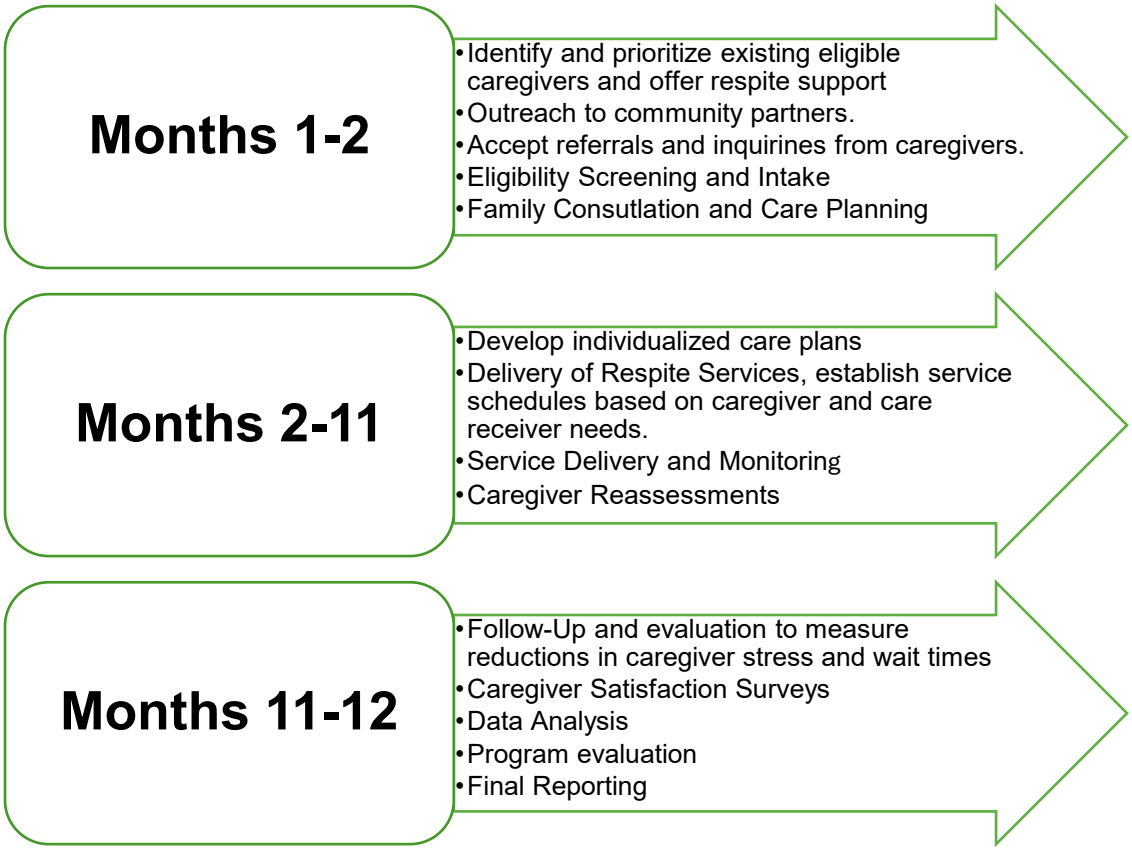
Services Provided
Del Oro’s respite care is person-centered, recognizing that every caregiving situation is unique. Participants will receive services from trusted Citrus Heights In-Home Care providers, investing in local businesses while ensuring high-quality, community-based care. Each participating caregiver will receive an allocation of up to $2,300 in respite assistance. The amount and duration of services will vary based on the contracted provider rate and individualized care needs. In addition to respite assistance, every caregiver will work with a Del Oro Family Consultant, a trained clinician who provides a comprehensive intake and needs assessment; an individualized care plan; ongoing emotional support; resource navigation and referrals, and periodic reassessment to address changing needs. This combination of direct respite and professional support ensures caregivers receive meaningful relief while building the knowledge, skills, and resources necessary to sustain their caregiving role over time.

List all prior City of Citrus Heights funding awarded to your organization over the past five (5) years. Del Oro has not received any prior funding from the City of Citrus Heights.

Is your organization applying for 2025 CDBG funds and if so, for what amount? Del Oro Caregiver Resource Center has not applied for any CDBG funds.

Attach a copy of IRS Determination Letter verifying non-profit designation. Please see attached IRS Determination Letter.

Steps for Implementation and Schedule for Completion



Expected Outcomes

By the end of the grant period, Del Oro Caregiver Resource Center expects to achieve the following outcomes:

- Provide respite assistance to a minimum of 20 Citrus Heights family caregivers.
- Reduce wait times for respite services for eligible caregivers residing in Citrus Heights by 25% or 6-12 months.
- Deliver individualized Family Consultation and care planning to 100% of participating caregivers.
- Improve caregiver well-being, with at least 85% of participants reporting reduced stress and increased ability to continue providing care at home.
- Increase caregivers' awareness of community resources, support services, and long-term care planning options.
- Help care recipients remain safe in their homes and communities, reducing the likelihood of caregiver crisis and unnecessary institutional placement.
- Achieve at least 90% caregiver satisfaction with the respite services received through the program.

Project Budget & Grant Request

What is the total proposed program/project costs?
The following budget is provided to illustrate our proposed program and project costs:

Project Expense	Amount from Other Sources	Amount Requested from Citrus Heights Nonprofit Community Support Fund	Grand Total
Personnel			
Director of Programs and Clinical Services	$ 1,964.00	$ - 0 -	$ 1,964.00
Family Consultants (8)	$ 7,032.25	$ - 0 -	$ 7,032.25
Executive Director	$ 821.00	$ - 0 -	$ 821.00
Fringe Benefits	$ 2,263.00	$ - 0 -	$ 2,263.00
Sub-Total Personnel	**$12,080.25**	$ - 0 -	**$12,080.25**
Operating Expenses			
Insurance	$ 680.00	$ - 0 -	$ 680.00
Office Supplies	$ 1,160.00	$ - 0 -	$ 1,160.00
Rent	$ 1,200.00	$ - 0 -	$ 1,200.00
Printing	$ 680.00	$ - 0 -	$ 680.00
Telephone	$ 680.00	$ - 0 -	$ 680.00
Travel	$ 200.00	$ - 0 -	$ 200.00
Sub-Total Operating Expenses	**$ 4,600.00**	$ - 0 -	**$ 4,600.00**
Other: Respite Care	$ 312.80	$46,000.00	$46,312.80
Sub-Total Other	$ **312.80**	**$46,000.00**	**$46,312.80**
TOTAL PROJECT EXPENSES	**$16,993.05**	**$46,000.00**	**$62,992.25**

Detail all current and anticipated funding sources.

- The total project is estimated at $62,992.15, of which we are requesting $46,000 from the City of Citrus Heights Nonprofit Community Support Fund to provide $2,300 of respite care to 20 family caregivers, a total of 40 individuals if we include care receivers.
- We estimate a 6.8% discount rate from our subcontracted respite partners, which will contribute an in-kind value of $312.80.
- The remaining project expenses in the amount of $16,680.25 will be provided by the California Department of Aging, our primary funding source.

List other organizations/agencies for which your organization will receive funding for this project.
Funding from California Department of Aging (CDA) will support personnel and operating expenses identified for this project.

For ongoing programs, describe how your organization will fund future expenses.
Del Oro Caregiver Resource Center has served family caregivers for more than three decades and remains committed to sustaining these critical services long-term. Our primary funding through the California Department of Aging has remained largely unchanged since FY 2019-2020, while personnel, operating, and service costs have continued to rise. To ensure ongoing program sustainability, Del Oro is actively pursuing a diversified funding strategy that includes private foundations, local government grants, corporate partnerships, individual donations, and community fundraising efforts. Support from the Citrus Heights Nonprofit Community Support Fund will help address an immediate unmet need while strengthening our ability to secure additional resources for future caregiver services.

How much of the total project costs is your organization requesting from the City?
Del Oro Caregiver Resource Center is requesting **$46,000** from the City of Citrus Heights Nonprofit Community Support Fund to provide respite care services for family caregivers residing in Citrus Heights. These funds will be used exclusively to increase access to respite care using Citrus Heights In-Home Care providers, and reduce wait times for caregivers who are caring for older adults and individuals with cognitive impairments or other disabling conditions.

Describe how the funding requested serves only Citrus Heights residents
Del Oro Caregiver Resource Center currently serves 36 family caregivers residing in Citrus Heights through Family Consultation services. While caregivers receive assessments, care planning, and ongoing support, access to respite care is significantly constrained by available funding, resulting in wait times that can exceed two years. Grant funds from the City of Citrus Heights will be restricted exclusively to Citrus Heights residents and will be tracked through our client management system to ensure compliance with grant requirements. The funding will provide respite care services for a minimum of 20 Citrus Heights caregivers, allowing them temporary relief from caregiving responsibilities while improving their ability to maintain their own health, well-being, and caregiving capacity.

CITRUS HEIGHTS
ECONOMIC DEVELOPMENT & COMMUNITY ENGAGEMENT DEPARTMENT

Non-profit Community Support Fund Program Scoring Rubric

Organization Name: Del Oro Caregiver Resource Center - Caregiver Respite Program Expansion

TOTAL SCORE: 16

Overview

	Yes-1	No-0	Score
1.Copy of IRS 501(c)(3) Determination Letter (Confirming status)	1		
2. Clear and measurable project scope/description	1		
3. Funding usage benefits Citrus Heights residents	1		
5. Provide an Itemized Budget	1		

Program/Services Overview

The applicant clearly describes the specific program or event and aligns with the funding request					
High- 5	4	Medium-3	2	Low-1	Score
A clear summary of the program/services with specific details on how it serves Citrus Heights residents		Somewhat clear summary of the program/services with specific details on how it serves Citrus Heights residents		Vague, incomplete, or confusing summary of the program/services with little or no details on how it serves Citrus Heights residents	4

How many Citrus Heights residents will benefit from the program?						
5	4	3	2	1	0	Score
>1000	>500	>250	>100	<50	Did not provide an answer	1

The applicant identifies clear, specific outcomes that can be expected from this award					
High- 5	4	Medium-3	2	Low-1	Score
Clear definition of program/services success. Clear picture of how it will demonstrate outcomes are met.		Good understanding of anticipated specific results of success, but lacks detail.		Success difficult to ascertain, flawed by unmeasurable outcomes.	3

CITRUS HEIGHTS
ECONOMIC DEVELOPMENT & COMMUNITY ENGAGEMENT DEPARTMENT

Budget

Detailed Project Costs					
High- 5	4	Medium-3	2	Low-1	Score
Strongly detailed and realistic budget with sound use of funds		The budget generally appears to support the program/services as described, although there are gaps in detail.		The budget does not support the described program/services. It seems incomplete, does not reflect actual costs, or is outside of program goals.	3

Identified other funding sources (e.g., fees, donations, grants) the organization has received					
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Demonstrates significant financial support from other funding sources without City funding		Demonstrates some financial support from other funding sources without City funding		Demonstrates minimal financial support from other funding sources without City funding	1

Written Comments

Ubclear project scope as it relates to average amount of care hours recieved for $2300 individual allocation
Project description outcome is to deploy earlier caregiver assessment and services, unclear how CH residents will be served if there is a gap period between usage of funding allocation and limited availability and wait times of ecosystem resources.
Budget is primarily salary overhead and operating supplies
Request is 73% of total project budget

HEALTH EDUCATION COUNCIL

Non-profit Community Support Fund Program Grant Application

Organization:	Health Education Council
Applicant Name & Title:	Debra Oto-Kent, Founder, Executive Director
Address:	7617 Alma Vista Way, Ste C, Sacramento, CA 95831
Event/Project/Program Title:	Citrus Heights Youth & Family Wellness Initiative
501(c)(3) Number: *(Include a copy of the IRS Letter w/Application)*	68-0249296
Primary Contact Name: *(If other than the applicant)*	Lupita Rodriguez
E-mail and Phone Number:	lrodriguez@healthedcouncil.org 916-556-3344
Requested Grant Amount ($):	$75,000

By signing this document, I agree I have read (1) Non-Profit Community Support Program Guidelines, (2) Non-Profit Community Support Program Review and Approval Process, and (3) Non-profit Community Support Fund Program Scoring Rubric. I certify that funds will be used for the purpose specified in the application and supplemental documents. I understand that a final report and summary of the award are due no later than 45 days after the final project is completed or within 12 months from the award. I understand that failure to adhere to all program guidelines could prohibit me or my organization from applying for future funding.

Signature and Date: 8-13-2026

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Project Budget & Grant Request

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- All reports are due within 12 months of the project's approval or 45 days after completion. Applicants who fail to provide a final report may be denied future funding.

Project Plan & Description

Citrus Heights Youth & Family Wellness Initiative: Health Education Council (HEC) will use the Community Support Fund resources to expand its existing Community Hub model for Citrus Heights youth and families, with a particular emphasis on increasing access to programming for youth and young adults while creating additional opportunities for families and residents to receive wellness education, workforce development resources, financial wellness support, and connections to community resources. The initiative expands HEC's existing Community Hub model into trusted locations where Citrus Heights residents already gather, providing culturally and linguistically responsive support that integrates wellness education, community engagement, resource navigation, food and nutrition services, financial wellness, and youth leadership opportunities. Sylvan Oaks Library will serve as a primary access point for year-round and seasonal programming in health, nutrition, financial wellness, youth development, and resource navigation. HEC will expand existing partnerships with Internal Rescue Committee and San Juan Unified School District school gardens program to serve and recruit Citrus Heights youth and families for library-based and Community Hub activities. Participating families will be connected to HEC's Healthy Food Access services, including produce distribution, food and cooking resource guides, CalFresh/SNAP navigation, extending nutrition education beyond workshops into practical at-home support.

Grant funds will support personnel and coordination, youth and family programs, materials, outreach, wellness activities, resource navigation, local travel, and evaluation. These investments will support the following goals: (1) strengthen and expand trusted community partnerships in Citrus Heights; (2) expand access to health, nutrition, and wellness programming; (3) strengthen youth leadership and workforce readiness; and (4) improve connections to health, social, food, financial, and free workforce training and apprenticeships. Programming will use HEC's Total Health approach, drawing on existing Social Drivers of Health work in nutrition, physical activity, mental and emotional wellness, social connection, financial wellness, youth leadership, career readiness, and service navigation. Adults 18 and older will also be connected to HEC's Financial Empowerment Center for financial coaching offered in English, Spanish, and Hmong.

Implementation and Schedule: Implementation will occur over 12 months. In Months 1–2, HEC will finalize plans with Sylvan Oaks Library, confirm programming schedules, identify priority topics, establish referral pathways, and adapt existing curricula, outreach materials, and Healthy Food Access resources. Beginning in Month 2, HEC will launch library- and community-based wellness and nutrition programming, family education, resource navigation, and referrals to HEC's Financial Empowerment Center and other community supports. Around Month 3, HEC will recruit and prepare high school youth for leadership and

workforce-readiness opportunities, including Food Handler Certification, library programming, cooking demonstrations, outreach, and volunteer activities. Programming, participant feedback, referral tracking, and evaluation will continue through Month 11. Months 11–12 will focus on follow-up, outcome analysis, partner feedback, sustainability planning, and grant reporting.

Expected Outcomes: By the end of the grant period, at least 75% of surveyed participants will demonstrate increased knowledge, confidence, or awareness related to health, nutrition, financial wellness, healthy food access, or available community resources; at least 70% of residents receiving individualized navigation will complete a referral, resource connection, or identified action-plan goal; at least 70% of participating youth and families will report increased knowledge of healthy behaviors, nutrition practices, wellness resources, or strategies that support their overall well-being; and at least 75% of youth leaders will become certified as safe food handlers and report increased leadership skills, confidence, and/or connection to their school or community.

Activity	Implementation	Timeline	Expected Outputs & Outcomes
GOAL 1: Strengthen and expand trusted community partnerships and access points for Citrus Heights youth and families.			
Partnership & Site Planning	HEC's Program Director will enhance partnerships with San Juan Unified and Sylvan Oaks Library, and other community partners; identify sites, schedules, referral processes, and priority topics.	Months 1–2	**Output:** Establish a coordinated implementation plan with Sylvan Oaks Library and complementary community/school-based partners, including a project calendar and referral/resource network. **Outcome:** Partners have clearly defined roles and accessible pathways for connecting Citrus Heights youth and families to HEC programming and community hub resources.
Goal 2: Expand access to health, nutrition, and wellness programming for Citrus Heights youth and families.			
Youth Wellness Programming	HEC's Community Health Workers (CHWs) will deliver age-appropriate wellness workshops/cohorts addressing nutrition, cooking classes, physical activity, mental wellness, resilience, healthy relationships, financial wellness, and career readiness.	Months 2–11	**Output:** At least 120 youth participate in structured wellness programming. **Outcome:** At least 70% of surveyed youth will report increased knowledge of healthy behaviors, nutrition practices, coping strategies, wellness resources, or other strategies that support their overall well-being.
Family & Community Workshops	CHWs will provide workshops at schools, libraries including community events such as family nights, health access, nutrition, mental wellness, financial	Months 2–11	**Output:** At least 40 parents and 80 community residents participate in workshops. **Outcome:** At least 75% of surveyed participants will demonstrate increased knowledge, confidence, or awareness related to health, nutrition, financial wellness,

	education, and available community resources.		healthy food access, or available community resources.
GOAL 3: Strengthen youth leadership, workforce readiness, and meaningful community engagement.			
Youth Leadership/Wellness Ambassadors	HEC's Program Coordinator will Recruit and mentor youth including students and young adults to obtain their food handler certification; and support peer education, wellness campaigns, nutrition/cooking classes, events, and youth-informed programming.	Months 3–11	**Output:** Engage and train at least 10 youth leaders. **Outcome:** At least 75% of participating youth leaders will become certified as safe food handlers, and report increased confidence, leadership skills, and connection to their school or community.
GOAL 4: Improve connections to health, social, food, financial, workforce, and community supports.			
Resource Navigation & Warm Referrals	CHWs will provide individualized assessment, basic needs, resource navigation, referrals, and follow-up for youth and families with identified needs. Link residents to HEC's financial coaching resources.	Months 2–12	**Output:** At least 15 Citrus Heights residents/families receive individualized resource navigation. **Outcome:** At least 70% will complete at least one identified referral, resource connection, or action-plan goal.
Community Wellness Events	HEC staff and partners will conduct at least 2 library-based wellness and resource events featuring education, cooking demonstrations, community partners, workforce/job connections, resource linkages, youth activities, and service connections.	Semi-Annually	**Output:** Reach approximately 150+ residents through four community wellness/resource events. **Outcome:** At least 75% of surveyed attendees will report increased awareness of health, wellness, or community resources available to them.
Evaluation & Sustainability	HEC staff will track ZIP code/residency, unduplicated participants, activities, referrals, pre/post measures, and participant feedback.	Throughout	**Output:** Reach at least 415 unduplicated Citrus Heights residents across project activities. **Outcome:** Demonstrate measurable improvements in participant knowledge, resource awareness, leadership, wellness skills, and successful connection to needed resources; identify strategies to continue effective programming beyond the grant period.

Indicate the anticipated number of Citrus Heights residents served. HEC anticipates serving at least 415 unduplicated Citrus Heights residents during the grant period.

List all prior City of Citrus Heights funding awarded to your organization over the past 5 years. None.

Is your organization applying for 2025 CDBG funds and if so, for what amount? No.

Project Budget & Grant Request

What is the total proposed program/project costs? The total proposed project cost is $75,000 for a 12-month grant period, supplemented by HEC in-kind staffing and existing program resources. Approximately $46,000 will support 0.75 FTE of one dedicated culturally responsive Community Health Worker (CHW), including salary and fringe. HEC will contribute the remaining 0.25 FTE in-kind, resulting in 1.0 FTE CHW capacity dedicated to direct wellness and nutrition education, healthy cooking demonstrations, youth and family engagement, resource navigation, and connections to health, food, financial, workforce, and social supports. HEC will also contribute approximately 0.10 FTE Director, 0.20 FTE Program Coordinator, and 0.50 FTE of a second CHW in-kind for project oversight, coordination with Sylvan Oaks Library and IRC/SJUSD partners, scheduling, outreach, youth programming, referrals, evaluation, and sustainability. Combined, the project will have approximately 1.40 FTE of total staff capacity. The remaining $29,500 will directly support implementation, including approximately $7,500 for youth stipends; $1,500 for Food Handler Certification and youth training; $6,000 for food and supplies for cooking demonstrations and nutrition education; $4,000 for workshop and meeting materials; $3,000 for outreach, printing, and culturally appropriate resources; $1,500 for local travel; $2,000 for evaluation and data tracking; and $4,000 for allowable administrative/project support costs. This investment directly aligns with the workplan by providing dedicated frontline staffing and resources for library- and community-based wellness programming, nutrition education, youth leadership and workforce development, individualized resource navigation, and connections to HEC's existing Healthy Food Access and Financial Empowerment Center services.

Detail all current and anticipated funding sources. HEC will leverage the following current and anticipated funding sources for the proposed project:

- **City of Sacramento – $470,133:** Funds HEC's Financial Empowerment Center (FEC), which provides free financial coaching and navigation to Sacramento County residents age 18 and older, including Citrus Heights residents. These existing services will be leveraged as part of the proposed project at no additional cost to participants.
- **Sacramento Public Library – $20,000:** Supports library-based health, nutrition, youth, and community programming that complements the proposed activities at Sylvan Oaks Library.
- **Sacramento Public Library/HEC Joint Grant Opportunities (Anticipated):** Following implementation of the proposed programming, HEC and Sacramento Public Library anticipate pursuing additional library, community health, and related grant opportunities to sustain or expand programming at Sylvan Oaks Library.

These resources will complement the City of Citrus Heights Community Support Fund request, which will support project-specific staffing, youth stipends, workforce training, nutrition and cooking-demonstration supplies, outreach, resource navigation, and other direct costs for Citrus Heights residents.

For ongoing programs, describe how your organization will fund future expenses.
For ongoing programming, HEC will sustain future expenses through a combination of existing contracts, jointly pursued grant funding, and diversified organizational resources. Long-term access to free financial navigation and coaching is already supported through HEC's City of Sacramento Financial Empowerment Center contract, which serves Sacramento County residents, including Citrus Heights, at no additional cost to participants. Following a successful pilot at Sylvan Oaks Library, HEC and the Sacramento Public Library will pursue library, community health, and other grant opportunities to support continued wellness, nutrition, youth development, and community-based programming. HEC will also leverage its broader portfolio of grants, health system partnerships, existing program infrastructure, and in-kind staff resources to sustain outreach, referral coordination, administrative support, and connections to services beyond the initial grant period.

How much of the total project costs is your organization requesting from the City?
$75,000

Describe how the funding requested serves only Citrus Heights residents? Community Support Fund dollars will be used only for programs and services benefiting Citrus Heights residents. Activities will be offered through trusted local access points, with Sylvan Oaks Library as a key partner and primary programming site. Outreach through IRC/San Juan Unified School District partnerships will connect Citrus Heights youth and families to nutrition education, library programs, youth leadership opportunities, and HEC Community Hub resources. HEC will verify eligibility through residency and ZIP-code tracking at registration, intake, workshops, youth activities, and resource-navigation encounters. Grant-funded stipends, Food Handler Certification, workforce supports, and individualized connections to HEC services will be provided and tracked for Citrus Heights residents only. For public activities, HEC will separate total attendance from Citrus Heights residents benefiting from City-funded programming. Non-residents will not be counted toward grant deliverables, and City funds will not subsidize individualized services, stipends, or participant-specific assistance for residents outside Citrus Heights.

IRS Department of the Treasury
Internal Revenue Service

ITEM 12

OGDEN UT 84201-0038

In reply refer to: 0457EO962
Oct. 22, 2007 LTR 4168C E0
68-0249296 000000 00 000
00020412
BODC: TE

HEALTH EDUCATION COUNCIL SERVING
% DEBRA S OTO-KENT
3950 INDUSTRIAL BLVD STE 600
W SACRAMENTO CA 95691-6509505

396

Employer Identification Number: 68-0249296
Person to Contact: T.Buckingham
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your request of Oct. 11, 2007, regarding your tax-exempt status.

Our records indicate that a determination letter was issued in February 1996 that recognized you as exempt from Federal income tax, and discloses that you are currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records also indicate you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 170(b)(1)(A)(vi).

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

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,

Maureen Green

Maureen Green
Operations Manager, Collection

CITRUS HEIGHTS
ECONOMIC DEVELOPMENT & COMMUNITY ENGAGEMENT DEPARTMENT

Non-profit Community Support Fund Program Scoring Rubric

Organization Name: Health Education Council - Citrus Heights Youth and Family Wellnes Intiaitve

TOTAL SCORE:____

Overview

	Yes-1	No-0	Score
1.Copy of IRS 501(c)(3) Determination Letter (Confirming status)	1		
2. Clear and measurable project scope/description	1		
3. Funding usage benefits Citrus Heights residents	1		
5. Provide an Itemized Budget	1		

Program/Services Overview

The applicant clearly describes the specific program or event and aligns with the funding request					
High- 5	4	Medium-3	2	Low-1	Score
A clear summary of the program/services with specific details on how it serves Citrus Heights residents		Somewhat clear summary of the program/services with specific details on how it serves Citrus Heights residents		Vague, incomplete, or confusing summary of the program/services with little or no details on how it serves Citrus Heights residents	2

How many Citrus Heights residents will benefit from the program?						
5	4	3	2	1	0	Score
>1000	>500	>250	>100	<50	Did not provide an answer	3

The applicant identifies clear, specific outcomes that can be expected from this award					
High- 5	4	Medium-3	2	Low-1	Score
Clear definition of program/services success. Clear picture of how it will demonstrate outcomes are met.		Good understanding of anticipated specific results of success, but lacks detail.		Success difficult to ascertain, flawed by unmeasurable outcomes.	5

CITRUS HEIGHTS
ECONOMIC DEVELOPMENT & COMMUNITY ENGAGEMENT DEPARTMENT

Budget

Detailed Project Costs					
High- 5	4	Medium-3	2	Low-1	Score
Strongly detailed and realistic budget with sound use of funds		The budget generally appears to support the program/services as described, although there are gaps in detail.		The budget does not support the described program/services. It seems incomplete, does not reflect actual costs, or is outside of program goals.	5

Identified other funding sources (e.g., fees, donations, grants) the organization has received					
High- 5	4	Medium-3	2	Low-1	Score
Demonstrates significant financial support from other funding sources without City funding		Demonstrates some financial support from other funding sources without City funding		Demonstrates minimal financial support from other funding sources without City funding	5

Written Comments

Unclear why funding is needed if CH residents already have access through Sacramento County funding
If reccomended for approval, confirm funding is from County as noted in body of funding sources rather than City noted in the title
Request is 15% of total project cost

JABEL

Non-profit Community Support Fund Program Grant Application

Organization:	JABEL Justice Advocates Battling Exploitation & Lives
Applicant Name & Title:	Anabel Velasquez; Survivor-led President
Address:	5750 Sunrise Blvd. #225M, Citrus Heights CA 95610
Event/Project/Program Title:	Elevate JABEL Art Gallery- Through Their Eyes: Hidden in Plain Sight
501(c)(3) Number: *(Include a copy of the IRS Letter w/Application)*	99-3959461
Primary Contact Name: *(If other than the applicant)*	
E-mail and Phone Number:	info@ja-bel.org; 916-777-2585
Requested Grant Amount ($):	$25,000

By signing this document, I agree I have read (1) Non-Profit Community Support Program Guidelines, (2) Non-Profit Community Support Program Review and Approval Process, and (3) Non-profit Community Support Fund Program Scoring Rubric. I certify that funds will be used for the purpose specified in the application and supplemental documents. I understand that a final report and summary of the award are due no later than 45 days after the final project is completed or within 12 months from the award. I understand that failure to adhere to all program guidelines could prohibit me or my organization from applying for future funding.

Signature and Date: 08/14/26

A completed application includes all details below from the Project Plan & Description and the Project Budget & Grant Request. Application packets not containing all parts will be considered incomplete.

Project Plan & Description

Attach the following details to the application in a separate file using a maximum of 3 pages)

- *A description of how funding will be used including steps for implementation, schedule for completion, and expected outcomes*
- *Indicate the anticipated number of Citrus Heights residents served*
- *List all prior City of Citrus Heights funding awarded (city-administered grants, CDBG funds, etc.) to your organization over the past five (5) years*
- *Is your organization applying for 2025 CDBG funds and if so, for what amount?*
- *Attach a copy of IRS Determination Letter verifying non-profit designation*

Project Budget & Grant Request

Attach the following details to the application: A maximum of two (2) pages.

- *What is the total proposed program/project costs? Detail all current and anticipated funding sources. List other organizations/agencies for which your organization will receive funding for this project.*
- *For ongoing programs, describe how your organization will fund future expenses.*
- *How much of the total project costs is your organization requesting from the City?*
- *Describe how the funding requested serves only Citrus Heights residents*

Project Plan & Description

Project Title: Elevate JABEL Initiative: Through Their Eyes: When Love Becomes the Shield

Description of How Funding Will Be Used

JABEL | Justice Advocates Battling Exploitation & Lies is a survivor-led nonprofit organization headquartered in Citrus Heights. Funding will support the Elevate JABEL Initiative: Through Their Eyes: When Love Becomes the Shield, a community education and awareness project addressing human trafficking, domestic violence, sexual assault, grooming, exploitation, coercive control, and technology-facilitated abuse.

Through Their Eyes will use visual art, survivor-informed storytelling, interactive educational experiences, community conversations, live art, prevention materials, and resource connections to help participants better understand how abuse and exploitation can develop, recognize warning signs, and learn how to respond safely and compassionately.

The requested City funding will support the community education, prevention, outreach, educational materials, resource connections, and community-engagement activities associated with the project, with particular emphasis on reaching and benefiting Citrus Heights residents. JABEL will conduct targeted outreach through Citrus Heights businesses, residents, educators, families, service providers, youth-serving organizations, community organizations, and other local networks.

The larger Elevate JABEL Initiative will also serve individuals from the surrounding region and will be supported through JABEL's broader fundraising efforts, including sponsorships, grants, individual donations, fundraising activities, partnerships, and in-kind contributions.

Steps for implementation

- **Finalize Project Design and Educational Content**
  - JABEL will finalize the overall project structure, exhibit themes, survivor-informed educational content, prevention messaging, interactive elements, resource materials, and community-engagement activities for *Through Their Eyes: When Love Becomes the Shield*.
- **Build Community Partnerships and Outreach**
  - JABEL will engage Citrus Heights businesses, residents, educators, service providers, youth-serving organizations, community groups, and other local stakeholders to increase awareness of the project and encourage community participation.
- **Develop Exhibits and Prevention Materials**
  - JABEL will create and prepare visual displays, interactive exhibits, educational materials, prevention resources, signage, printed materials, and other components needed for the immersive gallery experience.
- **Recruit and Coordinate Participants**
  - JABEL will identify and coordinate participating artists, survivor-informed speakers, facilitators, community leaders, advocates, resource organizations, volunteers, and other program participants.
- **Coordinate Event Operations**
  - JABEL will finalize venue logistics, technology and audiovisual needs, accessibility, security, registration, event setup, volunteer responsibilities, speaker schedules, live art, community-resource areas, and other operational needs.

- **Conduct Community Outreach and Promotion**
    - JABEL will promote the project through social media, printed materials, community partnerships, local businesses, direct outreach, community organizations, and participating partners, with particular emphasis on reaching Citrus Heights residents.
- **Present the Elevate JABEL Initiative**
    - JABEL will present the 2.5-day initiative March 29–31, 2027. The first day will feature the Dunkathon community kickoff, followed by two days of *Through Their Eyes* immersive gallery programming, survivor-informed education, community discussions, interactive exhibits, live art, prevention activities, and resource connections.
- **Evaluate Project Outcomes**
    - Following the event, JABEL will review attendance, participant feedback, educational-material distribution, program outcomes, and project expenses. Findings will be used to evaluate the effectiveness of the project and strengthen future prevention and community-education efforts.

Schedule for completion

- **August–October 2026:** Finalize project design, educational content, outreach strategy, partnerships, sponsorship efforts, and vendor needs.
- **November 2026–January 2027:** Produce exhibits, prevention materials, educational resources, promotional materials, and confirm speakers, artists, volunteers, facilitators, and community partners.
- **February–March 2027:** Complete exhibit fabrication, technology and audiovisual preparation, accessibility planning, event logistics, volunteer preparation, speaker schedules, and final outreach and promotion.
- **March 29–31, 2027:** Present the Elevate JABEL Initiative, including the Dunkathon kickoff and two days of *Through Their Eyes* programming.
- **April 2027:** Complete evaluation, participant feedback review, expense reconciliation, outcome assessment, and required grant reporting.

Expected outcomes

Through the project, JABEL expects participants to:

- Increase their understanding of human trafficking, domestic violence, sexual assault, grooming, coercive control, exploitation, and related forms of abuse.
- Improve their ability to recognize warning signs and behaviors associated with grooming, abuse, and exploitation.
- Better understand how technology and social media may be used to manipulate, groom, exploit, or control victims.
- Increase their knowledge of how to respond safely when they are concerned about themselves or someone else.
- Become more aware of available victim-service, prevention, and community resources.
- Develop a greater understanding of survivor experiences and barriers that may make it difficult for victims to immediately seek help.
- Leave with practical prevention information and a clearer understanding of how individuals and communities can move from awareness to action.

JABEL will seek participant feedback to assess whether the project increased awareness, understanding of warning signs, knowledge of prevention strategies, and awareness of available community resources. JABEL will also evaluate community participation, outreach reach, resource distribution, and engagement to help measure the effectiveness of the project and inform future educational programming.

Anticipated number of Citrus Heights residents served

JABEL anticipates reaching approximately 300 Citrus Heights residents through targeted community outreach, prevention education, resource distribution, community engagement, and participation in the Elevate JABEL Initiative. This is an anticipated reach based on JABEL's planned outreach within Citrus Heights and is not intended to represent the total attendance of the larger regional initiative.

List all prior City of Citrus Heights funding awarded

JABEL has not received any City of Citrus Heights funding, including City-administered grants or CDBG funding, during the past five years.

Is your organization applying for 2025 CDBG funds and if so, for what amount?

No. JABEL is not applying for 2025 CDBG funding.

Attach a copy of IRS Determination Letter verifying non-profit designation

JABEL's IRS Determination Letter verifying its nonprofit designation is included with the application packet.

Project Budget & Grant Request

Project Title: Elevate JABEL Initiative: Through Their Eyes: When Love Becomes the Shield

Total Proposed Project Cost

The total proposed cost for the **Elevate JABEL Initiative: Through Their Eyes: When Love Becomes the Shield** is **$150,000**.

The project budget includes venue and facility expenses, exhibit design and fabrication, artwork and installations, audiovisual and interactive technology, educational and prevention materials, artists and survivor-informed speakers, event production, accessibility and security, community outreach and marketing, insurance and permits, project coordination, registration, evaluation, and other expenses necessary to present the 2.5-day initiative.

Proposed Project Budget

Expense Category	Amount
Venue and facility expenses	$30,000
Exhibit design, fabrication and art installations	$28,000
Technology, audiovisual and interactive experiences	$15,000
Artists, survivor speakers and facilitator honoraria	$14,000
Event production and logistics	$12,000
Marketing, outreach and promotion	$10,000

Expense Category	Amount
Safety, security and accessibility	$8,000
Project coordination and contracted support	$8,000
Insurance, permits and licensing	$5,000
Hospitality	$5,000
Education, prevention and resource materials	$4,000
Auction, registration and ticketing	$3,000
Evaluation and reporting	$2,000
Contingency / unanticipated project expenses	$6,000
Total Project Cost	**$150,000**

These figures represent JABEL's current working budget and will be adjusted as final vendor estimates, contracts, donations, sponsorships, and in-kind contributions are confirmed.

Current and Anticipated Funding Sources

At the time of application, JABEL has not received confirmed funding from another organization or agency specifically for this project. JABEL is actively pursuing multiple funding sources to support the Elevate JABEL Initiative and reduce reliance on any single funder.

Funding Source	Anticipated Amount

City of Citrus Heights Non-Profit Community Support Fund — Requested	**$35,000**
Corporate and community sponsorships	$70,000
Foundation and government grants	$20,000
Individual and community donations	$10,000
Ticketing, art auction and fundraising revenue	$5,000
In-kind goods and professional services	$10,000
Total Anticipated Funding	**$150,000**

Corporate sponsorships, grants, donations, fundraising revenue, and in-kind contributions listed above are anticipated funding sources and are not considered secured until a formal commitment, award, or contribution is received.

Other Organizations or Agencies Providing Funding

At the time of this application, JABEL has not received a confirmed financial commitment from another organization or government agency specifically for this project. JABEL is actively pursuing corporate sponsorships, private donations, foundation and government grants, community partnerships, and in-kind contributions. Any confirmed funding received after submission will be incorporated into the project's funding plan.

Funding of Future Expenses

JABEL's current programs and operations have largely been self-funded through the commitment of our board members, who contribute their time, professional skills, resources, and personal financial support to sustain the organization's education, prevention, advocacy, and community outreach efforts. Board members also perform much of JABEL's operational work on a volunteer basis, allowing the organization to continue serving the community while maintaining low administrative costs.

The Elevate JABEL Initiative: Through Their Eyes: When Love Becomes the Shield is being developed as a defined 2027 project. However, many of the educational materials, prevention resources, exhibit components, community partnerships, and outreach tools developed through the initiative may be reused for future JABEL education and prevention activities.

As JABEL continues to grow, future expenses will be supported through a diversified funding model that includes corporate and community sponsorships, grants, individual donations, fundraising activities, community partnerships, in-kind contributions, and unrestricted organizational funds. JABEL will continue leveraging volunteer board leadership while expanding external funding and does not intend to rely on recurring City of Citrus Heights funding for future programming.

Amount Requested From the City

The $35,000 requested from the City of Citrus Heights will be restricted exclusively to project activities and expenses that directly serve Citrus Heights residents, including local prevention education, outreach, educational materials, resource connections, and community-engagement activities. Regional components of the Elevate JABEL Initiative will be funded through other grants, sponsorships, donations, fundraising revenue, partnerships, and in-kind contributions and will not be charged to the City's grant award.

How the Requested Funding Benefits Citrus Heights Residents

JABEL | Justice Advocates Battling Exploitation & Lies is headquartered in Citrus Heights, and Citrus Heights is the community JABEL calls home. The requested City funding will be directed toward community education, prevention, outreach, educational materials, resource connections, and community-engagement activities with particular emphasis on reaching and benefiting Citrus Heights residents.

JABEL will conduct targeted outreach within Citrus Heights through local businesses, residents, educators, families, youth-serving organizations, service providers, community organizations, and other local networks. Through this outreach, residents will have opportunities to access prevention education, awareness materials, community resources, and participation in the Elevate JABEL Initiative.

JABEL anticipates reaching approximately 300 Citrus Heights residents through targeted outreach, prevention education, resource distribution, community engagement, and participation in project programming.

The larger regional costs of the Elevate JABEL Initiative will be supported through JABEL's broader fundraising strategy, including sponsorships, grants, individual donations, fundraising revenue, partnerships, and in-kind contributions.

Department of the Treasury
Internal Revenue Service
Tax Exempt and Government Entities
P.O. Box 2508
Cincinnati, OH 45201

JUSTICE ADVOCATES BATTLING
EXPLOITATION & LIES JABEL
5750 SUNRISE BLVD SUITE 225M
CITRUS HEIGHTS, CA 95610

Date:
07/23/2024
Employer ID number:
99-3959461
Person to contact:
Name: Customer Service
ID number: 31954
Telephone: 877-829-5500
Accounting period ending:
December 31
Public charity status:
170(b)(1)(A)(vi)
Form 990 / 990-EZ / 990-N required:
Yes
Effective date of exemption:
February 27, 2024
Contribution deductibility:
Yes
Addendum applies:
No
DLN:
26053600002294

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements

CITRUS HEIGHTS
ECONOMIC DEVELOPMENT & COMMUNITY ENGAGEMENT DEPARTMENT

Non-profit Community Support Fund Program Scoring Rubric

Organization Name: JABEL Art Gallery - Through Their Eyes: When Love Becomes the Shield

TOTAL SCORE: 15

Overview

	Yes-1	No-0	Score
1.Copy of IRS 501(c)(3) Determination Letter (Confirming status)	1		
2. Clear and measurable project scope/description	1		
3. Funding usage benefits Citrus Heights residents	1		
5. Provide an Itemized Budget	1		

Program/Services Overview

The applicant clearly describes the specific program or event and aligns with the funding request					
High- 5	4	Medium-3	2	Low-1	Score
A clear summary of the program/services with specific details on how it serves Citrus Heights residents		Somewhat clear summary of the program/services with specific details on how it serves Citrus Heights residents		Vague, incomplete, or confusing summary of the program/services with little or no details on how it serves Citrus Heights residents	3

How many Citrus Heights residents will benefit from the program?						
5	4	3	2	1	0	Score
>1000	>500	>250	>100	<50	Did not provide an answer	3

The applicant identifies clear, specific outcomes that can be expected from this award					
High- 5	4	Medium-3	2	Low-1	Score
Clear definition of program/services success. Clear picture of how it will demonstrate outcomes are met.		Good understanding of anticipated specific results of success, but lacks detail.		Success difficult to ascertain, flawed by unmeasurable outcomes.	3

CITRUS HEIGHTS
ECONOMIC DEVELOPMENT & COMMUNITY ENGAGEMENT DEPARTMENT

Budget

Detailed Project Costs					
High- 5	4	Medium-3	2	Low-1	Score
Strongly detailed and realistic budget with sound use of funds		The budget generally appears to support the program/services as described, although there are gaps in detail.		The budget does not support the described program/services. It seems incomplete, does not reflect actual costs, or is outside of program goals.	1

Identified other funding sources (e.g., fees, donations, grants) the organization has received					
High- 5	4	Medium-3	2	Low-1	Score
Demonstrates significant financial support from other funding sources without City funding		Demonstrates some financial support from other funding sources without City funding		Demonstrates minimal financial support from other funding sources without City funding	1

Written Comments

Budget presents as extremely high for 2.5 day event series
Program scope does not indicate knowledge or potential partnerships with Citrus Heights ecosystem

KIWANIS CLUB

Non-profit Community Support Fund Program Grant Application

Organization:	Kiwanis Club of Citrus Heights
Applicant Name & Title:	Katie Escajeda, Kiwanis Board Member
Address:	PO Box 4451, Citrus Heights, CA, 95611
Event/Project/Program Title:	Mesa Verde High School Garden Update
501(c)(3) Number: *(Include a copy of the IRS Letter w/Application)*	20-5805219
Primary Contact Name: *(If other than the applicant)*	
E-mail and Phone Number:	info@citrusheightskiwanis.org / (916) 821-1047
Requested Grant Amount ($):	$2,190

By signing this document, I agree I have read (1) Non-Profit Community Support Program Guidelines, (2) Non-Profit Community Support Program Review and Approval Process, and (3) Non-profit Community Support Fund Program Scoring Rubric. I certify that funds will be used for the purpose specified in the application and supplemental documents. I understand that a final report and summary of the award are due no later than 45 days after the final project is completed or within 12 months from the award. I understand that failure to adhere to all program guidelines could prohibit me or my organization from applying for future funding.

Signature and Date: Katie Escajeda 8/13/2026

A completed application includes all details below from the Project Plan & Description and the Project Budget & Grant Request. Application packets not containing all parts will be considered incomplete.

Project Plan & Description

Attach the following details to the application in a separate file using a maximum of 3 pages)

- *A description of how funding will be used including steps for implementation, schedule for completion, and expected outcomes*
- *Indicate the anticipated number of Citrus Heights residents served*
- *List all prior City of Citrus Heights funding awarded (city-administered grants, CDBG funds, etc.) to your organization over the past five (5) years*
- *Is your organization applying for 2025 CDBG funds and if so, for what amount?*
- *Attach a copy of IRS Determination Letter verifying non-profit designation*

Project Budget & Grant Request

Attach the following details to the application: A maximum of two (2) pages.

- *What is the total proposed program/project costs? Detail all current and anticipated funding sources. List other organizations/agencies for which your organization will receive funding for this project.*
- *For ongoing programs, describe how your organization will fund future expenses.*
- *How much of the total project costs is your organization requesting from the City?*
- *Describe how the funding requested serves only Citrus Heights residents*

Application Submittal Process: E-mail the signed application packet and all attachments to communityengagement@citrusheights.net no later than 4:00 p.m. by August 15th, 2025.

LATE APPLICATIONS WILL NOT BE ACCEPTED

Post Award Reporting Requirements

- All City-Administrated Grants and incentive programs require a final project report to demonstrate that the applicant achieved the program's goals and utilized the funding appropriately. This provides a framework for accountability and highlights the organization's worthiness for future funding.
- All reports are due within 12 months of the project's approval or 45 days after completion. Applicants who fail to provide a final report may be denied future funding.

Project Plan & Description
Kiwanis Club of Citrus Heights Garden Project

Project Overview:

Kiwanis Club of Citrus Heights requests funding through the Non-Profit Community Support Fund to enhance and improve the Mesa Verde High School Educational Garden. Since the garden was built in 2023, many tools, supplies, and infrastructure components have experienced normal wear and tear from regular student use. Grant funding will allow the organization to replace worn equipment, improve accessibility and functionality, and enhance the educational experience for participating students.

Requested funding will be used for:

- Replacement of worn gardening tools and equipment
- New watering supplies and harvesting equipment
- Plant supports, trellises, and tomato cages
- Soil amendments, compost, fertilizer, and mulch
- Pest-management materials
- Educational and safety supplies
- Pathway and walkway improvements to enhance accessibility and maintenance

These improvements will help ensure the garden remains a safe, productive, and sustainable learning environment for Citrus Heights students

Implementation/Schedule for Completion:

If funded, Kiwanis Club of Citrus Heights will coordinate a volunteer garden improvement day during the first semester of the 2026-2027 school year.

Phase 1: Procurement

- Purchase approved supplies, tools, plants, and materials.
- Coordinate deliveries to Mesa Verde High School.

Phase 2: Community Volunteer Garden Enhancement Day

- Kiwanis Club of Citrus Heights will schedule a volunteer day to refresh garden.
- Kiwanis members and student volunteers will work together to install pathway improvements.
- Existing walkways will be refreshed with weed barrier fabric and mulch.

- Garden beds will be enhanced with compost and fertilizer.
- New tools and educational materials will be organized for student use.

Phase 3: Planting and Ongoing Maintenance

- Students will plant vegetables and herbs.
- Students will participate in ongoing maintenance, harvesting, and garden education activities throughout the school year.

Expected Outcomes:

- Provide students with continued volunteer and educational opportunities
    - Measured through:
        - Volunteer participation records
        - Garden activity documentation
        - Harvest tracking and distribution records
        - Improved pathways/walkways

Anticipated Number of Residents Served:

The Mesa Verde High School Educational Garden directly serves approximately 20 students each semester, or an estimated 40 students annually. Though we cannot verify the address of each student, Mesa Verde High School is located in Citrus Heights, and many of the students attending the school also live in the region.

Other Funding Sources:

Kiwanis Club of Citrus Heights reserves $500 annually to support the Mesa Verde Garden. Kiwanis funded and built the garden in 2023 and has maintained since then with the support of student volunteers. The annual funds provided by Kiwanis allow for the continued purchase of plants for each school semester. If granted, the additional funds from the Non-profit Community Support Fund would allow for improvements to the garden infrastructure and supplies.

Kiwanis Club of Citrus Heights was previously awarded a $1000 Community Project Grant by the City of Citrus Heights on May 1, 2024, for the Garden at Mesa Verde High School. Kiwanis has no current additional outside funding for this project and is not applying for the 2025 CDBG funds.

Project Budget and Grant Request
Kiwanis Club of Citrus Heights Garden Project

Budget Overview

Kiwanis Club of Citrus Heights current allots $500 annually for the routine purchase of plants and seeds to maintain the Mesa Verde Garden. If granted the Non-profit Community Support Fund, Kiwanis would use the funds to replace worn tools and improve the garden. Kiwanis would procure all items and deliver them to the Mesa Verde Garden. Kiwanis would also schedule a volunteer day for student volunteers and Kiwanians to install walkway and garden improvements including installing weed paper on walkways, spreading new mulch on walkways, and prepping garden beds for planting.

As such, our total requested grant amount is $2,190. Our estimated project costs are listed below:

	Item	**Cost**
Garden Tools and Equipment	Watering wands	$25
	Watering cans	$40
	Hand trowels	$70
	Hand cultivators	$70
	Hand pruners	$75
	Gardening gloves	$210
	Round-point shovels	$90
	Garden hoes	$60
	Steel rakes	$60
	Leaf rake	$30
	Spading fork	$50
	Harvest baskets	$70
	Tomato cages	$75
	Trellis/netting systems	$150
	Plant labels	$20
Garden Maintenance Supplies	Compost and soil amendments	$120
	Organic fertilizer	$90
	Mulch for planting beds	$75
Walkway Improvements	Weed barrier fabric	$150
	Landscape staples	$40
	Pathway mulch/wood chips	$250
Education and Safety Supplies	Soil pH testing kits	$40
	Garden journals	$85
	First-aid Kit	$50
Pest management	Insect netting	$120
	Organic pest management sprays	$75
	Total:	$2,190

Ongoing Support for the Mesa Verde Garden

Kiwanis Club of Citrus Heights is requesting a one-time grant to improve the conditions of the Mesa Verde Garden facilities and supplies. Kiwanis will assume responsibility for continued funding and volunteer support to maintain the garden. We have no additional outside funding to support the garden.

Community Impact:

The Mesa Verde Garden provides support to roughly 20 Mesa Verde High School students per semester, and roughly 40 annually. Student participants are offered hands-on educational experiences tied to classroom curriculum, environmental stewardship, nutrition education, and volunteer service opportunities.

The garden provides students with practical learning experiences while producing fruits, vegetables, and herbs that participants take home and share with their families. As a result, the project's benefits extend beyond participating students and positively impact Citrus Heights households throughout the community.

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

DEPARTMENT OF THE TREASURY

Date: MAR 02 2009

CITRUS HEIGHTS KIWANIS FOUNDATION
C/O MICHAEL W SIDES
11211 GLOD COUNTRY BLVD STE 105
GLOD RIVER, CA 95670

Employer Identification Number:
20-5805218
DLN:
17053014306009
Contact Person:
SHAWNTEL R SANDERS ID# 31456
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
September 30
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
October 17, 2006
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 947 (DO/CG)

CITRUS HEIGHTS KIWANIS FOUNDATION

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

Sincerely,

Robert Choi
Director, Exempt Organizations
Rulings and Agreements

Enclosures: Publication 4221-PC

Letter 947 (DO/CG)

CITRUS HEIGHTS
ECONOMIC DEVELOPMENT & COMMUNITY ENGAGEMENT DEPARTMENT

Non-profit Community Support Fund Program Scoring Rubric

Organization Name: Kiwanis Club - Mesa Verde Educational Garden Refresh

TOTAL SCORE: 24

Overview

	Yes-1	No-0	Score
1.Copy of IRS 501(c)(3) Determination Letter (Confirming status)	1		
2. Clear and measurable project scope/description	1		
3. Funding usage benefits Citrus Heights residents	1		
5. Provide an Itemized Budget	1		

Program/Services Overview

The applicant clearly describes the specific program or event and aligns with the funding request					
High- 5	4	Medium-3	2	Low-1	Score
A clear summary of the program/services with specific details on how it serves Citrus Heights residents		Somewhat clear summary of the program/services with specific details on how it serves Citrus Heights residents		Vague, incomplete, or confusing summary of the program/services with little or no details on how it serves Citrus Heights residents	5

How many Citrus Heights residents will benefit from the program?						
5	4	3	2	1	0	Score
>1000	>500	>250	>100	<50	Did not provide an answer	1

The applicant identifies clear, specific outcomes that can be expected from this award					
High- 5	4	Medium-3	2	Low-1	Score
Clear definition of program/services success. Clear picture of how it will demonstrate outcomes are met.		Good understanding of anticipated specific results of success, but lacks detail.		Success difficult to ascertain, flawed by unmeasurable outcomes.	5

CITRUS HEIGHTS
ECONOMIC DEVELOPMENT & COMMUNITY ENGAGEMENT DEPARTMENT

Budget

Detailed Project Costs					
High- 5	4	Medium-3	2	Low-1	Score
Strongly detailed and realistic budget with sound use of funds		The budget generally appears to support the program/services as described, although there are gaps in detail.		The budget does not support the described program/services. It seems incomplete, does not reflect actual costs, or is outside of program goals.	5

Identified other funding sources (e.g., fees, donations, grants) the organization has received					
High- 5	4	Medium-3	2	Low-1	Score
Demonstrates significant financial support from other funding sources without City funding		Demonstrates some financial support from other funding sources without City funding		Demonstrates minimal financial support from other funding sources without City funding	4

Written Comments
Project is one time capital expense, organization covers annual operating costs and volunteer production/ oversight

MEALS ON WHEELS

CITRUS HEIGHTS
Solid roots. New growth.

Non-profit Community Support Fund Program Grant Application

Organization:	Meals on Wheels by ACC
Applicant Name & Title:	Rachel Polivka, Grant Writer
Address:	7375 Park City Drive, Sacramento, CA 95831
Event/Project/Program Title:	Senior Nutrition Services
501(c)(3) Number: *(Include a copy of the IRS Letter w/Application)*	30-0610870
Primary Contact Name: *(If other than the applicant)*	
E-mail and Phone Number:	rpolivka@mowsac.org; 916.444.9533
Requested Grant Amount ($):	$70,000
By signing this document, I agree I have read (1) Non-Profit Community Support Program Guidelines, (2) Non-Profit Community Support Program Review and Approval Process, and (3) Non-profit Community Support Fund Program Scoring Rubric. I certify that funds will be used for the purpose specified in the application and supplemental documents. I understand that a final report and summary of the award are due no later than 45 days after the final project is completed or within 12 months from the award. I understand that failure to adhere to all program guidelines could prohibit me or my organization from applying for future funding.	
Signature and Date: Rachel Polivka 8/13/2026	

A completed application includes all details below from the Project Plan & Description and the Project Budget & Grant Request. Application packets not containing all parts will be considered incomplete.

Project Plan & Description

Attach the following details to the application in a separate file using a maximum of 3 pages)

- *A description of how funding will be used including steps for implementation, schedule for completion, and expected outcomes*
- *Indicate the anticipated number of Citrus Heights residents served*
- *List all prior City of Citrus Heights funding awarded (city-administered grants, CDBG funds, etc.) to your organization over the past five (5) years*
- *Is your organization applying for 2025 CDBG funds and if so, for what amount?*
- *Attach a copy of IRS Determination Letter verifying non-profit designation*

Project Budget & Grant Request

Attach the following details to the application: A maximum of two (2) pages.

- *What is the total proposed program/project costs? Detail all current and anticipated funding sources. List other organizations/agencies for which your organization will receive funding for this project.*
- *For ongoing programs, describe how your organization will fund future expenses.*
- *How much of the total project costs is your organization requesting from the City?*
- *Describe how the funding requested serves only Citrus Heights residents*

Application Submittal Process: E-mail the signed application packet and all attachments to communityengagement@citrusheights.net no later than 4:00 p.m. by August 15th, 2025.

LATE APPLICATIONS WILL NOT BE ACCEPTED

Post Award Reporting Requirements

- All City-Administrated Grants and incentive programs require a final project report to demonstrate that the applicant achieved the program's goals and utilized the funding appropriately. This provides a framework for accountability and highlights the organization's worthiness for future funding.
- All reports are due within 12 months of the project's approval or 45 days after completion. Applicants who fail to provide a final report may be denied future funding.

Non-Profit Community Support Fund Program Grant
Meals on Wheels by ACC

PROJECT PLAN AND DESCRIPTION

A description of how funding will be used including steps for implementation, schedule for completion, and expected outcomes:

- Meals on Wheels by ACC (MoW) will use Community Support Funds (CSF) to provide nutritious meals and supportive services to eligible Citrus Heights seniors through its Home Delivered Meals (HDM) and Community Café programs.
- Grant funds will support direct meal costs and program operations necessary to provide reliable meal service throughout the grant period.
- During the grant period (January 1–December 31, 2027), MoW will provide approximately 17,500 meals at $4 per meal to a goal of 187 unduplicated Citrus Heights seniors.
- Each meal is reviewed and approved by a Registered Dietitian and provides at least one-third of the Dietary Reference Intake (DRI) for seniors.
- HDM participants will receive either a hot meal delivered Monday through Friday or a weekly delivery of five frozen meals, depending on individual needs.
- Café participants will receive a hot meal in a congregate setting. Crosswoods is the Café located in Citrus Heights and is open Tuesdays, Thursdays, and Fridays. Citrus Heights seniors are also welcome to attend other Cafés throughout Sacramento County.

MoW's program supports the health, independence, and well-being of seniors by:

- Improving seniors' access to nutritious, well-balanced meals that support overall health and increase the intake of key nutrients needed for healthy aging.
- Providing ongoing nutrition education through quarterly newsletters, educational presentations at Café sites, nutrition assessments, and referrals to community resources.
- Reducing social isolation by fostering regular interaction with home delivery drivers, Café staff, volunteers, and fellow participants.
- Conducting quarterly HDM eligibility assessments and updating participants' emergency contact information twice each year to ensure services continue to meet their needs.
- Providing an additional layer of safety and support through wellness checks conducted during meal deliveries. Drivers report any changes or concerns to program staff for timely follow-up, while Café staff connect participants with supportive services and community resources as needed.

Indicate the anticipated number of Citrus Heights residents served:

- 187 unduplicated Citrus Heights seniors
  - 157 seniors will receive Home Delivered Meals.
  - 30 seniors will receive meals at Crosswoods Community Center through the Café program.

List all prior City of Citrus Heights funding awarded (city-administered grants, CDBG funds, etc.) to your organization over the past five (5) years:
MoW has been awarded Citrus Heights Community Support Funds in previous years:

CSF			CDBG	
2024-2025	$70,000		CY 2025	$16,000
2023-2024	$82,000		CY 2024	$16,000
2022-2023	$94,500		CY 2023	$11,677.80
2021-2022	$82,000*		CY 2022	$16,640
2020-2021	$82,000		CY 2021	$14,000
* moved to CDBG CVIII funding				

Our request for $70,000 for Community Support Funds from the City of Citrus Heights is to help sustain current meal service numbers through the combination of CSF and CDBG Funding. Total CDBG and CSF funds requested for this project for this calendar year is $86,000, or a total of 21,500 meals to an unduplicated 187 Citrus Heights senior residents between the Café and HDM programs.

Is your organization applying for 2026 CDBG funds and if so, for what amount?
MoW is applying for 2026 CDBG funding in the amount of $16,000.

PROJECT BUDGET AND GRANT REQUEST

What is the total proposed program/project costs?

Meals	Cost per Meal	Total Request	Total Program Cost	City's %
17,500	$4	$70,000	$332,500	21%

Detail all current and anticipated funding sources. List other organizations/agencies for which your organization will receive funding for this project.

- Area Agency on Aging/Area 4: OAA Funds under Title IIIC1 and C2 and NSIP
- Sacramento Housing and Redevelopment Agency: CDBG City, County and Admin Fee
- City of Elk Grove: CDBG and CSG
- City of Rancho Cordova: CDBG
- City of Folsom: General Funds
- City of Galt: General Funds
- Ami Bera State appropriations
- Kelley Foundation
- Teichert Foundation
- East Bay Community Foundation
- SCAN Foundation
- Meals on Wheels America
- Participant contributions
- Public and Individual donations

For ongoing programs, describe how your organization will fund future expenses.
MoW is committed to building a sustainable funding model that supports the long-term delivery of high-quality nutrition services for seniors. While government funding remains an essential component of our budget, we continue to diversify our revenue sources to strengthen financial sustainability and reduce reliance on any single funding stream.

To help control future operating costs, MoW continues to explore opportunities to develop a local meal production kitchen, which would improve operational efficiency and reduce long-term meal costs. We are also expanding our fundraising efforts by increasing community awareness, strengthening relationships with individual donors and community partners, and participating in campaigns such as the Big Day of Giving. We are continuing our public awareness campaign to increase recognition of our mission and encourage greater philanthropic support.

In addition, MoW actively pursues grants, corporate and foundation partnerships, and other funding opportunities to supplement government funding while maintaining and expanding services for seniors throughout Sacramento County.

Although we have made significant progress toward diversifying our funding base, CSF and CDBG funding remain critical to sustaining meal services for Citrus Heights seniors. Together, these funding sources will enable MoW to provide approximately 21,500 nutritious meals to Citrus Heights senior residents, ensuring they continue to receive the nutrition and supportive services needed to remain healthy, independent, and safely age in place.

How much of the total project costs is your organization requesting from the City?

- Total program cost: $408,500
- Total funding request from Citrus Heights: $86,000
    - CSF request: $70,000
    - CDBG request: $16,000
- Percentage of total program cost requested from Citrus Heights: 21%

Describe how the funding requested serves only Citrus Heights residents.

Although MoW serves seniors throughout Sacramento County, CSF will be used exclusively to support services provided to eligible participants who reside within the City of Citrus Heights.

To ensure accurate allocation of grant funds, each participant's residential address is verified during enrollment using the Sacramento County Assessor's parcel database to confirm city jurisdiction. Participant records are assigned to the appropriate funding source based on their verified residence, and meal service data is tracked and reported accordingly. This process ensures that only meals and services provided to eligible Citrus Heights residents are charged to and reported under this grant.

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

DEPARTMENT OF THE TREASURY

Date: JUN 16 2010

MEALS ON WHEELS BY ACC
7311 GREENHAVEN DR STE 187
SACRAMENTO, CA 95831-3866

Employer Identification Number:
30-0610870
DLN:
17053132306000
Contact Person:
JOHN J KOESTER ID# 31364
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
June 30
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
April 5, 2010
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

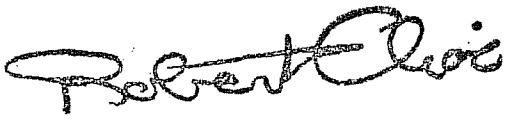
We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

MEALS ON WHEELS BY ACC

Sincerely,



Robert Choi
Director, Exempt Organizations
Rulings and Agreements

Enclosure: Publication 4221-PC

CITRUS HEIGHTS
ECONOMIC DEVELOPMENT & COMMUNITY ENGAGEMENT DEPARTMENT

Non-profit Community Support Fund Program Scoring Rubric

Organization Name: Meals on Wheels - Senior Nutrition Services

TOTAL SCORE: 25

Overview

	Yes-1	No-0	Score
1.Copy of IRS 501(c)(3) Determination Letter (Confirming status)	1		
2. Clear and measurable project scope/description	1		
3. Funding usage benefits Citrus Heights residents	1		
5. Provide an Itemized Budget	1		

Program/Services Overview

The applicant clearly describes the specific program or event and aligns with the funding request					
High- 5	4	Medium-3	2	Low-1	Score
A clear summary of the program/services with specific details on how it serves Citrus Heights residents		Somewhat clear summary of the program/services with specific details on how it serves Citrus Heights residents		Vague, incomplete, or confusing summary of the program/services with little or no details on how it serves Citrus Heights residents	5

How many Citrus Heights residents will benefit from the program?						
5	4	3	2	1	0	Score
>1000	>500	>250	>100	<50	Did not provide an answer	2

The applicant identifies clear, specific outcomes that can be expected from this award					
High- 5	4	Medium-3	2	Low-1	Score
Clear definition of program/services success. Clear picture of how it will demonstrate outcomes are met.		Good understanding of anticipated specific results of success, but lacks detail.		Success difficult to ascertain, flawed by unmeasurable outcomes.	5

CITRUS HEIGHTS
ECONOMIC DEVELOPMENT & COMMUNITY ENGAGEMENT DEPARTMENT

Budget

Detailed Project Costs					
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Strongly detailed and realistic budget with sound use of funds		The budget generally appears to support the program/services as described, although there are gaps in detail.		The budget does not support the described program/services. It seems incomplete, does not reflect actual costs, or is outside of program goals.	5

Identified other funding sources (e.g., fees, donations, grants) the organization has received					
High- 5	4	Medium-3	2	Low-1	Score
Demonstrates significant financial support from other funding sources without City funding		Demonstrates some financial support from other funding sources without City funding		Demonstrates minimal financial support from other funding sources without City funding	4

Written Comments

Program is 21% of total funding stack including current FY City CDBG request

NOR CAL RESIST

Non-profit Community Support Fund Program Grant Application

Organization:	NorCal Resist
Applicant Name & Title:	Eric Green
Address:	PO Box 188331, Sacramento, CA 95818
Event/Project/Program Title:	Rental Assistance Progra
501(c)(3) Number: *(Include a copy of the IRS Letter w/Application)*	83-1003248
Primary Contact Name: *(If other than the applicant)*	Autumn Gonzalez
E-mail and Phone Number:	norcalresist@gmail.com (916)382-0256
Requested Grant Amount ($):	$50,000

By signing this document, I agree I have read (1) Non-Profit Community Support Program Guidelines, (2) Non-Profit Community Support Program Review and Approval Process, and (3) Non-profit Community Support Fund Program Scoring Rubric. I certify that funds will be used for the purpose specified in the application and supplemental documents. I understand that a final report and summary of the award are due no later than 45 days after the final project is completed or within 12 months from the award. I understand that failure to adhere to all program guidelines could prohibit me or my organization from applying for future funding.

Signature and Date: Signed by: Eric Green 8/14/2026
2430B928BC8041A...

A completed application includes all details below from the Project Plan & Description and the Project Budget & Grant Request. Application packets not containing all parts will be considered incomplete.

Project Plan & Description

Attach the following details to the application in a separate file using a maximum of 3 pages)

- *A description of how funding will be used including steps for implementation, schedule for completion, and expected outcomes*
- *Indicate the anticipated number of Citrus Heights residents served*
- *List all prior City of Citrus Heights funding awarded (city-administered grants, CDBG funds, etc.) to your organization over the past five (5) years*
- *Is your organization applying for 2025 CDBG funds and if so, for what amount?*
- *Attach a copy of IRS Determination Letter verifying non-profit designation*

Project Budget & Grant Request

Attach the following details to the application: A maximum of two (2) pages.

- *What is the total proposed program/project costs? Detail all current and anticipated funding sources. List other organizations/agencies for which your organization will receive funding for this project.*
- *For ongoing programs, describe how your organization will fund future expenses.*
- *How much of the total project costs is your organization requesting from the City?*
- *Describe how the funding requested serves only Citrus Heights residents*

Application Submittal Process: E-mail the signed application packet and all attachments to communityengagement@citrusheights.net no later than 4:00 p.m. by August 15th, 2025.

LATE APPLICATIONS WILL NOT BE ACCEPTED

Post Award Reporting Requirements

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- All reports are due within 12 months of the project's approval or 45 days after completion. Applicants who fail to provide a final report may be denied future funding.

NorCal Resist

Many immigrant families already struggle financially. Sacramento County, including Citrus Heights, is home to a diverse and vibrant immigrant community, including a number of new arrivals from Afghanistan, Venezuela, Ukraine, Russia, and Central America. These families now find themselves targets of an expansive federal program of detaining immigrants, including many people who are otherwise complying with the legal requirements required to seek permanent status.

When a main breadwinner is detained, it can send a household into a tailspin-- how will the rent be paid? How will an attorney be secured? Who will care for small children if the main caretaker must go work outside the home? Our goal with this project is simple. To provide rapid assistance to families impacted with a detention with rental assistance, to ensure that families do not lose their housing and the basic stability that goes along with it. Once housing is stabilized, our team can work with families to develop a wraparound plan for economic stability for the family.

Our budget for our Rent Assistance program is $150,000 a year. Our programs are funded through private donations, foundation grants, and city and county funds, which enables our organization to ensure quick and accurate disbursal of funds to families in need. We are asking for $50,000, a third of our total program budget, to meet this need. We expect to benefit around 25 households, based on an average rental assistance amount of $1500 and a maximum of $2000. The demographics that will benefit are low income members of the Citrus Heights immigrant community, which is incredibly diverse, and includes people from around the world.

PO Box 188331, Sacramento, CA 95818-8331| norcalresist@gmail.com | (916) 382-0256
www.norcalresist.org

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

DEPARTMENT OF THE TREASURY

Date: FEB 28 2019

NORCAL RESIST FUND
620 JONES WAY
SACRAMENTO, CA 95818-3312

Employer Identification Number:
83-1003248
DLN:
26053435009319
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
December 24, 2018
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 947

CITRUS HEIGHTS
ECONOMIC DEVELOPMENT & COMMUNITY ENGAGEMENT DEPARTMENT

Non-profit Community Support Fund Program Scoring Rubric

Organization Name: Nor Cal Resist - Rental Assistance Program

TOTAL SCORE: 13

Overview

	Yes-1	No-0	Score
1.Copy of IRS 501(c)(3) Determination Letter (Confirming status)	1		
2. Clear and measurable project scope/description	0		
3. Funding usage benefits Citrus Heights residents	1		
5. Provide an Itemized Budget	0		

Program/Services Overview

The applicant clearly describes the specific program or event and aligns with the funding request					
High- 5	4	Medium-3	2	Low-1	Score
A clear summary of the program/services with specific details on how it serves Citrus Heights residents		Somewhat clear summary of the program/services with specific details on how it serves Citrus Heights residents		Vague, incomplete, or confusing summary of the program/services with little or no details on how it serves Citrus Heights residents	2

How many Citrus Heights residents will benefit from the program?						
5	4	3	2	1	0	Score
>1000	>500	>250	>100	<50	Did not provide an answer	1

The applicant identifies clear, specific outcomes that can be expected from this award					
High- 5	4	Medium-3	2	Low-1	Score
Clear definition of program/services success. Clear picture of how it will demonstrate outcomes are met.		Good understanding of anticipated specific results of success, but lacks detail.		Success difficult to ascertain, flawed by unmeasurable outcomes.	3

CITRUS HEIGHTS
ECONOMIC DEVELOPMENT & COMMUNITY ENGAGEMENT DEPARTMENT

Budget

Detailed Project Costs					
High- 5	4	Medium-3	2	Low-1	Score
Strongly detailed and realistic budget with sound use of funds		The budget generally appears to support the program/services as described, although there are gaps in detail.		The budget does not support the described program/services. It seems incomplete, does not reflect actual costs, or is outside of program goals.	3

Identified other funding sources (e.g., fees, donations, grants) the organization has received					
High- 5	4	Medium-3	2	Low-1	Score
Demonstrates significant financial support from other funding sources without City funding		Demonstrates some financial support from other funding sources without City funding		Demonstrates minimal financial support from other funding sources without City funding	2

Written Comments

Quoted number of households rather than resident, average 2.5 CH household = 63 residents
No specifics about how emergency needs are sourced, awareness of CH ecosystem, project implementation specifics
budget is 33% of total project cost, unclear if total cost quoted is for CH or other geographies. Lacks detail for other funding sources.

PRIDE INDUSTRIES

Non-profit Community Support Fund Program Grant Application

Organization:	PRIDE Industries
Applicant Name & Title:	Tracy Snyder, Director of Philanthropy
Address:	10030 Foothills Blvd, Roseville, CA, 95747
Event/Project/Program Title:	YES! Citrus Heights Youth Employment Access Expansion
501(c)(3) Number: *(Include a copy of the IRS Letter w/Application)*	94-1650529
Primary Contact Name: *(If other than the applicant)*	Andrea Rogozinski
E-mail and Phone Number:	andrea.rogozinski@prideindustries.com, 1-916-251-8522
Requested Grant Amount ($):	$15,000

By signing this document, I agree I have read (1) Non-Profit Community Support Program Guidelines, (2) Non-Profit Community Support Program Review and Approval Process, and (3) Non-profit Community Support Fund Program Scoring Rubric. I certify that funds will be used for the purpose specified in the application and supplemental documents. I understand that a final report and summary of the award are due no later than 45 days after the final project is completed or within 12 months from the award. I understand that failure to adhere to all program guidelines could prohibit me or my organization from applying for future funding.

Signature and Date: 8/10/2026

A completed application includes all details below from the Project Plan & Description and the Project Budget & Grant Request. Application packets not containing all parts will be considered incomplete.

Project Plan & Description

Attach the following details to the application in a separate file using a maximum of 3 pages)

- *A description of how funding will be used including steps for implementation, schedule for completion, and expected outcomes*
- *Indicate the anticipated number of Citrus Heights residents served*
- *List all prior City of Citrus Heights funding awarded (city-administered grants, CDBG funds, etc.) to your organization over the past five (5) years*
- *Is your organization applying for 2025 CDBG funds and if so, for what amount?*
- *Attach a copy of IRS Determination Letter verifying non-profit designation*

Project Budget & Grant Request

Attach the following details to the application: A maximum of two (2) pages.

- *What is the total proposed program/project costs? Detail all current and anticipated funding sources. List other organizations/agencies for which your organization will receive funding for this project.*
- *For ongoing programs, describe how your organization will fund future expenses.*
- *How much of the total project costs is your organization requesting from the City?*
- *Describe how the funding requested serves only Citrus Heights residents*

Application Submittal Process: E-mail the signed application packet and all attachments to communityengagement@citrusheights.net no later than 4:00 p.m. by August 15th, 2025.

LATE APPLICATIONS WILL NOT BE ACCEPTED

Post Award Reporting Requirements

- All City-Administrated Grants and incentive programs require a final project report to demonstrate that the applicant achieved the program's goals and utilized the funding appropriately. This provides a framework for accountability and highlights the organization's worthiness for future funding.
- All reports are due within 12 months of the project's approval or 45 days after completion. Applicants who fail to provide a final report may be denied future funding.

Project Plan & Description – 3 pages maximum

Attach the following details to the application in a separate file using a maximum of 3 pages)

- *A description of how funding will be used including steps for implementation, schedule for completion, and expected outcomes*

PRIDE Industries requests $15,000 to support 541 hours of Employment Specialist time for Citrus Heights-specific outreach, at least five community-based career events, participant enrollment, and individualized follow-up. The project will help PRIDE Industries increase the number of Citrus Heights youth served through Youth Employment Services (YES!) from 11 in FY26 to 25 in FY27, representing a 127% increase. In addition to the 25 unduplicated Citrus Heights youth expected to receive individualized YES! services, community-based workshops, and employer-engagement events will reach additional Citrus Heights youth who are not enrolled in the program.

Scott, a 20-year-old from Citrus Heights, came to PRIDE after facing significant barriers to employment, including no work experience and a speech impediment that made interviews and workplace communication feel daunting. After learning about PRIDE's Career Hub in Citrus Heights, he walked in and connected with an Employment Specialist. With individualized support, Scott prepared for interviews, practiced communication strategies, and built confidence in presenting his skills to employers. With consistent guidance, he was placed as a Receiving Clerk at PRIDE's Roseville warehouse. Scott later secured a full-time warehouse position in West Sacramento, marking an important step toward long-term stability, independence, and continued growth in the logistics field.

Scott is not alone; many youth and young adults in Citrus Heights face overlapping barriers that make it difficult to access employment without targeted workforce support. YES! provides workforce development services for youth and young adults ages 16-24 who face significant and often overlapping barriers to employment, including disabilities, homelessness or housing instability, justice-system involvement, foster care experience, poverty, and disconnection from school or work. This need is reflected in the Citrus Heights 2025–2029 Consolidated Plan and 2025 Annual Action Plan. According to the plan, 53% of respondents prioritized job-training programs or centers as a top outcome they hoped to see from the City's federal funding allocation. Additionally, 28% of City residents and 21% of community stakeholders identified job-training programs as one of the City's most critical community and economic-development needs. The plan also identified people with disabilities and unhoused youth among the populations facing significant barriers to stability and access to services.

PRIDE Industries established the Career Hub in Citrus Heights to address a clear local service gap: many young people facing barriers lack access to basic work-readiness tools, individualized employment preparation, career guidance, technology, soft-skills training, or consistent support as they prepare to enter the workforce. Employment Specialists will spend time at schools, nonprofits, workforce organizations, and other community partner locations serving Citrus Heights youth. By bringing YES! activities into trusted community settings, PRIDE Industries will reach young people who may not independently visit the Career Hub or seek workforce services on their own.

During the grant period, PRIDE Industries will conduct at least five community-based career-readiness or employer-engagement events for Citrus Heights youth and young adults. Events may include workplace-readiness workshops, mock interviews, resume and job-application support, communication and soft-

skills training, or job-search and interview preparation. Event topics and locations will be selected in coordination with Citrus Heights community partners and based on the interests, goals, and readiness of participating youth.

Services will also remain available through the Citrus Heights Career Hub Monday through Thursday from 8:00 a.m. to 4:30 p.m., by appointment, through individualized follow-up, and through school- or partner-based outreach. PRIDE Industries already works with local schools and community partners, including the San Juan Unified School District, Mesa Verde High School, San Juan High School, the Citrus Heights Chamber of Commerce, workforce partners, employers, and organizations serving youth with barriers to employment.

In FY26, YES! provided tailored services to 11 Citrus Heights youth, supporting participants as they pursued higher education and work opportunities and continued to receive individualized services. Outcome examples include one participant who completed a work experience with PRIDE Industries and was subsequently hired by PRIDE; another who secured an administrative position with the Center for Autism; and a participant who joined PRIDE's Pre-Employment Transition Services (Pre-ETS) program, completed an internship with PRIDE, and is now pursuing a psychology degree at American River College (ARC). Two additional participants are completing their final year of ARC's Culinary Program. Another participant who had experienced homelessness was accepted to the Los Angeles Film School, received a Chromebook to support her education, and secured part-time employment while attending school.

The schedule for completion will be as follows:

Month 1: Program preparation and partner coordination

Because PRIDE Industries already operates the Citrus Heights Career Hub and maintains local partnerships, implementation can begin promptly. During the first month, PRIDE Industries will finalize its Citrus Heights-specific outreach and referral plan, coordinate with schools and community organizations, identify potential event sites, develop a career-readiness and employer-engagement calendar, and begin identifying eligible participants.

Months 2-10: Community outreach, events, and service delivery

Employment Specialists will conduct outreach at Citrus Heights schools and community partner locations and deliver at least five community-based career-readiness or employer-engagement events. Staff will connect participating youth to the YES! Program and provide individualized and comprehensive support. Services will be provided through the Citrus Heights Career Hub and at community partner locations, with virtual support available when appropriate to reduce transportation, scheduling, disability-related, or other access barriers. YES! already uses small-group workshops and employer-engagement activities tailored to participants' interests, readiness, and career goals.

Months 11-12: Follow-up, evaluation, and reporting

PRIDE Industries will continue individualized follow-up and employment-retention support, document participant progress, assess services and outcomes, and prepare required reports for the City.

Expected outcomes are as follows:

Through this project, PRIDE Industries expects to:

- Serve 25 unduplicated Citrus Heights youth and young adults, compared with 11 served in FY26, a 127% increase.
- Conduct at least five community-based career-readiness or employer-engagement events for Citrus Heights youth.
- At least 20 out of the 25 participants will make measurable progress toward education, occupational training, work experience, competitive integrated employment, or improved employment readiness. Measurable progress will be defined as the achievement of at least one documented milestone beyond initial assessment and enrollment. Progress will be documented through participant service records, employment and education outcomes, and follow-up contacts.
- Engage at least 15 Citrus Heights schools, employers, workforce partners, and community-based organizations in outreach, referrals, service delivery, or employer-engagement activities during the grant period.
- Track Community Support Fund-supported Employment Specialist time separately from CDBG-supported time and ensure that all grant-funded services benefit verified Citrus Heights residents.

- *Indicate the anticipated number of Citrus Heights residents served*

With City support, PRIDE Industries will increase the number of Citrus Heights residents served by 127% from 11 to 25 while helping local youth build the skills, confidence, experience, and support systems necessary for long-term stability and independence.

- *List all prior City of Citrus Heights funding awarded (city-administered grants, CDBG funds, etc.) to your organization over the past five (5) years*

$61,611 Citrus Heights CDBG award from 2021.

- *Is your organization applying for 2025 CDBG funds and if so, for what amount?*

Yes. PRIDE Industries submitted a separate request for $20,000 through the City's 2027 CDBG Public Service Program to support distinct Employment Specialist hours for YES! services benefiting low- and moderate-income Citrus Heights youth.

- *Attach a copy of IRS Determination Letter verifying non-profit designation*

Project Budget & Grant Request- A maximum of two (2) pages.

Citrus Heights Project Expense	Total Cost	City Request
Employment Specialist staff time - 541 hours allocated to Citrus Heights outreach, career events, enrollment, individualized services and follow-up. Based on a $57,678 salary.	$15,000	$15,000
TOTAL	$15,000	$15,000

PRIDE Industries does not assign a single Employment Specialist exclusively to Citrus Heights. YES! Employment Specialists serve participants across the Sacramento region based on participant and program needs. For this project, PRIDE Industries will allocate and separately track 541 hours of Employment Specialist time devoted exclusively to verified Citrus Heights residents and Citrus Heights-specific outreach and activities. Grant-supported hours may be performed by more than one Employment Specialist.

- *What is the total proposed program/project costs? Detail all current and anticipated funding sources. List other organizations/agencies for which your organization will receive funding for this project.*

The total proposed cost of this Citrus Heights-specific project is $15,000, consisting of approximately 541 hours of Employment Specialist salary dedicated to Citrus Heights residents. PRIDE Industries is requesting the full $15,000 project cost from the City of Citrus Heights Community Support Fund. PRIDE Industries has also submitted a separate $20,000 Citrus Heights CDBG request to support distinct Employment Specialist hours for eligible Citrus Heights youth.

The project operates within PRIDE Industries' larger $1,323,100 YES! program, which is supported through a diversified portfolio of public, private, and foundation funding. PRIDE Industries currently supports Employment Specialist salaries through a combination of funding from the Amity Foundation, SETA/CSBG, Department of Rehabilitation, Regional Center, Walter S. Johnson Foundation, and other program resources. These funding sources also support specific components of the broader YES! program, including services for justice-impacted youth, services for SCUSD students, education and student support services, job development services, and Butte County programming.

- *For ongoing programs, describe how your organization will fund future expenses.*

PRIDE Industries supports YES! through a braided funding model that includes public, private, philanthropic, contractual, and in-kind resources. Current support includes funding from the Amity Foundation, the Department of Rehabilitation, the Regional Center, the Walter S. Johnson Foundation, and other sources. Community Support Fund dollars would provide targeted funding to expand Citrus Heights-specific outreach, community-based career events, participant enrollment, and individualized follow-up during the grant period. PRIDE Industries will continue to pursue and leverage diversified funding sources to sustain YES! services and its presence in Citrus Heights beyond the grant period.

- *How much of the total project costs is your organization requesting from the City?*

PRIDE Industries is requesting $15,000 from the City of Citrus Heights Community Support Fund to support 541 hours of Employment Specialist time dedicated to Citrus Heights residents. The Citrus Heights project is part of PRIDE Industries' larger $1,323,100 YES! program. When combined with PRIDE Industries' pending $20,000 CDBG request, which would support separate Employment Specialist hours, the two City funding requests total $35,000, or approximately 2.65% of the overall YES! budget. Of the

approximately 300 youth expected to be served through YES!, 25 will be Citrus Heights residents, representing approximately 8.3% of all program participants.

- *Describe how the funding requested serves only Citrus Heights residents*

PRIDE Industries will use the requested funding exclusively to serve verified Citrus Heights residents ages 16-24 through the YES! Program. Staff will confirm each participant's residency in Citrus Heights through the program's intake and eligibility verification process. PRIDE Industries will maintain participant-level records to document residency, services received, and unduplicated individuals served.

Funded Employment Specialist time will support Citrus Heights-specific outreach and comprehensive services for youth. Staff will also conduct at least five career-readiness or employer-engagement events in partnership with schools, nonprofits, employers, and other community organizations serving Citrus Heights youth. These activities will help reach residents who may not independently access the Citrus Heights Career Hub and connect them with ongoing individualized services.

PRIDE Industries expects to serve 25 unduplicated youth and young adults in Citrus Heights during the grant period. Staff time, event participation, and related program activities supported by this award will be tracked separately, and no grant expenses will be allocated to services provided to residents of other communities. The proposed funding will therefore directly increase access to workforce development services for Citrus Heights residents only.

Department of the Treasury
Internal Revenue Service
Tax Exempt and Government Entities
PO Box 2508
Cincinnati, OH 45201

Date:
08/15/2024
Person to contact:
Name: Customer Service
ID number: 31954
Telephone: 877-829-5500

PRIDE INDUSTRIES
C/O NANCY HER
10030 FOOTHILLS BLVD
ROSEVILLE, CA 95747

Dear Sir or Madam:

On July 23, 2024 you requested copies of the determination letter regarding Pride Industries.

Your copies are enclosed.

If you have questions, you can call us at the telephone number shown in the heading of this letter.

Sincerely,

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements

Department of the Treasury
Internal Revenue Service
Tax Exempt and Government Entities
PO Box 2508
Cincinnati, OH 45201

Date:
August 15, 2024
Employer ID number:
94-1650529
Form 990 required:
Yes
Person to contact:
Name: Mrs. Sutton
ID number: 1000195385

PRIDE INDUSTRIES
10030 FOOTHILLS BLVD
ROSEVILLE, CA 95747

Dear Sir or Madam:

We're responding to your request dated July 23, 2024, about your tax-exempt status.

We issued you a determination letter in July 2000, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c)(3).

We also show you're not a private foundation as defined under IRC Section 509(a) because you're described in IRC Section 509(a)(2).

Donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax-deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106, and 2522.

In the heading, we indicated whether you must file an annual information return. If you're required to file a return, you must file one of the following by the 15th day of the 5th month after the end of your annual accounting period.

- Form 990, Return of Organization Exempt From Income Tax
- Form 990-EZ, Short Form Return of Organization Exempt From Income Tax
- Form 990-N, Electronic Notice (e-Postcard) for Tax-Exempt Organizations Not Required to File Form 990 or Form 990EZ
- Form 990-PF, Return of Private Foundation or Section 4947(a)(1) Trust Treated as Private Foundation

According to IRC Section 6033(j), if you don't file a required annual information return or notice for 3 consecutive years, we'll revoke your tax-exempt status on the due date of the 3rd required return or notice.

You can get IRS forms or publications you need from our website at www.irs.gov/forms-pubs or by calling 800-TAX-FORM (800-829-3676).

If you have questions, call 877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific time).

Thank you for your cooperation.

Sincerely,

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements

Address any reply to: P.O. Box 36040, San Francisco, Calif. 94102
Department of the Treasury

District Director
Internal Revenue Service

Date: MAY 18 1972

In reply refer to: L-178, Code 414
A:FA1230
SF:EO:72-671

Placer Rehabilitation Industries
514 Tahoe Avenue
Roseville, California 95678

Gentlemen:

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

We have further determined you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in section 509(a)(2).

You are not liable for social security (FICA) taxes unless you file a waiver of exemption certificate as provided in the Federal Insurance Contributions Act. You are not liable for the taxes imposed under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other Federal excise taxes.

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

If your purposes, character, or method of operation is changed, you must let us know so we can consider the effect of the change on your exempt status. Also, you must inform us of all changes in your name or address.

If your gross receipts each year are normally more than $5,000, you are required to file Form 990, Return of Organization Exempt From Income Tax, by the 15th day of the fifth month after the end of your annual accounting period. The law imposes a penalty of $10 a day, up to a maximum of $5,000, for failure to file a return on time.

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

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

Please keep this determination letter in your permanent records.

This modifies our prior determination letter dated December 18, 1970.

Sincerely yours,

Charles E. Kingman
District Director

Form L-178 (Rev. 7-71)

58-79-193 BOX 22

CITRUS HEIGHTS
ECONOMIC DEVELOPMENT & COMMUNITY ENGAGEMENT DEPARTMENT

Non-profit Community Support Fund Program Scoring Rubric

Organization Name: PRIDE Industries - YES! Citrus Heights Youth Employment Access Expansion

TOTAL SCORE: 24

Overview

	Yes-1	No-0	Score
1.Copy of IRS 501(c)(3) Determination Letter (Confirming status)	1		
2. Clear and measurable project scope/description	1		
3. Funding usage benefits Citrus Heights residents	1		
5. Provide an Itemized Budget	1		

Program/Services Overview

The applicant clearly describes the specific program or event and aligns with the funding request					
High- 5	4	Medium-3	2	Low-1	Score
A clear summary of the program/services with specific details on how it serves Citrus Heights residents		Somewhat clear summary of the program/services with specific details on how it serves Citrus Heights residents		Vague, incomplete, or confusing summary of the program/services with little or no details on how it serves Citrus Heights residents	5

How many Citrus Heights residents will benefit from the program?						
5	4	3	2	1	0	Score
>1000	>500	>250	>100	<50	Did not provide an answer	1

The applicant identifies clear, specific outcomes that can be expected from this award					
High- 5	4	Medium-3	2	Low-1	Score
Clear definition of program/services success. Clear picture of how it will demonstrate outcomes are met.		Good understanding of anticipated specific results of success, but lacks detail.		Success difficult to ascertain, flawed by unmeasurable outcomes.	5

CITRUS HEIGHTS
ECONOMIC DEVELOPMENT & COMMUNITY ENGAGEMENT DEPARTMENT

Budget

Detailed Project Costs					
High- 5	4	Medium-3	2	Low-1	Score
Strongly detailed and realistic budget with sound use of funds		The budget generally appears to support the program/services as described, although there are gaps in detail.		The budget does not support the described program/services. It seems incomplete, does not reflect actual costs, or is outside of program goals.	5

Identified other funding sources (e.g., fees, donations, grants) the organization has received					
High- 5	4	Medium-3	2	Low-1	Score
Demonstrates significant financial support from other funding sources without City funding		Demonstrates some financial support from other funding sources without City funding		Demonstrates minimal financial support from other funding sources without City funding	4

Written Comments

14 net new students served with combined NCSF - application states CDBG request would add new capacity 2.6 percent of overall YES orject but unclear how many CH residents program scope currently serves

PROGRESSIVE EMPLOYMENT CONCEPTS

CITRUS HEIGHTS
Solid roots. New growth.

Non-profit Community Support Fund Program Grant Application

Organization:	Progressive Employment Concepts
Applicant Name & Title:	Amanda Pelaccio - Development Coordinator
Address:	6060 Sunrise Vista Drive Suite 1875 Citrus Heights CA 95610
Event/Project/Program Title:	Lean Business Growth & Inclusive Employment Initiative
501(c)(3) Number: *(Include a copy of the IRS Letter w/Application)*	68-0358378
Primary Contact Name: *(If other than the applicant)*	Kate Brittain - Project Coordinator
E-mail and Phone Number:	kateb@progressiveemployment.org
Requested Grant Amount ($):	$14,500.00

By signing this document, I agree I have read (1) Non-Profit Community Support Program Guidelines, (2) Non-Profit Community Support Program Review and Approval Process, and (3) Non-profit Community Support Fund Program Scoring Rubric. I certify that funds will be used for the purpose specified in the application and supplemental documents. I understand that a final report and summary of the award are due no later than 45 days after the final project is completed or within 12 months from the award. I understand that failure to adhere to all program guidelines could prohibit me or my organization from applying for future funding.

Signature and Date: Carole Watts 8/13/26

A completed application includes all details below from the Project Plan & Description and the Project Budget & Grant Request. Application packets not containing all parts will be considered incomplete.

Project Plan & Description

Attach the following details to the application in a separate file using a maximum of 3 pages)

- *A description of how funding will be used including steps for implementation, schedule for completion, and expected outcomes*
- *Indicate the anticipated number of Citrus Heights residents served*
- *List all prior City of Citrus Heights funding awarded (city-administered grants, CDBG funds, etc.) to your organization over the past five (5) years*
- *Is your organization applying for 2025 CDBG funds and if so, for what amount?*
- *Attach a copy of IRS Determination Letter verifying non-profit designation*

Project Budget & Grant Request

Attach the following details to the application: A maximum of two (2) pages.

- *What is the total proposed program/project costs? Detail all current and anticipated funding sources. List other organizations/agencies for which your organization will receive funding for this project.*
- *For ongoing programs, describe how your organization will fund future expenses.*
- *How much of the total project costs is your organization requesting from the City?*
- *Describe how the funding requested serves only Citrus Heights residents*

Approved by City Council January 11, 2024

Application Submittal Process: E-mail the signed application packet and all attachments to communityengagement@citrusheights.net no later than 4:00 p.m. by August 15th, 2025.

LATE APPLICATIONS WILL NOT BE ACCEPTED

Post Award Reporting Requirements

- All City-Administrated Grants and incentive programs require a final project report to demonstrate that the applicant achieved the program's goals and utilized the funding appropriately. This provides a framework for accountability and highlights the organization's worthiness for future funding.
- All reports are due within 12 months of the project's approval or 45 days after completion. Applicants who fail to provide a final report may be denied future funding.

Approved by City Council January 11, 2024

Attachment ITEM 12 E
1 of 4

DEPARTMENT OF THE TREASURY

INTERNAL REVENUE SERVICE
DISTRICT DIRECTOR
2 CUPANIA CIRCLE
MONTEREY PARK, CA 91755-7406

Date: FEB 09 1996

PROGRESSIVE EMPLOYMENT CONCEPTS
C/O CAROLE WATILO
6545 SUNRISE BLVD., #204 A
CITRUS HEIGHTS, CA 95610

Employer Identification Number:
68-0358373
Case Number:
955331094
Contact Person:
R. DIZON
Contact Telephone Number:
(213) 725-6619
Accounting Period Ending:
June 30
Foundation Status Classification:
509(a)(2)
Advance Ruling Period Begins:
April 5, 1995
Advance Ruling Period Ends:
June 30, 1999
Addendum Applies:
No

Dear Applicant:

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

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

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

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

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

If we publish a notice in the Internal Revenue Bulletin stating that we

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

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

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

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

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

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

Contributions to you are deductible by donors beginning April 5, 1995.

You are not required to file Form 990, Return of Organization Exempt From Income Tax, if your gross receipts each year are normally $25,000 or less. If you receive a Form 990 package in the mail, simply attach the label provided, check the box in the heading to indicate that your annual gross receipts are normally $25,000 or less, and sign the return.

If you are required to file a return you must file it by the 15th day of

the fifth month after the end of your annual accounting period. We charge a penalty of $10 a day when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty we charge cannot exceed $5,000 or 5 percent of your gross receipts for the year, whichever is less. We may also charge this penalty if a return is not complete. So, please be sure your return is complete before you file it.

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

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

This determination is based on evidence that your funds are dedicated to the purposes listed in section 501(c)(3) of the Code. To assure your continued exemption, you should keep records to show that funds are spent only for those purposes. If you distribute funds to other organizations, your records should show whether they are exempt under section 501(c)(3). In cases where the recipient organization is not exempt under section 501(c)(3), you must have evidence that the funds will remain dedicated to the required purposes and that the recipient will use the funds for those purposes.

If you distribute funds to individuals, you should keep case histories showing the recipients' names, addresses, purposes of awards, manner of selection, and relationship (if any) to members, officers, trustees or donors of funds to you, so that you can substantiate upon request by the Internal Revenue Service any and all distributions you made to individuals. (Revenue Ruling 56-304, C.B. 1956-2, page 306.)

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

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

PROGRESSIVE EMPLOYMENT CONCEPTS

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

Sincerely yours,

Richard R. Orosco
District Director

Enclosure(s):
Form 872-C

Progressive Employment Concepts

Project Plan & Project Description

Lean Business Growth & Inclusive Employment Initiative

Progressive Employment Concepts (PEC) is requesting funding to launch a Lean Business Growth & Inclusive Employment Initiative that will strengthen small businesses in Citrus Heights while creating new opportunities for residents with disabilities to participate in the local workforce.

This project combines Lean Six Sigma process improvement with Customized Employment, creating a unique approach that helps businesses improve efficiency, reduce operational waste, and identify opportunities for sustainable growth. As businesses become stronger and more efficient, PEC can provide additional support in connecting qualified Citrus Heights residents with disabilities to meaningful employment opportunities that meet both business needs and individual strengths.

Project Implementation & Schedule

Phase 1: Staff Training and Certification (Months 1-2)

Funding will support specialized Lean Six Sigma Green Belt training for PEC staff. Upon completion, staff will have the knowledge and certification needed to conduct Lean business assessments and facilitate process improvement with local businesses. This investment creates long-term organizational capacity, allowing PEC to continue offering these services beyond the grant period.

Phase 2: Business Recruitment and Lean Assessments (Months 2-8)

PEC will recruit five Citrus Heights businesses to participate in the program. Businesses will be identified through multiple outreach efforts, including:

- Announcements through PEC's website, social media platforms, and newsletter.
- Presentations and networking through the Citrus Heights Chamber of Commerce.
- Referrals from community partners and local business leaders.

Each participating business will receive up to 10 hours of individualized consultation including an assessment report. Using Lean assessment tools, PEC will work collaboratively with business owners to identify workflow inefficiencies, unnecessary operational waste, bottlenecks,

Progressive Employment Concepts

and opportunities to improve productivity and customer service. Each business will receive practical recommendations that can be implemented immediately and sustained over time.

Phase 3: Inclusive Employment Support (Months 6-12)

As businesses implement improvements and identify workforce needs, PEC will provide Customized Employment services where appropriate. The project anticipates connecting up to five Citrus Heights residents with intellectual and developmental disabilities to employment opportunities that align with both employer needs and individual skills, interests, and strengths.

Customized Employment focuses on creating successful job matches that benefit both employers and employees, resulting in improved employee retention, increased workplace inclusion, and stronger community participation.

Expected Outcomes

By the conclusion of the project, PEC expects to achieve the following outcomes:

- Train and certify PEC staff in Lean Six Sigma Green Belt methodology.
- Complete Lean business assessments for five Citrus Heights businesses.
- Provide each participating business with actionable recommendations to improve efficiency, productivity, and long-term sustainability.
- Strengthen relationships between local businesses and community employment resources.
- Support up to five Citrus Heights residents with disabilities to connect with businesses where community-based employment opportunities may exist.
- Increase awareness among local businesses of the benefits of lean business practices, inclusive hiring and Customized Employment.

Success will be measured through documented completion of business assessments, implementation recommendations provided, business participation, employer feedback, and employment connections for participating Citrus Heights residents.

Anticipated Number of Citrus Heights Residents Served: 10

Prior City of Citrus Heights Funding Awarded to PEC in the past five years: Funded for a Community Support Fund grant FY 2020/2021.

Is PEC applying for 2025 CDBG funds: No

IRS Determination Letter Attached

Progressive Employment Concepts

Project Budget & Grant Request

Total Proposed Program Costs

Certification course & certification fees	$3000
Grant Administration wages and staff wage for training	(55 hrs X $100/hr) = $5500
Consulting time for the three businesses, and analysis and report writing time- 10 hours engagement per business 2 hours analysis and report writing.	5 businesses (12hrs X $100/hr) = $6000

Total cost = $14,500

Grant funding will provide the initial investment needed to build PEC's internal Lean Six Sigma capacity. Once staff are trained and certified, this expertise becomes a permanent organizational asset that can continue serving Citrus Heights businesses long after the grant period ends.

PEC will leverage existing organizational resources, established employer relationships, Customized Employment expertise, and ongoing funding from state and Regional Center employment service contracts to support continued employer engagement and employment services. City funding will serve as the catalyst that expands these existing services into a new business improvement initiative, creating lasting value for both the Citrus Heights business community and Citrus Heights residents with intellectual and developmental disabilities.

CITRUS HEIGHTS
ECONOMIC DEVELOPMENT & COMMUNITY ENGAGEMENT DEPARTMENT

Non-profit Community Support Fund Program Scoring Rubric

Organization Name: Progressive Employment Concepts

TOTAL SCORE: 18

Overview

	Yes-1	No-0	Score
1.Copy of IRS 501(c)(3) Determination Letter (Confirming status)	1		
2. Clear and measurable project scope/description	1		
3. Funding usage benefits Citrus Heights residents	1		
5. Provide an Itemized Budget	1		

Program/Services Overview

The applicant clearly describes the specific program or event and aligns with the funding request					
High- 5	4	Medium-3	2	Low-1	Score
A clear summary of the program/services with specific details on how it serves Citrus Heights residents		Somewhat clear summary of the program/services with specific details on how it serves Citrus Heights residents		Vague, incomplete, or confusing summary of the program/services with little or no details on how it serves Citrus Heights residents	3

How many Citrus Heights residents will benefit from the program?						
5	4	3	2	1	0	Score
>1000	>500	>250	>100	<50	Did not provide an answer	1

The applicant identifies clear, specific outcomes that can be expected from this award					
High- 5	4	Medium-3	2	Low-1	Score
Clear definition of program/services success. Clear picture of how it will demonstrate outcomes are met.		Good understanding of anticipated specific results of success, but lacks detail.		Success difficult to ascertain, flawed by unmeasurable outcomes.	2

CITRUS HEIGHTS
ECONOMIC DEVELOPMENT & COMMUNITY ENGAGEMENT DEPARTMENT

Budget

Detailed Project Costs					
High- 5	4	Medium-3	2	Low-1	Score
Strongly detailed and realistic budget with sound use of funds		The budget generally appears to support the program/services as described, although there are gaps in detail.		The budget does not support the described program/services. It seems incomplete, does not reflect actual costs, or is outside of program goals.	5

Identified other funding sources (e.g., fees, donations, grants) the organization has received					
High- 5	4	Medium-3	2	Low-1	Score
Demonstrates significant financial support from other funding sources without City funding		Demonstrates some financial support from other funding sources without City funding		Demonstrates minimal financial support from other funding sources without City funding	3

Written Comments

Unclear if CH business owners must be CH residents
Stated outcomes are conditional upon full success of training along with market and other conditions for CH businesses - not assured a trained business will reach the point of adding staff
Listed mix of funding without specific numbers, requested amount is full cost of project scope.
Cost serves as start up funding for new program with no stated ongoing expenses, altough it should be noted the service provision would be convered by existing staff and bandwidth.

PROJECT OPTIMISM

Non-profit Community Support Fund Program Grant Application

Organization:	Project Optimism
Applicant Name & Title:	Ishmael Pruitt, CEO
Address:	2815 Gunn Road Carmichael Ca 95608
Event/Project/Program Title:	Citrus Heights Student Engagement Hub
501(c)(3) Number: *(Include a copy of the IRS Letter w/Application)*	82-1542836
Primary Contact Name: *(If other than the applicant)*	
E-mail and Phone Number:	ipruitt@projectoptimism.org ; 707-761-1067
Requested Grant Amount ($):	$20,000
By signing this document, I agree I have read (1) Non-Profit Community Support Program Guidelines, (2) Non-Profit Community Support Program Review and Approval Process, and (3) Non-profit Community Support Fund Program Scoring Rubric. I certify that funds will be used for the purpose specified in the application and supplemental documents. I understand that a final report and summary of the award are due no later than 45 days after the final project is completed or within 12 months from the award. I understand that failure to adhere to all program guidelines could prohibit me or my organization from applying for future funding.	
Signature and Date:	8/7/2026

A completed application includes all details below from the Project Plan & Description and the Project Budget & Grant Request. Application packets not containing all parts will be considered incomplete.

Project Plan & Description

Attach the following details to the application in a separate file using a maximum of 3 pages)

- *A description of how funding will be used including steps for implementation, schedule for completion, and expected outcomes*
- *Indicate the anticipated number of Citrus Heights residents served*
- *List all prior City of Citrus Heights funding awarded (city-administered grants, CDBG funds, etc.) to your organization over the past five (5) years*
- *Is your organization applying for 2025 CDBG funds and if so, for what amount?*
- *Attach a copy of IRS Determination Letter verifying non-profit designation*

Project Budget & Grant Request

Attach the following details to the application: A maximum of two (2) pages.

- *What is the total proposed program/project costs? Detail all current and anticipated funding sources. List other organizations/agencies for which your organization will receive funding for this project.*
- *For ongoing programs, describe how your organization will fund future expenses.*
- *How much of the total project costs is your organization requesting from the City?*
- *Describe how the funding requested serves only Citrus Heights residents*

Application Submittal Process: E-mail the signed application packet and all attachments to communityengagement@citrusheights.net no later than 4:00 p.m. by August 15th, 2025.

LATE APPLICATIONS WILL NOT BE ACCEPTED

Post Award Reporting Requirements

- All City-Administrated Grants and incentive programs require a final project report to demonstrate that the applicant achieved the program's goals and utilized the funding appropriately. This provides a framework for accountability and highlights the organization's worthiness for future funding.
- All reports are due within 12 months of the project's approval or 45 days after completion. Applicants who fail to provide a final report may be denied future funding.

Project Plan and Description

Funding from the City of Citrus Heights will support Project Optimism's implementation of the Project Optimism Student Engagement Hub, a comprehensive school-based mentoring and social-emotional learning model serving students at partner schools within the San Juan Unified School District. Since 2018, Project Optimism has partnered with the district to complement school personnel by providing individualized mentoring, social-emotional support, and relationship-centered interventions that address the needs of the whole student. As schools continue to experience staffing and budget reductions, this funding will help sustain critical student supports that are no longer available for many school-aged Citrus Heights residents.

Project Optimism's programming is grounded in prevention and early intervention strategies that strengthen protective factors such as belonging, positive identity, and access to trusted adults, which are key contributors to improved mental health, behavioral, and academic outcomes. The requested funding will allow Project Optimism to provide approximately 25 full days of on-campus support during the school year at Citrus Heights schools, including Mariposa Avenue Elementary School, Woodside K-8 School, and Sylvan Middle School. Services are developed collaboratively with each school to address campus-specific priorities while maintaining the flexibility to respond to emerging student needs.

Within approximately two weeks of award notification, Project Optimism will meet with school leadership to confirm participation, assess current student needs, and finalize a site-specific scope of work and implementation schedule. Due to Project Optimism’s established partnership with the district, trained Student Engagement Specialists supervisors and other program staff are prepared to begin services immediately without additional onboarding.

Following the planning period, school personnel will identify students who would benefit most from additional support through referrals based on academic, behavioral, attendance, or social-emotional concerns. This process typically requires one week and ensures services are intentionally targeted toward students with the greatest need while remaining flexible to support additional youth as needs emerge throughout the school year. Services will continue through the end of the school year, concluding in June.

Services will be delivered per day throughout the academic year and will include:

Individual mentoring and student check-ins	Small-group social-emotional learning sessions
Restorative conversations and behavioral reflection	Leadership development and student voice activities

Project Optimism's model emphasizes consistent, trusting relationships between students and trained Student Engagement Specialists who serve as positive role models throughout the school year. These efforts are grounded in a relationship-centered, trauma-informed, and equity-driven approach that integrates the CASEL (Collaborative for Academic, Social,

and Emotional Learning) framework and the Search Institute's 40 Developmental Assets as foundational practices.

Anticipated Residents Served

Project Optimism anticipates serving a minimum of 500 unduplicated Citrus Heights residents through the implementation of the Student Engagement Hub. While the program has the capacity to engage more than 1,000 students through campus-wide activities and informal interactions, Project Optimism intentionally prioritizes providing multiple, meaningful touchpoints with a targeted group of students identified by school personnel.

Expected Outcomes

- Increased social-emotional skills, confidence, and resilience.
- Greater student engagement and stronger connections to school.
- Improved peer relationships and a more positive school climate.
- Reduced behavioral concerns through restorative, relationship-based interventions.
- Increased academic motivation, goal setting, and future planning.
- Expanded opportunities for student leadership, voice, and positive identity development.

2025–2026 Academic Year Results & Family Feedback

The following outcomes were reported to Mariposa Avenue Elementary School and Woodside K-8 School during the 2025–2026 academic year and demonstrate the impact of Project Optimism's mentoring model.

Parent Testimonials

"This program helps a lot with my child's mental health." - Woodside K-8 Parent	*"Love to see how she managed her temper. The program has made a real difference."* - Mariposa Avenue Elementary Parent

Percentage of students reporting their mentor positively impacted:

100% – Emotions & Teamwork	**95%** – School & Career Goals
95% – Confidence & Self-Belief	**95%** – Connection to Community
82% – Focus & Problem-Solving	

By investing in Project Optimism's school-based mentoring model, the City of Citrus Heights will help ensure local students continue to have access to trusted adult mentors and consistent social-emotional support despite ongoing school district budget constraints.

City of Citrus Heights Funding Support

Project Optimism has not previously received funding through the City of Citrus Heights, including City-administered grants or Community Development Block Grant (CDBG) funding. This application represents our organization's first request for financial support from the City of Citrus Heights. Project Optimism does not intend to apply for Community Development Block Grant (CDBG) funding. At this time, the organization is seeking support solely through the City of Citrus Heights Nonprofit Community Support Fund Program to expand school-based mentoring and student engagement services for Citrus Heights youth.

Copy of IRS Determination Letter verifying non-profit designation

See attached

Letters of Support from Citrus Heights schools

See attached letters from San Juan Unified School District and Sylvan Middle School. Mariposa and Woodside are incoming but will not meet the grant deadline.

Project Budget & Grant Request

Total Project Cost and Funding Sources

The total cost to implement the Project Optimism Student Engagement Hub at Citrus Heights schools is $46,575. Project Optimism is requesting $20,000 from the City of Citrus Heights to support direct program implementation and student services.
The City of Citrus Heights investment will primarily support direct service personnel who provide mentoring, social-emotional learning, and student engagement activities on campus. Additional organizational funding sources will support program management, planning, staff development, administrative oversight, and supplemental staffing to ensure high-quality implementation.
Project Optimism will leverage the following existing funding sources to support this initiative:

- **Sierra Health Foundation** – Organizational and program support
- **Sacramento Children's Fund** – Youth development programming and program infrastructure
- **California Volunteers (California Men's Service Challenge)** – Transitional-age youth interns who provide additional mentoring and campus support alongside Project Optimism staff

Together, these funding sources allow Project Optimism to maximize the City's investment while ensuring students receive comprehensive, relationship-based services.

Budget Category	Other Funding Sources	City Request	Total
Direct Service Personnel (1 Supervisor, 2 Student Engagement Specialists, taxes & benefits)	—	$16,000	$16,000
Intern Support Staff	$4,000	—	$3,000
Administrative Personnel (Director 0.10 FTE, Program Manager 0.20 FTE)	$10,500	—	$9,500
Planning & Staff Training	$12,000	—	$8,000
Program Supplies (materials, incentives, snacks)	1,000	$4,000	$4,000
Indirect/Administrative Overhead (15% - rent, insurance, etc…)	$6,075	—	$6,075
Total Project Budget	$32,575	$20,000	$52,575

Sustainability

Project Optimism views this initiative as a long-term investment in Citrus Heights youth rather than a one-time program. The organization will continue working closely with school leaders to demonstrate program outcomes and identify opportunities to sustain services beyond this grant period. To support future implementation, Project Optimism has established a diversified development strategy that includes pursuing additional grant opportunities throughout Sacramento County, cultivating corporate and philanthropic partnerships, engaging local businesses through sponsorship opportunities, and expanding individual giving efforts through campaigns such as Big Day of Giving. As relationships with Citrus Heights schools continue to strengthen, Project Optimism will also pursue additional public and private funding opportunities that align with the community's long-term needs. Lastly, we plan to work closely with San Juan’s Equity Department to advocate for funding to support the most vulnerable youth in Citrus Heights.

Service to Citrus Heights Residents

While the district enrolls a small number of students who reside outside City boundaries, school administrators have the ability to identify student residency during the referral process. Project Optimism will work collaboratively with school personnel to prioritize referrals for Citrus Heights residents whenever appropriate and feasible.
In instances where services extend to non-resident students through group-based or campus-wide activities, Project Optimism believes the resulting improvements in school climate, student relationships, and campus culture benefit all students, including Citrus Heights residents, by creating safer, more connected, and more supportive learning environments.

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

DEPARTMENT OF THE TREASUR

ITEM 12

Date:
MAY 25 2017

PROJECT OPTIMISM
2821 RIVER PLAZA DR APT 28
SACRAMENTO, CA 95833-0000

Employer Identification Number:
82-1542836
DLN:
26053538002997
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
January 23, 2017
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 947

Melissa Bassanelli
Superintendent of Schools

F.J. "Harvey" Oaxaca, Ed.D.
Assistant Superintendent
Educational Services

Crista Koch
Director, Equity & Student Achievement

July 27, 2026

City of Citrus Heights
Grant Review Committee

Dear Grant Review Committee,

I am pleased to offer my support for Project Optimism and the valuable partnership they have developed with the San Juan Unified School District and our school communities.

Since 2018, Project Optimism has partnered with San Juan Unified School District to provide services across 16 school sites, supporting students through evidence-informed, school-based mentoring, leadership development, and social emotional learning programming. Their work has provided students with opportunities to build meaningful relationships with caring adults, develop leadership skills, strengthen social-emotional competencies, and foster a greater sense of belonging.

Community partnerships such as Project Optimism play an essential role in helping districts meet the diverse needs of students and families. The expertise, capacity, and additional support provided by community organizations allow schools to expand the services and experiences available to students beyond what schools can provide alone. Project Optimism's commitment to collaborating with schools has been a valuable asset to our students, staff, and educational community.

Over the past several years, school districts across California have experienced significant financial challenges and budget reductions. These reductions have required difficult decisions regarding programs, services, and resources available to support students. As districts navigate these fiscal constraints, the role of the trusted community partners becomes increasingly important. Organizations like Project Optimism help sustain critical support and provide opportunities that positively impact student success, connection, and well-being.

We deeply value our partnership with Project Optimism and appreciate their continued commitment to supporting our students and schools. Their investment in young people aligns with our shared commitment to creating supportive learning environments where all students have opportunities to thrive. I encourage recognition of the important role Project Optimism plays in strengthening our educational communities and advancing positive outcomes for students.

Thank you for your consideration and for supporting organizations that make a meaningful difference in the lives of young people.

Sincerely,

Crista Koch
Director of Equity and Student Achievement San Juan Unified School District

ADDRESS
3738 Walnut Avenue
Carmichael, CA 95608

PHONE
(916) 979-8771

Melissa Bassanelli
Superintendent of Schools

Timothy C. Dale, Ed.D.
Deputy Superintendent Schools and Student Support

Kristan Schnepp
Assistant Superintendent Secondary Education and Programs

Nicole Latimer
Principal

Gary Coartney
Vice Principal

Patrick Rubey
Vice Principal

ADDRESS
7085 Auburn Boulevard
Citrus Heights, CA 95621

PHONE
(916) 971-7873

WEBSITE
www.sanjuan.edu/sylvan

July 31, 2026

To: City of Citrus Heights

I am pleased to write this letter in enthusiastic support of **Project Optimism** and its mission to empower students through mentorship, encouragement, and positive role modeling within our schools.

Project Optimism provides an invaluable service by connecting students with caring mentors who inspire confidence, resilience, and hope. At a time when many young people face academic, social, and personal challenges, having consistent, positive adult role models can make a profound difference in their lives. The organization's commitment to fostering meaningful relationships helps students build self-esteem, improve decision-making skills, and recognize their own potential. I have worked with Project Optimism for three plus years and have personally witnessed this program completely turn students around towards the positive path. Instilling confidence, trust, and leadership skills! Truly amazing!

By working directly within schools, Project Optimism creates safe and supportive environments where students feel seen, heard, and encouraged to succeed. The organization's mentors not only reinforce the importance of education but also model integrity, perseverance, respect, and leadership—qualities that help shape successful and engaged members of our community.

The impact of Project Optimism extends beyond individual students. Its work strengthens school communities, supports educators and families, and contributes to a culture of optimism, accountability, and achievement. Investing in programs like Project Optimism is an investment in the future of our youth and the long-term well-being of our communities.

I wholeheartedly support Project Optimism and its continued efforts to provide mentorship and positive guidance to students. I am confident that the organization will continue making a lasting and meaningful impact on the lives of the young people it serves.

Thank you for your consideration and for supporting an organization that is dedicated to helping students realize their full potential.

Sincerely,

Patrick J. Rubey
Vice Principal
San Juan Unified School District
(707)-301-7300
patrick.rubey@sanjuan.edu

CITRUS HEIGHTS
ECONOMIC DEVELOPMENT & COMMUNITY ENGAGEMENT DEPARTMENT

Non-profit Community Support Fund Program Scoring Rubric

Organization Name: Project Optimism - Citrus Heights Student Engagement Hub

TOTAL SCORE: 23

Overview

	Yes-1	No-0	Score
1.Copy of IRS 501(c)(3) Determination Letter (Confirming status)	1		
2. Clear and measurable project scope/description	1		
3. Funding usage benefits Citrus Heights residents	1		
5. Provide an Itemized Budget	1		

Program/Services Overview

The applicant clearly describes the specific program or event and aligns with the funding request					
High- 5	4	Medium-3	2	Low-1	Score
A clear summary of the program/services with specific details on how it serves Citrus Heights residents		Somewhat clear summary of the program/services with specific details on how it serves Citrus Heights residents		Vague, incomplete, or confusing summary of the program/services with little or no details on how it serves Citrus Heights residents	3

How many Citrus Heights residents will benefit from the program?						
5	4	3	2	1	0	Score
>1000	>500	>250	>100	<50	Did not provide an answer	4

The applicant identifies clear, specific outcomes that can be expected from this award					
High- 5	4	Medium-3	2	Low-1	Score
Clear definition of program/services success. Clear picture of how it will demonstrate outcomes are met.		Good understanding of anticipated specific results of success, but lacks detail.		Success difficult to ascertain, flawed by unmeasurable outcomes.	3

CITRUS HEIGHTS
ECONOMIC DEVELOPMENT & COMMUNITY ENGAGEMENT DEPARTMENT

Budget

Detailed Project Costs					
High- 5	4	Medium-3	2	Low-1	Score
Strongly detailed and realistic budget with sound use of funds		The budget generally appears to support the program/services as described, although there are gaps in detail.		The budget does not support the described program/services. It seems incomplete, does not reflect actual costs, or is outside of program goals.	5

Identified other funding sources (e.g., fees, donations, grants) the organization has received					
High- 5	4	Medium-3	2	Low-1	Score
Demonstrates significant financial support from other funding sources without City funding		Demonstrates some financial support from other funding sources without City funding		Demonstrates minimal financial support from other funding sources without City funding	4

Written Comments

Request is 38% of total project cost
Unclear program specifics and how program achieves
outcomes and goals within the 25 day allocation across 3+ schools

PURPLE PAGEANT

CITRUS HEIGHTS
Solid roots. New growth.

Non-profit Community Support Fund Program Grant Application

Organization:	Purple Pageant
Applicant Name & Title:	Lisa D. Taylor, Queen Director
Address:	P.O. Box 1141, Citrus Heights, CA 9561
Event/Project/Program Title:	Purple Pageant's Young Teen Society
501(c)(3) Number: *(Include a copy of the IRS Letter w/Application)*	see attached
Primary Contact Name: *(If other than the applicant)*	same
E-mail and Phone Number:	msqueen916@gmail - 916 856-4536
Requested Grant Amount ($):	$ 10,000

By signing this document, I agree I have read (1) Non-Profit Community Support Program Guidelines, (2) Non-Profit Community Support Program Review and Approval Process, and (3) Non-profit Community Support Fund Program Scoring Rubric. I certify that funds will be used for the purpose specified in the application and supplemental documents. I understand that a final report and summary of the award are due no later than 45 days after the final project is completed or within 12 months from the award. I understand that failure to adhere to all program guidelines could prohibit me or my organization from applying for future funding.

Signature and Date: Lisa Taylor 8.14.2026

A completed application includes all details below from the Project Plan & Description and the Project Budget & Grant Request. Application packets not containing all parts will be considered incomplete.

Project Plan & Description

Attach the following details to the application in a separate file using a maximum of 3 pages)

- *A description of how funding will be used including steps for implementation, schedule for completion, and expected outcomes*
- *Indicate the anticipated number of Citrus Heights residents served*
- *List all prior City of Citrus Heights funding awarded (city-administered grants, CDBG funds, etc.) to your organization over the past five (5) years*
- *Is your organization applying for 2025 CDBG funds and if so, for what amount?*
- *Attach a copy of IRS Determination Letter verifying non-profit designation*

Project Budget & Grant Request

Attach the following details to the application: A maximum of two (2) pages.

- *What is the total proposed program/project costs? Detail all current and anticipated funding sources. List other organizations/agencies for which your organization will receive funding for this project.*
- *For ongoing programs, describe how your organization will fund future expenses.*
- *How much of the total project costs is your organization requesting from the City?*
- *Describe how the funding requested serves only Citrus Heights residents*

Grant Proposal: Purple Pageant Young Teen Society 12-Step Empowerment Program

Funding Request: $10,000 to support confidence, leadership, life skills, and healthy development for 20 girls ages 8 to 18 in the Citrus Heights area

Executive Summary

The Purple Pageant Young Teen Society respectfully requests $10,000 to launch a 12-step empowerment program for 20 girls ages 8 to 18. The program will combine pageant-inspired poise, confidence-building, practical life skills, mentoring, and reflective celebration to help participants strengthen self-esteem, communication, leadership, and readiness for school, community, and future opportunities. The curriculum is grounded in positive youth development principles, including supportive adult relationships, skill-building, youth voice, belonging, and leadership opportunities.

Statement of Need

Girls ages 8 to 18 benefit from safe, structured spaces where they can practice confidence, self-expression, decision-making, healthy relationships, and leadership. Research on positive youth development emphasizes that young people thrive when programs provide caring adults, positive peer connections, clear expectations, opportunities for mastery, and leadership roles. This program responds to those needs by creating a supportive learning environment where girls can develop personal pride, social confidence, and practical skills that support long-term success.

Program Goal and Objectives

The goal of the Purple Pageant Young Teen Society 12-Step Empowerment Program is to equip participants with confidence, character, communication skills, and practical tools for personal growth. By the end of the program, participants will demonstrate increased confidence and self-esteem, improved public speaking and etiquette skills, stronger awareness of healthy relationships and social media safety, basic financial literacy knowledge, improved time management, and greater readiness to lead and contribute to their communities.

12-Step Curriculum Outline

1. **Introduction to the Purple Pageant:** Participants learn the mission, expectations, sisterhood values, and purpose of pageant-based personal development.
2. **Building Confidence and Self-Esteem:** Girls identify personal strengths, practice positive self-talk, and set individual growth goals.
3. **Effective Communication:** Participants practice public speaking, active listening, introductions, eye contact, and respectful conversation.
4. **Etiquette Essentials:** Girls learn social manners, dining basics, introductions, gratitude, punctuality, and respectful behavior in formal and informal settings.
5. **Personal Grooming:** Participants learn age-appropriate hygiene, presentation, posture, wardrobe basics, and personal care routines that encourage dignity and self-respect.
6. **Social Media Awareness:** Girls explore digital safety, online reputation, positive posting, privacy, cyberbullying prevention, and responsible technology use.
7. **Healthy Relationships:** Participants discuss boundaries, friendship, respect, empathy, peer pressure, and how to seek help from trusted adults.
8. **Financial Literacy:** Girls learn budgeting, saving, spending choices, needs versus wants, goal-setting, and basic money management.
9. **Time Management and Organizational Skills:** Participants practice calendar planning, prioritizing, school-life balance, goal tracking, and preparation habits.
10. **Conflict Resolution:** Girls learn calm communication, problem-solving, apology and repair, emotional regulation, and peaceful decision-making.
11. **Leadership Development:** Participants practice teamwork, service, role modeling, decision-making, and community contribution.
12. **Celebration and Reflection:** The program concludes with participant presentations, recognition, family/community celebration, and reflection on growth.

Program Activities and Schedule

The program will be delivered through 12 structured sessions, each focused on one curriculum step. Sessions may include guided discussion, hands-on activities, journaling, role play, group practice, guest speakers, mentoring circles, take-home family activities, and a final showcase. Activities will be adapted for age groups 8–11, 12–14, and 15–18 to ensure the content is developmentally appropriate and engaging.

Evaluation and Outcomes

Program success will be measured through pre- and post-program surveys, attendance records, participant reflections, parent or caregiver feedback, facilitator observations, and completion of final presentations. Expected outcomes include at least 80% of participants reporting increased confidence, at least 75% demonstrating improved communication and etiquette skills, at least 75% completing a personal budget or savings goal activity, and at least 80% completing a leadership or service reflection.

Budget Request: $10,000

Budget Category	Amount	Purpose
Curriculum and Program Materials	$1,500	Workbooks, journals, handouts, printing, supplies, and activity materials for 12 sessions.
Facilitator Stipends	$2,500	Support for trained facilitators, mentors, and session leaders.
Guest Speakers and Workshops	$1,200	Honoraria for speakers on communication, etiquette, grooming, financial literacy, leadership, and healthy relationships.
Participant Supplies and Personal Development Kits	$1,000	Age-appropriate grooming supplies, folders, pens, planners, and confidence-building materials.
Facility, Refreshments, and Meeting Support	$1,000	Meeting space support, healthy snacks, water, setup, and session logistics.
Marketing and Outreach	$700	Flyers, registration materials, community outreach, and parent engagement communications.
Evaluation and Reporting	$600	Survey tools, data collection, outcome tracking, and final grant report preparation.
Celebration and Reflection Showcase	$1,000	Certificates, recognition items, simple decorations, participant presentations, and family/community celebration.
Administrative Support	$500	Program coordination, registration tracking, communication, and recordkeeping.
Total Request	**$10,000**	**Full program implementation support.**

Sustainability

The Purple Pageant Young Teen Society will sustain the program by building a trained volunteer mentor network. We will develop relationships with allies within the Citrus Heights community. Along with hosting fundraisers with Sacramento Kings, River Cats, The Black Chamber of Commerce. We will continue to support the City of Citrus Heights, along with our fundraisers, for example Denim & Diamond Gala, Community Yard Sale, Purse Party and our Boots and Bras Fundraiser. Our final showcase will also help increase community awareness and attract continued support while working with the Citrus Heights Police Department.

Conclusion

With a $10,000 investment, the Purple Pageant Young Teen Society will provide girls ages 8 to 18 with a structured, supportive, and inspiring program that strengthens confidence, communication, etiquette, self-care, digital awareness, healthy relationships, financial literacy, organization, conflict resolution, and leadership. This grant will help participants recognize their values, practice essential life, community skills and celebrate their growth as confident young leaders especially within the Citrus Heights community. We have assisted the City of Citrus Heights with face painting at their Citrus Heights Stars and Stripes, the Christmas tree lightings, 75th Anniversary Jubilee at Rusch park, Sacramento Kings and River Cats events.

The Purple Pageant has received funding to help support the Purple Pageant Queens and Young Teen Society students from the following organizations: The Black Chamber of Commerce ($600), Lisa D. Presents ($10,000) The City of Citrus Heights ($12,500), Lincoln Community Foundation commerce ($2000), American Legion Post 637($1000), Citrus Heights SDA church ($500), Citrus Heights Women's club ($100), Women of Lincoln's club ($150).

Because of the support that we have received we have been able to take a special interest in helping our young girls with community service skills. At the 10th year anniversary of the Purple Pageant, we were able to crown 6 Queens that are predominantly working in the Citrus Heights area and with the American Legion Post 637, along with several other non-profits with their face painting in the Citrus Heights area.

Gmail

Lisa Taylor <lisadpresents@gmail.com>

California bizfile Online - Business Filing Approved

1 message

no_reply@sos.ca.gov <no_reply@sos.ca.gov>
To: lisadpresents@gmail.com

Wed, Apr 24, 2024 at 4:01 PM

Business Amendment Filing Approval

04/24/2024

Entity Name: Purple Pageant Inc
Entity Type: Nonprofit Corporation - CA - Public Benefit
Entity No.: 5893040
Document Type: Statement of Information - CA Nonprofit Corporation
Document No: BA20240822934
File Date: 04/24/2024

The above referenced document has been approved and filed with the California Secretary of State. To access free copies of filed documents, go to bizfileOnline.sos.ca.gov and enter the entity name or entity number in the Search module.

What's Next?

The most up to date records may be obtained by searching for the Entity Name or Entity Number IN the Search module at bizfileOnline.sos.ca.gov.

For further assistance, contact us at (916) 657-5448 or visit bizfileOnline.sos.ca.gov.

bizfile CALIFORNIA

Thank you for using bizfile California, the California Secretary of State's business portal for online filings, searches, business records, and additional resources.

Important: *Do not reply to this message. Replies will be routed to an unmonitored email box.*

CITRUS HEIGHTS
ECONOMIC DEVELOPMENT & COMMUNITY ENGAGEMENT DEPARTMENT

Non-profit Community Support Fund Program Scoring Rubric

Organization Name: Purple Pageant - Young Teen Society

TOTAL SCORE: 26

Overview

	Yes-1	No-0	Score
1.Copy of IRS 501(c)(3) Determination Letter (Confirming status)	1		
2. Clear and measurable project scope/description	1		
3. Funding usage benefits Citrus Heights residents	1		
5. Provide an Itemized Budget	1		

Program/Services Overview

The applicant clearly describes the specific program or event and aligns with the funding request					
High- 5	4	Medium-3	2	Low-1	Score
A clear summary of the program/services with specific details on how it serves Citrus Heights residents		Somewhat clear summary of the program/services with specific details on how it serves Citrus Heights residents		Vague, incomplete, or confusing summary of the program/services with little or no details on how it serves Citrus Heights residents	5

How many Citrus Heights residents will benefit from the program?						
5	4	3	2	1	0	Score
>1000	>500	>250	>100	<50	Did not provide an answer	1

The applicant identifies clear, specific outcomes that can be expected from this award					
High- 5	4	Medium-3	2	Low-1	Score
Clear definition of program/services success. Clear picture of how it will demonstrate outcomes are met.		Good understanding of anticipated specific results of success, but lacks detail.		Success difficult to ascertain, flawed by unmeasurable outcomes.	5

CITRUS HEIGHTS
ECONOMIC DEVELOPMENT & COMMUNITY ENGAGEMENT DEPARTMENT

Budget

Detailed Project Costs					
High- 5	4	Medium-3	2	Low-1	Score
Strongly detailed and realistic budget with sound use of funds		The budget generally appears to support the program/services as described, although there are gaps in detail.		The budget does not support the described program/services. It seems incomplete, does not reflect actual costs, or is outside of program goals.	5

Identified other funding sources (e.g., fees, donations, grants) the organization has received					
High- 5	4	Medium-3	2	Low-1	Score
Demonstrates significant financial support from other funding sources without City funding		Demonstrates some financial support from other funding sources without City funding		Demonstrates minimal financial support from other funding sources without City funding	1

Written Comments

While organizaiton has other funding partners generally, itemized budget notes request is full program funding amount

SAFETY CENTER

CITRUS HEIGHTS
Solid roots. New growth.

Non-profit Community Support Fund Program Grant Application

Organization:	Safety Center Incorporated
Applicant Name & Title:	Mindy Johnston - Executive Director, Safetyville USA
Address:	7777 Greenback Lane, Suite 204, Citrus Heights CA
Event/Project/Program Title:	SANDI Safe Streets Teen Driver Ambassador Program
501(c)(3) Number: *(Include a copy of the IRS Letter w/Application)*	94-2831134
Primary Contact Name: *(If other than the applicant)*	Mindy Johnston
E-mail and Phone Number:	mindy.johnston@safetycenter.org 916.433.3380
Requested Grant Amount ($):	$30,000
By signing this document, I agree I have read (1) Non-Profit Community Support Program Guidelines (2) Non-Profit Community Support Program Review and Approval Process, and (3) Non-profit Community Support Fund Program Scoring Rubric. I certify that funds will be used for the purpose specified in the application and supplemental documents. I understand that a final report and summary of the award are due no later than 45 days after the final project is completed or within 12 months from the award. I understand that failure to adhere to all program guidelines could prohibit me or my organization from applying for future funding.	
Signature and Date:	8/13/2026

A completed application includes all details below from the Project Plan & Description and the Project Budget & Grant Request. Application packets not containing all parts will be considered incomplete.

Project Plan & Description

Attach the following details to the application in a separate file using a maximum of 3 pages)

- *A description of how funding will be used including steps for implementation, schedule for completion, and expected outcomes*
- *Indicate the anticipated number of Citrus Heights residents served*
- *List all prior City of Citrus Heights funding awarded (city-administered grants, CDBG funds, etc.) to your organization over the past five (5) years*
- *Is your organization applying for 2025 CDBG funds and if so, for what amount?*
- *Attach a copy of IRS Determination Letter verifying non-profit designation.*

Project Budget & Grant Request

Attach the following details to the application: A maximum of two (2) pages.

- *What is the total proposed program/project costs? Detail all current and anticipated funding sources. List other organizations/agencies for which your organization will receive funding for this project*
- *For ongoing programs, describe how your organization will fund future expenses.*
- *How much of the total project costs is your organization requesting from the City?*
- *Describe how the funding requested serves only Citrus Heights residents*

Application Submittal Process: E-mail the signed application packet and all attachments to communityengagement@citrusheights.net no later than 4:00 p.m. by August 15th, 2025.

LATE APPLICATIONS WILL NOT BE ACCEPTED

Post Award Reporting Requirements

- All City-Administrated Grants and incentive programs require a final project report to demonstrate that the applicant achieved the program's goals and utilized the funding appropriately. This provides a framework for accountability and highlights the organization's worthiness for future funding.
- All reports are due within 12 months of the project's approval or 45 days after completion. Applicants who fail to provide a final report may be denied future funding.

Approved by City Council January 11, 2024

SANDI Safe Streets: Citrus Heights Teen Driver Ambassador Program

Executive Summary

Safety Center, Inc., through its Safetyville USA community and youth safety division, proposes SANDI Safe Streets, a 12-month teen driver safety pilot based at Safety Center's Citrus Heights office.

The program would use two SANDI virtual driving simulators to provide permitted Citrus Heights teen drivers with six structured simulator sessions before they become independently licensed drivers.

Safetyville USA would oversee program design, teen and parent engagement, cohort management, simulator supervision, outcome tracking, community partner involvement, and grant reporting.

The program would be offered at no cost to eligible Citrus Heights teens.

The concept is larger than simulator access alone. Participants would join a six-week Safe Streets Teen Driver Ambassador cohort, beginning with a group orientation that includes parents/guardians and, where available, local public-safety partners such as Police, Fire/EMS, CHP, or other traffic-safety professionals.

The goal is to help new drivers develop safer habits while also encouraging them to carry a safer-driving message into their families, peer groups, and community.

Proposed City of Citrus Heights grant request: $30,000

What is SANDI?

SANDI — Simulator for Advanced Neurodiverse Instruction — is a research-informed virtual driving simulator originally developed through Vanderbilt University research. Although SANDI was initially developed with neurodiverse learners in mind, the technology also benefits neurotypical learners by providing structured opportunities to practice driving skills, decision-making, hazard recognition, and increasingly complex roadway situations in a controlled environment.

The proposed Citrus Heights pilot would use SANDI primarily with newly permitted teen drivers as an early driver-safety intervention. In simple terms: SANDI allows a new driver to experience, practice, and learn from challenging driving situations in a simulator before encountering those situations independently on a real roadway.

Program Model

Participants would be grouped into six-person cohorts.

Two teens would use the simulators at the same time while being supervised by the Safetyville USA Executive Director. The anticipated weekly schedule would be:

3:00–4:00 p.m.	4:15–5:15 p.m.	5:30–6:30 p.m.
Two participants	Two participants	Two participant

The 15-minute interval between appointments would allow for participant transition, documentation, and simulator reset. With 48 operating weeks: 8 cohorts × 6 teens = 48 teen participants

Safe Streets Orientation

Each cohort would begin with a group orientation for participating teens and their parents/guardians. The orientation would: Introduce the six-week program and expectations, Familiarize participants with SANDI, Establish baseline participant measures, Discuss the responsibility of new drivers to passengers, pedestrians, cyclists, and other roadway users, Introduce the Safe Streets Teen Ambassador concept, Engage parents/guardians in reinforcing safe-driving behaviors, Provide a community-facing traffic-safety component.

Safetyville USA would seek participation from local public-safety and traffic-safety partners, including:

- Citrus Heights Police
- Fire/EMS
- California Highway Patrol
- Local traffic/public works representatives
- Bicycle and pedestrian safety partners
- Other appropriate safety professionals

*****Participation by outside agencies would be invited rather than required, so program implementation would not depend on partner availability.

The goal would be to give teens short, practical exposure to the real-world consequences of driving decisions and the shared responsibility for safer Citrus Heights streets.

Safe Streets Teen Ambassadors

Participants would not simply "complete six simulator sessions." They would become Safe Streets Teen Ambassadors. During the six-week program, each participant would be encouraged to complete one simple safer-driving action outside the simulator. Examples might include:

- Sharing a distracted-driving message with friends
- Discussing safe-driving expectations with family
- Creating a brief safe-driving message or video
- Encouraging another permitted teen to practice safe behaviors
- Identifying a roadway safety concern they notice in Citrus Heights
- Participating in a cohort-created safety message

The goal is not to create a burdensome volunteer requirement, but to extend the learning beyond the simulator and encourage peer-to-peer influence.

Participant Recognition

Teens who complete all six sessions and the ambassador component would receive recognition as Citrus Heights Safe Streets Teen Ambassadors. Each participant would receive a completion kit that could include:

Safe Streets Ambassador T-shirt	Water bottle/laptop sticker
Branded lanyard	Bumper or window sticker
Safe-driving keychain	Certificate of Completion

*****The materials would reinforce program completion while extending the safe-driving message into the community.

(City of Citrus Heights recognition could also be incorporated where appropriate, subject to City approval.)

Expected Outcomes

During the 12-month pilot, Safety Center and Safetyville USA would aim to:

- Enroll up to 48 permitted Citrus Heights teen drivers
- Complete 8 six-week cohorts
- Provide 288 individual simulator sessions
- Deliver 288 participant-hours of simulator-based driver safety education
- Provide the entire grant-supported program free of charge
- Engage parents/guardians through cohort orientation

- Incorporate local public-safety partners when available
- Track program attendance and completion
- Collect available SANDI performance data
- Utilize pre/post assessment measures where practical
- Collect participant and parent/guardian feedback
- Evaluate changes in confidence, preparedness, and safe-driving awareness
- Have participants complete a Safe Streets Ambassador activity
- Evaluate demand for continued SANDI programming after the grant year

Community Benefit

The pilot is designed around a simple premise:

Safer new drivers contribute to safer Citrus Heights streets. Newly permitted drivers are learning judgment, hazard recognition, decision-making, and vehicle control while gaining limited real-world driving experience. Simulation gives teens an opportunity to encounter challenging situations, make mistakes, receive feedback, and practice safer decisions without placing themselves or other roadway users at risk. The program also broadens the intervention beyond driving skills alone by engaging parents, public-safety professionals, and teens themselves in a shared safer-streets message.

Sustainability and Post-Grant Plan

The project would intentionally be established as a 12-month pilot rather than a permanent program dependent on City funding. During the pilot, Safety Center and Safetyville USA would evaluate:

Program Effectiveness

- Completion rates
- Participant performance
- Parent and teen feedback
- Changes in confidence and preparedness
- Demand among Citrus Heights families

Financial Viability

- Demand for paid sessions outside the grant-supported program
- Earned program revenue
- Subscription costs
- Potential sponsorship or additional grant opportunities

The SANDI subscriptions may be cancelled without a long-term commitment.

At the conclusion of the pilot, Safety Center could make a data-informed decision to:

- Continue both simulator stations
- Reduce from two stations to one
- Continue through earned program revenue
- Seek sponsorship or other grant funding
- Modify the program
- Discontinue SANDI if utilization does not justify the ongoing expense

This allows the City to support an innovative teen traffic-safety pilot without creating a continuing financial obligation for either the City or Safety Center.

SANDI Safe Streets: Citrus Heights Teen Driver Ambassador Program BUDGET

Expense – Office, Software & Administration	Amount
Two SANDI subscriptions — $499 × 2 × 12 months	$11,976
SANDI setup — Unit 1	$2,500
SANDI setup — Unit 2	$2,500
Grant administration, evaluation & reporting	$3,807
Simulator desks/workstations — 2	$700
Adjustable gaming-style participant chairs — 2	$600
Station accessories, surge protection, cable management & floor protection	$500

Expense – Outreach, Promotion, Swag etc.	Amount
Safe Streets Teen Ambassador completion/outreach kits	$1,750
Participant water/light refreshments	$600
Recruitment and Citrus Heights-specific outreach	$1,000
Orientation and parent/participant program materials	$750
Evaluation/data collection materials	$500
Program signage & City recognition	$400
Cleaning/sanitation & routine simulator supplies	$300
Fiscal grant administration/financial reconciliation	$750
Misc. printing, certificates and office supplies	$367
Total Proposed Grant Request	$30,000

*****Final amounts would be adjusted based on quotes and City grant eligibility requirements.

Safety Center/Safetyville USA would contribute the personnel time required for direct program delivery. Estimated Executive Director in-kind program-delivery time:

144 hours × $52.88 = approximately $7,615

This does not include the value of:

- Existing Citrus Heights facility space
- Existing Wi-Fi/internet
- Utilities
- Organizational overhead
- Existing administrative infrastructure
- Existing community outreach capacity

Value of Free Services to Citrus Heights Families

Safetyville currently charges $95 per session for comparable simulator programming using its existing technology at the Bradshaw location.

Each Citrus Heights participant would receive:

6 sessions × $95 = $570 in waived fees

Across 48 participating teens:

48 × $570 = $27,360 in waived participant fees

This figure demonstrates the direct value to Citrus Heights families.

It would be presented as a measure of community benefit and would not be added to the budget or in-kind personnel total to avoid double-counting.

Internal Revenue Service
P.O. Box 2508
Cincinnati, OH 45201

Department of the Treasury

Date: NOV 2 8 2007

SAFETY CENTER INC
% DON RODES
3909 BRADSHAW RD
SACRAMENTO, CA 95827-3803

Person to Contact:
Roger Meyer
ID # 31-07707
Toll Free Telephone Number:
877-829-5500
Employer Identification Number:
94-2831134

Dear Sir or Madam:

This is in response to your request of September 7, 2007, regarding your tax-exempt status.

Our records indicate that a determination letter was issued in November 1983 that recognized you as exempt from Federal income tax, and reflect that you are currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records also indicate you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section 509(a)(2).

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

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,

Cindy Westcott
Manager, Exempt Organizations
Determinations

INTERNAL REVENUE SERVICE

DEPARTMENT OF THE TREASURY

EIN: 94-2831134

Date: JAN 30 1985

Our Letter Dated:
November 25, 1983

Person to Contact: Taxpayer
Service Representative

Contact Telephone Number:
(800) 424-1040

Safety Center, Inc.
3909 Bradshaw Road
Sacramento, CA 95827

This modifies our letter of the above date in which we stated that you would be treated as an organization which is not a private foundation until the expiration of your advance ruling period.

Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Internal Revenue Code, because you are an organization of the type described in section 509(a)(2). Your exempt status under section 501(c)(3) of the code is still in effect.

Grantors and contributors may rely on this determination until the Internal Revenue Service publishes notice to the contrary. However, a grantor or a contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act that resulted in your loss of section 509(a)(2) status, or acquired knowledge that the Internal Revenue Service had given notice that you would be removed from classification as a section 509(a)(2) organization.

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

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,

District Director

Internal Revenue Service
District Director

Department of the Treasury

Date: NOV 2 5 1983

Employer Identification Number:
94-2831134
Accounting Period Ending:
June 30
Foundation Status Classification:
509(a)(2)
Advance Ruling Period Ends:
June 30, 1984
Person to Contact:
Desk Officer
Contact Telephone Number:
(415) 556-5353

Safety Center Inc.
3909 Bradshaw Road
Sacramento, CA 95827

Dear Applicant:

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

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

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

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

Grantors and donors may rely on the determination that you are not a private foundation until 90 days after the end of your advance ruling period. If you submit the required information within the 90 days, grantors and donors may continue to rely on the advance determination until the Service makes a final determination of your foundation status. However, if notice that you will no longer be treated as a section 509(a)(2) organization is published in the Internal Revenue Bulletin, grantors and donors may not rely on this determination after the date of such publication. Also, a grantor or donor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act that resulted in your loss of section 509(a)(2) status, or acquired knowledge that the Internal Revenue Service had given notice that you would be removed from classification as a section 509(a)(2) organization.

P.O. Box 36040, San Francisco, Calif. 94102 (over) Letter 1045(DO) (6-77)

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. Also, you should inform us of all changes in your name or address.

Generally, you are not liable for social security (FICA) taxes unless you file a waiver of exemption certificate as provided in the Federal Insurance Contributions Act. If you have paid FICA taxes without filing the waiver, you should call us. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

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

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

You are required to file Form 990, Return of Organization Exempt from Income Tax, only if your gross receipts each year are normally more than $10,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. The law imposes a penalty of $10 a day, up to a maximum of $5,000, when a return is filed late, unless there is reasonable cause for the delay.

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

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

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

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

Sincerely yours,

Michael Sam.

District Director

Please see attached.

CITRUS HEIGHTS
ECONOMIC DEVELOPMENT & COMMUNITY ENGAGEMENT DEPARTMENT

Non-profit Community Support Fund Program Scoring Rubric

Organization Name: Safety Center - SANDI Citrus Heights Teen Driver Ambassador Program

TOTAL SCORE: 22

Overview

	Yes-1	No-0	Score
1.Copy of IRS 501(c)(3) Determination Letter (Confirming status)	1		
2. Clear and measurable project scope/description	1		
3. Funding usage benefits Citrus Heights residents	1		
5. Provide an Itemized Budget	1		

Program/Services Overview

The applicant clearly describes the specific program or event and aligns with the funding request					
High- 5	4	Medium-3	2	Low-1	Score
A clear summary of the program/services with specific details on how it serves Citrus Heights residents		Somewhat clear summary of the program/services with specific details on how it serves Citrus Heights residents		Vague, incomplete, or confusing summary of the program/services with little or no details on how it serves Citrus Heights residents	5

How many Citrus Heights residents will benefit from the program?						
5	4	3	2	1	0	Score
>1000	>500	>250	>100	<50	Did not provide an answer	1

The applicant identifies clear, specific outcomes that can be expected from this award					
High- 5	4	Medium-3	2	Low-1	Score
Clear definition of program/services success. Clear picture of how it will demonstrate outcomes are met.		Good understanding of anticipated specific results of success, but lacks detail.		Success difficult to ascertain, flawed by unmeasurable outcomes.	5

CITRUS HEIGHTS
ECONOMIC DEVELOPMENT & COMMUNITY ENGAGEMENT DEPARTMENT

Budget

Detailed Project Costs					
High- 5	4	Medium-3	2	Low-1	Score
Strongly detailed and realistic budget with sound use of funds		The budget generally appears to support the program/services as described, although there are gaps in detail.		The budget does not support the described program/services. It seems incomplete, does not reflect actual costs, or is outside of program goals.	5

Identified other funding sources (e.g., fees, donations, grants) the organization has received					
High- 5	4	Medium-3	2	Low-1	Score
Demonstrates significant financial support from other funding sources without City funding		Demonstrates some financial support from other funding sources without City funding		Demonstrates minimal financial support from other funding sources without City funding	2

Written Comments

Program administered through existing facility, cost represents 80% of total project cost. Does not have other funding commitments to launch program. Program is a pilot and would need ongoing funding to continue as complimentaty to CH families, otherwise $95 based on demand determined during project.

SINGLE MOM STRONG

CITRUS HEIGHTS
Solid roots. New growth.

Non-profit Community Support Fund Program Grant Application

Organization:	Single Mom Strong Inc
Applicant Name & Title:	Tara Taylor, Founding Executive Director
Address:	7525 Auburn Blvd. Suite 5 Citrus Heights, CA 95610
Event/Project/Program Title:	CH Mentor & Mentee Growth Initiative - Men's Mentoring Program
501(c)(3) Number: *(Include a copy of the IRS Letter w/Application)*	81-0917372
Primary Contact Name: *(If other than the applicant)*	
E-mail and Phone Number:	ttaylor@singlemomstrong.org; (916) 735-5350
Requested Grant Amount ($):	$9,650.00

By signing this document, I agree I have read (1) Non-Profit Community Support Program Guidelines, (2) Non-Profit Community Support Program Review and Approval Process, and (3) Non-profit Community Support Fund Program Scoring Rubric. I certify that funds will be used for the purpose specified in the application and supplemental documents. I understand that a final report and summary of the award are due no later than 45 days after the final project is completed or within 12 months from the award. I understand that failure to adhere to all program guidelines could prohibit me or my organization from applying for future funding.

Signature and Date: Tara Taylor August 14, 2026

A completed application includes all details below from the Project Plan & Description and the Project Budget & Grant Request. Application packets not containing all parts will be considered incomplete.

Project Plan & Description

Attach the following details to the application in a separate file using a maximum of 3 pages)

- *A description of how funding will be used including steps for implementation, schedule for completion, and expected outcomes*
- *Indicate the anticipated number of Citrus Heights residents served*
- *List all prior City of Citrus Heights funding awarded (city-administered grants, CDBG funds, etc.) to your organization over the past five (5) years*
- *Is your organization applying for 2025 CDBG funds and if so, for what amount?*
- *Attach a copy of IRS Determination Letter verifying non-profit designation*

Project Budget & Grant Request

Attach the following details to the application: A maximum of two (2) pages.

- *What is the total proposed program/project costs? Detail all current and anticipated funding sources. List other organizations/agencies for which your organization will receive funding for this project.*
- *For ongoing programs, describe how your organization will fund future expenses.*
- *How much of the total project costs is your organization requesting from the City?*
- *Describe how the funding requested serves only Citrus Heights residents*

Approved by City Council January 11, 2024

CITRUS HEIGHTS
ECONOMIC DEVELOPMENT & COMMUNITY ENGAGEMENT DEPARTMENT

Non-profit Community Support Fund Program Scoring Rubric

Organization Name: Single Mom Strong - CH Mentor & Mentee Growth Initiative - Mens Mentoring Program

TOTAL SCORE:____

Overview

	Yes-1	No-0	Score
1.Copy of IRS 501(c)(3) Determination Letter (Confirming status)			
2. Clear and measurable project scope/description			
3. Funding usage benefits Citrus Heights residents			
5. Provide an Itemized Budget			

Program/Services Overview

The applicant clearly describes the specific program or event and aligns with the funding request					
High- 5	4	Medium-3	2	Low-1	Score
A clear summary of the program/services with specific details on how it serves Citrus Heights residents		Somewhat clear summary of the program/services with specific details on how it serves Citrus Heights residents		Vague, incomplete, or confusing summary of the program/services with little or no details on how it serves Citrus Heights residents	

How many Citrus Heights residents will benefit from the program?						
5	4	3	2	1	0	Score
>1000	>500	>250	>100	<50	Did not provide an answer	

The applicant identifies clear, specific outcomes that can be expected from this award					
High- 5	4	Medium-3	2	Low-1	Score
Clear definition of program/services success. Clear picture of how it will demonstrate outcomes are met.		Good understanding of anticipated specific results of success, but lacks detail.		Success difficult to ascertain, flawed by unmeasurable outcomes.	

CITRUS HEIGHTS
ECONOMIC DEVELOPMENT & COMMUNITY ENGAGEMENT DEPARTMENT

Budget

Detailed Project Costs					
High- 5	4	Medium-3	2	Low-1	Score
Strongly detailed and realistic budget with sound use of funds		The budget generally appears to support the program/services as described, although there are gaps in detail.		The budget does not support the described program/services. It seems incomplete, does not reflect actual costs, or is outside of program goals.	

Identified other funding sources (e.g., fees, donations, grants) the organization has received					
High- 5	4	Medium-3	2	Low-1	Score
Demonstrates significant financial support from other funding sources without City funding		Demonstrates some financial support from other funding sources without City funding		Demonstrates minimal financial support from other funding sources without City funding	

Written Comments

SUNRISE CHRISTIAN FOOD MINISTRY

CITRUS HEIGHTS
Solid roots. New growth.

Non-profit Community Support Fund Program Grant Application

Organization:	Sunrise Christian Food Ministry
Applicant Name & Title:	April Jacek-Director of Operations
Address:	5901 San Juan Ave. , CH 95610
Event/Project/Program Title:	Food recovery and distribution
501(c)(3) Number: *(Include a copy of the IRS Letter w/Application)*	91-1877049
Primary Contact Name: *(If other than the applicant)*	April Jacek
E-mail and Phone Number:	scfmoffice123@gmail.com 916-287-1358
Requested Grant Amount ($):	$15, 000.00
By signing this document, I agree I have read (1) Non-Profit Community Support Program Guidelines, (2) Non-Profit Community Support Program Review and Approval Process, and (3) Non-profit Community Support Fund Program Scoring Rubric. I certify that funds will be used for the purpose specified in the application and supplemental documents. I understand that a final report and summary of the award are due no later than 45 days after the final project is completed or within 12 months from the award. I understand that failure to adhere to all program guidelines could prohibit me or my organization from applying for future funding.	
Signature and Date:	April Jacek 8/12/26

A completed application includes all details below from the Project Plan & Description and the Project Budget & Grant Request. Application packets not containing all parts will be considered incomplete.

Project Plan and Description

Daily food recovery from local retail grocery partners (1.8 million pounds in 2025) and community food distribution, 4 days a week (25,000 in 2025), 2 offsite distributions to high-need Citrus Heights residents, and 40 homebound senior food deliveries per month in partnership with 211.

Our food distribution on average serves 2,500 Citrus Heights households (6,500 individuals) up to 12 times per year (100-150 lbs. food) for housed and up to 200 times per year (sack lunch) for unhoused. The cost per resident for the services received annually would be $6.

Prior support-

CDBG
2026-$29,373.65
2025-$31,426.20
2024-$29,855.05
2023-$28,926.80
2022-$18,478.00

Community Grant
2025-$10,000
2023-$5,000
2022-$2,450

2027 CDBG funding request-$48,139.14

CITRUS HEIGHTS
Solid roots. New growth.

Non-profit Community Support Fund Program Grant Application

Project Budget & Grant Request

The annual operational budget for the food closet is $250,000.00.
Our funding sources are as follows:

40% Individual donors
20% Grants
20% Church partners
10% Business partners
10% Civic organizations

Sunrise Christian Food Ministry has served the City of Citrus Heights for the last 43 years. We have reached this milestone with the help of our amazing and dedicated donors and volunteers. We anticipate future financial support to remain consistent and increase as the need for food assistance grows.

SCFM seeks $15,000.00 in Community Support, 6% of our annual operating budget.

Our funding request will directly serve the residents facing food insecurity in the City of Citrus Heights through our food distribution, on-site neighborhood food programs, and senior home delivery. Although we do not limit our services to residents of Citrus Heights, we do seek out opportunities to make our services available to the maximum number of families and individuals in need.

Through our partnerships with local schools, churches, non-profit organizations, homeless outreach partners, daycare providers, community events, local law enforcement, and City events, SCFM is able to provide nutritious meals and snacks to thousands of additional residents who are not counted in our distribution totals.
This is accomplished with the generous support of our donors to stock snack closets monthly at local schools, holiday distributions for Title 1 families, summer snack support for community daycare programs, weekly hot meals for the elderly and homeless, weekly nutritional support for homeless outreach teams and respite, as well as grocery support for the annual CH HART Winter Sanctuary.

SCFM looks for needs in the community and proactively finds ways to support those needs with our resources in addition to our daily food recovery and distribution.

State of California

SECRETARY OF STATE

OFFICE OF THE SECRETARY OF STATE

LK

2 pages

I, *BILL JONES*, Secretary of State of the State of California, hereby certify:

That the attached transcript has been compared with the record on file in this office, of which it purports to be a copy, and that it is full, true and correct.

IN WITNESS WHEREOF, I execute this certificate and affix the Great Seal of the State of California this

DEC 17 1997

THE GREAT SEAL OF THE STATE OF CALIFORNIA EUREKA

Bill Jones

Secretary of State

SEC/STATE FORM CE-107 (REV. 4/97)

97 35085

2063004

ENDORSED
FILED
In the office of the Secretary of State
of the State of California

DEC 17 1997

BILL JONES, Secretary of State

ITEM 12

ARTICLES OF INCORPORATION

I

The name of this corporation is **SUNRISE CHRISTIAN FOOD MINISTRY.**

II

A. This corporation is a nonprofit Public Benefit Corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for charitable purposes.

B. The specific purpose of this corporation is to provide emergency food and other assistance to residents in the northeast area of Sacramento County as an endeavor to alleviate human suffering and hunger.

III

The name and address in the State of California of this corporation's initial agent for service of process is:

Doris LeMaster
5901 San Juan Avenue
Citrus Heights, California 95621

IV

A. This corporation is organized and operated exclusively for charitable purposes within the meaning of Section 501(c)(3), Internal Revenue Code.

B. No substantial part of the activities of this corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.

V

The property of this charitable corporation is irrevocably dedicated to charitable purposes and no part of the net income or assets of this corporation shall ever inure to the benefit of any director, officer or member thereof or to the benefit of any private person. Upon the dissolution or winding up of the corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities of this corporation shall be distributed to a nonprofit fund, foundation or corporation which is organized and operated exclusively for charitable purposes and which has established its tax exempt status under Section 501(c)(3), Internal Revenue Code.

Doris LeMaster, Incorporator

M. J. Howerton, Incorporator

Jacquelyn R. Hackbart, Incorporator

Louis V. Nightingale, Incorporator

Sheelagh Rosenberg, Incorporator

Frances E. Breien, Incorporator

Frederick J. Christensen, Incorporator

Gladys G. Moorman, Incorporator

the Rev. Raymond A. Olsen, Incorporator

OFFICE OF THE SECRETARY OF STATE

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

DEPARTMENT OF THE TREASURY

Date: APR 17 2002

SUNRISE CHRISTIAN FOOD MINISTRY
5901 SAN JUAN AVE
CITRUS HEIGHTS, CA 95610

Employer Identification Number:
91-1877049
DLN:
17053082758062
Contact Person:
JEFFERY A CULLEN ID# 31215
Contact Telephone Number:
(877) 829-5500
Our Letter Dated:
May 1998
Addendum Applies:
No

Dear Applicant:

This modifies our letter of the above date in which we stated that you would be treated as an organization that is not a private foundation until the expiration of your advance ruling period.

Your exempt status under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) is still in effect. Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Code because you are an organization of the type described in section 509(a)(1) and 170(b)(1)(A)(vi).

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

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

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

Letter 1050 (DO/CG)

SUNRISE CHRISTIAN FOOD MINISTRY

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,

Steven T. Miller

Steven T. Miller
Director, Exempt Organizations

Letter 1050 (DO/CG)

CITRUS HEIGHTS
ECONOMIC DEVELOPMENT & COMMUNITY ENGAGEMENT DEPARTMENT

Non-profit Community Support Fund Program Scoring Rubric

Organization Name: Sunrise Christian Food Ministry - Food recovery and Distribution

TOTAL SCORE: 24

Overview

	Yes-1	No-0	Score
1.Copy of IRS 501(c)(3) Determination Letter (Confirming status)	1		
2. Clear and measurable project scope/description	1		
3. Funding usage benefits Citrus Heights residents	1		
5. Provide an Itemized Budget	0		

Program/Services Overview

The applicant clearly describes the specific program or event and aligns with the funding request					
High- 5	4	Medium-3	2	Low-1	Score
A clear summary of the program/services with specific details on how it serves Citrus Heights residents		Somewhat clear summary of the program/services with specific details on how it serves Citrus Heights residents		Vague, incomplete, or confusing summary of the program/services with little or no details on how it serves Citrus Heights residents	5

How many Citrus Heights residents will benefit from the program?						
5	4	3	2	1	0	Score
>1000	>500	>250	>100	<50	Did not provide an answer	5

The applicant identifies clear, specific outcomes that can be expected from this award					
High- 5	4	Medium-3	2	Low-1	Score
Clear definition of program/services success. Clear picture of how it will demonstrate outcomes are met.		Good understanding of anticipated specific results of success, but lacks detail.		Success difficult to ascertain, flawed by unmeasurable outcomes.	5

CITRUS HEIGHTS
ECONOMIC DEVELOPMENT & COMMUNITY ENGAGEMENT DEPARTMENT

Budget

Detailed Project Costs					
High- 5	4	Medium-3	2	Low-1	Score
Strongly detailed and realistic budget with sound use of funds		The budget generally appears to support the program/services as described, although there are gaps in detail.		The budget does not support the described program/services. It seems incomplete, does not reflect actual costs, or is outside of program goals.	3

Identified other funding sources (e.g., fees, donations, grants) the organization has received					
High- 5	4	Medium-3	2	Low-1	Score
Demonstrates significant financial support from other funding sources without City funding		Demonstrates some financial support from other funding sources without City funding		Demonstrates minimal financial support from other funding sources without City funding	3

Written Comments

Total request between NPCSF and CDBG equals 25% of total operating budget, remainder is variety of philanthropic capital stacking
Itemized budget not provided

SUVIDHA INTERATIONAL FOUNDATION

CITRUS HEIGHTS
Solid roots. New growth.

Non-profit Community Support Fund Program Grant Application

Organization:	SUVIDHA INTERNATIONAL FOUNDATION
Applicant Name & Title:	Bhaskar Vempati, President
Address:	599 Broken Top ct, Folsom CA 95630
Event/Project/Program Title:	FutureTech Robotics Program
501(c)(3) Number: *(Include a copy of the IRS Letter w/Application)*	83-1244786
Primary Contact Name: *(If other than the applicant)*	Bhaskar Vempati
E-mail and Phone Number:	contact@suvidhaInternational.org + 916 390 9945
Requested Grant Amount ($):	$15,000.00

By signing this document, I agree I have read (1) Non-Profit Community Support Program Guidelines, (2) Non-Profit Community Support Program Review and Approval Process, and (3) Non-profit Community Support Fund Program Scoring Rubric. I certify that funds will be used for the purpose specified in the application and supplemental documents. I understand that a final report and summary of the award are due no later than 45 days after the final project is completed or within 12 months from the award. I understand that failure to adhere to all program guidelines could prohibit me or my organization from applying for future funding.

Signature and Date: 08.13.2026

A completed application includes all details below from the Project Plan & Description and the Project Budget & Grant Request. Application packets not containing all parts will be considered incomplete.

Project Plan & Description

Attach the following details to the application in a separate file using a maximum of 3 pages)

- *A description of how funding will be used including steps for implementation, schedule for completion, and expected outcomes*
- *Indicate the anticipated number of Citrus Heights residents served*
- *List all prior City of Citrus Heights funding awarded (city-administered grants, CDBG funds, etc.) to your organization over the past five (5) years*
- *Is your organization applying for 2025 CDBG funds and if so, for what amount?*
- *Attach a copy of IRS Determination Letter verifying non-profit designation*

Project Budget & Grant Request

Attach the following details to the application: A maximum of two (2) pages.

- *What is the total proposed program/project costs? Detail all current and anticipated funding sources. List other organizations/agencies for which your organization will receive funding for this project.*
- *For ongoing programs, describe how your organization will fund future expenses.*
- *How much of the total project costs is your organization requesting from the City?*
- *Describe how the funding requested serves only Citrus Heights residents*

Approved by City Council January 11, 2024

Application Submittal Process: E-mail the signed application packet and all attachments to communityengagement@citrusheights.net no later than 4:00 p.m. by August 15th, 2025.

LATE APPLICATIONS WILL NOT BE ACCEPTED

Post Award Reporting Requirements

- All City-Administrated Grants and incentive programs require a final project report to demonstrate that the applicant achieved the program's goals and utilized the funding appropriately. This provides a framework for accountability and highlights the organization's worthiness for future funding.
- All reports are due within 12 months of the project's approval or 45 days after completion. Applicants who fail to provide a final report may be denied future funding.

Approved by City Council January 11, 2024

CITRUS HEIGHTS FUTURETECH ROBOTICS PROGRAM

PROJECT PLAN & DESCRIPTION

Applicant: Suvidha International Foundation | City of Citrus Heights Non-Profit Community Support Fund

Project Name: Citrus Heights FutureTech Robotics Program

Project Period: FY 2026–2027

Anticipated Residents Served: Approximately 50 Citrus Heights students in grades 4 to 10

1. Project Overview and Purpose

Suvidha International Foundation proposes the Citrus Heights FutureTech Robotics Program, a hands-on STEM education initiative designed to give local students practical experience in robotics, coding, engineering design, problem-solving, teamwork, and emerging technologies. The program will combine structured instruction with project-based learning and conclude with a Citrus Heights Robotics Challenge and STEM Showcase.

Robotics and Artificial Intelligence are becoming increasingly important across many industries, and expanding this proven program to Citrus Heights would help prepare local students for future education and careers in STEM fields.

The project builds on Suvidha International Foundation's six years of experience conducting a Robotics Program and RanchoBot Challenge in partnership with the City of Rancho Cordova. That experience provides a proven instructional model, reusable curriculum, experienced volunteers, program-management capacity, and a strong foundation for launching a high-quality program specifically for Citrus Heights youth. A letter of support from the City of Rancho Cordova is included with the application highlighting Suvidha International Foundation's proven experience, organizational capabilities, and successful track record in implementing and managing youth-focused educational and community programs.

2. How Funding Will Be Used

The requested City funding will support direct program expenses required to plan, deliver, and evaluate the Citrus Heights FutureTech Robotics Program. Funds will be used for robotics kits and components; curriculum and engineering project materials; instructor and technical mentor support; Robotics Challenge venue and event setup; competition supplies and student recognition; outreach and registration; photography, insurance; evaluation; and grant administration.

A significant portion of the City's community grant funding will be used to purchase reusable robotics and technology equipment. This approach will provide immediate benefits to the first cohort while establishing sustainable program infrastructure that can continue serving Citrus Heights students in future years at a lower recurring cost.

3. Program Scope

- Enroll approximately 50 Citrus Heights students in grades 4 to 10.
- Provide an approximately 10-week hands-on robotics learning experience within a 16-week overall planning, delivery, challenge, and reporting cycle.
- Teach robotics fundamentals, programming, sensors, motors, robot construction, engineering design, testing, troubleshooting, and iterative improvement.
- Organize students into teams to complete projects and prepare for a culminating Robotics Challenge.
- Engage families and the community through a final STEM Showcase and student recognition event.

4. Implementation Steps and Schedule

Phase	Schedule	Key Activities
1. Planning & Partnership Development	Weeks 1–2	Confirm facility and schedule; finalize curriculum; confirm instructors/volunteers; purchase needed robotics kits and supplies.
2. Outreach & Registration	Weeks 2–4	Promote through schools, community organizations, City/community channels, parent networks, and social media; register students; verify Citrus Heights residency; form teams.
3. Robotics Instruction	Weeks 5–12	Conduct structured weekly classes in robotics, coding, engineering design, sensors, motors, robot construction, testing, troubleshooting, and team challenges.
4. Challenge Preparation	Weeks 11–13	Assign team challenges; conduct practice rounds; refine robot designs; test solutions; prepare technical presentations.
5. Robotics Challenge & STEM Showcase	Week 14	Conduct final challenge; showcase student work; recognize participants; invite families, volunteers, STEM professionals, and City representatives.
6. Evaluation & Reporting	Weeks 15–16	Complete surveys; compile attendance/outcome data; document accomplishments; reconcile grant expenses; submit required program and financial reports.

5. Expected Outcomes and Measurement

- Approximately 50 Citrus Heights students enrolled, with a target of at least 80% completing the core program.
- 100% of participating students receive hands-on experience building, programming, testing, and improving a robot.
- At least 80% demonstrate increased understanding of robotics and programming concepts through pre/post assessment and instructor observation.
- At least 80% report increased confidence in solving STEM-related problems and increased interest in robotics, engineering, coding, AI, or related STEM fields.
- At least 8 to 10 student teams participate in the final Robotics Challenge and STEM Showcase.

Success will be measured using registration and residency records, attendance, pre- and post-program surveys, instructor observations, completion of robotics activities, team project performance, Challenge participation, and student/parent feedback.

6. Citrus Heights Residents Served

The program is anticipated to directly serve approximately 50 Citrus Heights students in grades 4 to 10. The final Robotics Challenge and STEM Showcase is also expected to engage approximately 75 to100 parents, family members, volunteers, community participants, STEM professionals, and City representatives. The city-funded student programming will be reserved for and documented as benefiting Citrus Heights residents.

7. Ensuring City Funds Benefit Citrus Heights Residents

- Program registration will collect each student's residential address and verify Citrus Heights residency.
- Participants supported by City funding will be required to reside in Citrus Heights.
- Registration and attendance records will document the number of Citrus Heights residents served.
- City grant expenses will be tracked separately in Suvidha International Foundation's accounting records.
- Program and financial records will be maintained to demonstrate that City funds were used for the benefit of Citrus Heights residents.

8. Prior City of Citrus Heights Funding – Past Five Years

None. Suvidha International Foundation has not received City of Citrus Heights-administered grants, CDBG funds, or other City funding during the past five years.

9. 2025 CDBG Funding

No. Suvidha International Foundation is not applying for 2025 City of Citrus Heights CDBG funds for this project.

10. Community Impact and Long-Term Value

The Citrus Heights FutureTech Robotics Program will provide students with more than technical instruction. Through collaborative design and problem-solving, participants will develop persistence, creativity, communication, teamwork, confidence, and leadership. Robotics provides a practical way to connect science, mathematics, technology, and engineering concepts to real-world applications while exposing young people to rapidly growing fields such as robotics, automation, coding, and Artificial Intelligence.

By using a proven program model and investing in reusable equipment, the City's support will create both immediate educational opportunities and a foundation for an ongoing Citrus Heights STEM initiative. Suvidha International Foundation will leverage City support with organizational resources, volunteers, mentors, community partnerships, future sponsorships, and donations to strengthen and sustain the program.

CITRUS HEIGHTS FUTURETECH ROBOTICS PROGRAM

PROJECT BUDGET & GRANT REQUEST

Applicant: Suvidha International Foundation | City of Citrus Heights Non-Profit Community Support Fund

Project Name: Citrus Heights FutureTech Robotics Program

Total Proposed Project Cost: $20,000

Amount Requested from the City of Citrus Heights: $15,000

Other Cash/In-Kind Support: $5,000

1. Total Proposed Program/Project Cost

The total proposed cost of the Citrus Heights FutureTech Robotics Program is $20,000. The budget is designed to establish and operate the program, provide approximately 50 Citrus Heights students in grades 4 through 10 with hands-on robotics instruction, and conduct a culminating Citrus Heights Robotics Challenge and STEM Showcase.

2. Detailed Itemized Project Budget

Budget Item	Purpose	Amount
Robotics kits, sensors, motors, controllers & replacement components	Core hands-on robotics equipment and reusable components	$5,000
Robotics tables, mats, and associated items	A safe, standardized workspace for students to build, test, and operate robots.	$2,500
Venue for training sessions	Dedicated space to conduct robotics trainining, hands on activities, and student collaboration.	$1,000
Curriculum, instructional & engineering project materials, Instructor & technical mentor support,	Lesson materials, technical instruction, mentoring, challenge preparation, and student support	$2,500
Robotics Challenge venue, equipment, event setup, food, and photography	Space, setup, technical/event needs for culminating Challenge	$2,500
Competition supplies, trophies, medals, certificates	Challenge materials and student recognition	$2,000
Outreach, printing, registration, program promotion, t-shirts for participants	Student recruitment, communication, printing, and registration	$1,500
Insurance, administration, evaluation & grant reporting	Program oversight, compliance, evaluation, and financial reporting	$1,500
Volunteer support & miscellaneous program supplies	Volunteer/event supplies and necessary incidental program costs	$1,500
TOTAL PROJECT COST		**$20,000**

3. Current and Anticipated Funding Sources

Funding Source	Status	Amount
City of Citrus Heights Non-Profit Community Support Fund	Requested	$15,000
Suvidha International Foundation contribution	Committed	$2,000
Corporate/business sponsorships	Anticipated	$1,000
Volunteer & in-kind instructional/administrative support	In-Kind	$2,000
TOTAL PROJECT FUNDING		**$20,000**

4. Other Organizations/Agencies Funding This Project

At the time of application, Suvidha International Foundation has not identified another government agency with committed funding specifically designated for this Citrus Heights project. The organization anticipates supplementing the city award through its own contribution, corporate or business sponsorships, and in-kind volunteer support. Any additional funding received for the project will be documented and reported as required.

5. Funding of Future Expenses / Program Sustainability

Suvidha International Foundation intends to establish an ongoing Citrus Heights robotics program rather than a one-time activity. Future expenses will be supported through a diversified strategy that includes corporate sponsorships, foundation grants, community fundraising, in-kind facility and technology support, volunteer instructors and professional mentors, educational/community partnerships, and modest program contributions where appropriate. Reuse of robotics kits, curriculum, and other equipment purchased through the initial grant will substantially reduce future operating costs.

6. Amount Requested from the City

Suvidha International Foundation respectfully requests $15,000 from the City of Citrus Heights toward the $20,000 total project cost. The remaining $5,000 will be provided through Suvidha contributions, anticipated donations and sponsorships, and in-kind volunteer support. This structure leverages the City's investment with nonprofit and community resources.

7. How the Requested Funding Serves Only Citrus Heights Residents

City grant funds will be used only for the Citrus Heights FutureTech Robotics Program and for expenses that directly support Citrus Heights residents participating in the program. Registration will collect and verify residential information, City-funded student participation will be limited to Citrus Heights residents, and attendance records will document who is served. City-funded expenses will be separately tracked in Suvidha International Foundation's accounting records, and grant-funded equipment, materials, instructional costs, and Robotics Challenge expenses charged to the award will be allocated to the Citrus Heights program. Suvidha will maintain program and financial records demonstrating that City funds directly benefit Citrus Heights residents.

August 12, 2026

Community Grant Review Committee:
City of Citrus Heights
6360 Fountain Square Drive
Citrus Heights, CA 95621

Dear Community Grant Review Committee:

The City of Rancho Cordova is pleased to support Suvidha International Foundation (Suvidha) and its application to expand its youth robotics programming to the Citrus Heights community.

For the past six years, Suvidha has successfully conducted its Robotics Program and RanchoBot Challenge in partnership with the City of Rancho Cordova. Through this longstanding partnership, Suvidha has provided students with hands-on opportunities to explore robotics, programming, engineering design, problem-solving, teamwork, and critical thinking in an engaging and collaborative environment.

The City has seen firsthand the value of providing young people with opportunities to develop technical skills while applying what they learn to real-world challenges. Programs such as Suvidha's help make STEM education accessible and relevant to students while encouraging creativity, collaboration, and an interest in future educational and career pathways.

Robotics and Artificial Intelligence are becoming increasingly important across a wide range of industries. Expanding this proven program to Citrus Heights would provide additional students with meaningful exposure to these rapidly evolving fields and help prepare local youth for future education and careers in science, technology, engineering, and mathematics.

Throughout our partnership, Suvidha has demonstrated a commitment to serving youth and providing quality STEM educational opportunities. The organization has also demonstrated responsible stewardship of public funds, timely reporting, and consistent communication with City staff.

Based on our experience working with Suvidha in Rancho Cordova, the City supports its efforts to bring this successful program to students in Citrus Heights. We appreciate your consideration of Suvidha International Foundation's grant application and would be happy to answer any questions regarding our partnership or Suvidha's impact in the Rancho Cordova community.

Sincerely,

Randi Kay Stephens
Randi Kay Stephens, MPA
Community Services
City of Rancho Cordova

DEPARTMENT OF THE TREASURY

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

Date: JUL 26 2018

SUVIDHA INTERNATIONAL FOUNDATION
599 BROKEN TOP CT
FOLSOM, CA 95630-0000

Employer Identification Number:
83-1244786
DLN:
26053604004858
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
July 02, 2018
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 947

SUVIDHA INTERNATIONAL FOUNDATION

Sincerely,

Stephen a. Martin

Director, Exempt Organizations
Rulings and Agreements

CITRUS HEIGHTS
ECONOMIC DEVELOPMENT & COMMUNITY ENGAGEMENT DEPARTMENT

Non-profit Community Support Fund Program Scoring Rubric

Organization Name: Suvidha International Foundation - Citrus Heights FutureTech Robotics Program

TOTAL SCORE: 22

Overview

	Yes-1	No-0	Score
1.Copy of IRS 501(c)(3) Determination Letter (Confirming status)	1		
2. Clear and measurable project scope/description	1		
3. Funding usage benefits Citrus Heights residents	1		
5. Provide an Itemized Budget	1		

Program/Services Overview

The applicant clearly describes the specific program or event and aligns with the funding request					
High- 5	4	Medium-3	2	Low-1	Score
A clear summary of the program/services with specific details on how it serves Citrus Heights residents		Somewhat clear summary of the program/services with specific details on how it serves Citrus Heights residents		Vague, incomplete, or confusing summary of the program/services with little or no details on how it serves Citrus Heights residents	5

How many Citrus Heights residents will benefit from the program?						
5	4	3	2	1	0	Score
>1000	>500	>250	>100	<50	Did not provide an answer	1

The applicant identifies clear, specific outcomes that can be expected from this award					
High- 5	4	Medium-3	2	Low-1	Score
Clear definition of program/services success. Clear picture of how it will demonstrate outcomes are met.		Good understanding of anticipated specific results of success, but lacks detail.		Success difficult to ascertain, flawed by unmeasurable outcomes.	5

CITRUS HEIGHTS
ECONOMIC DEVELOPMENT & COMMUNITY ENGAGEMENT DEPARTMENT

Budget

Detailed Project Costs					
High- 5	4	Medium-3	2	Low-1	Score
Strongly detailed and realistic budget with sound use of funds		The budget generally appears to support the program/services as described, although there are gaps in detail.		The budget does not support the described program/services. It seems incomplete, does not reflect actual costs, or is outside of program goals.	5

Identified other funding sources (e.g., fees, donations, grants) the organization has received					
High- 5	4	Medium-3	2	Low-1	Score
Demonstrates significant financial support from other funding sources without City funding		Demonstrates some financial support from other funding sources without City funding		Demonstrates minimal financial support from other funding sources without City funding	2

Written Comments

Support 50 Citrus Heights students grades 4-10
Request is 75% of total project budget

SYLVAN RANCH COMMUNITY GARDEN

CITRUS HEIGHTS
Solid roots. New growth.

Non-profit Community Support Fund Program Grant Application

Organization:	Sylvan Ranch Community Garden
Applicant Name & Title:	Ted Miyashiro, President
Address:	P.O. Box 1446; Citrus Heights 95611
Event/Project/Program Title:	Construct ADA Compliant Dock and Ramp
501(c)(3) Number: *(Include a copy of the IRS Letter w/Application)*	170531163390 33
Primary Contact Name: *(If other than the applicant)*	
E-mail and Phone Number:	tedmiyashiro@comcast.net, 916-880-8056
Requested Grant Amount ($):	$2,000.00

By signing this document, I agree I have read (1) Non-Profit Community Support Program Guidelines, (2) Non-Profit Community Support Program Review and Approval Process, and (3) Non-profit Community Support Fund Program Scoring Rubric. I certify that funds will be used for the purpose specified in the application and supplemental documents. I understand that a final report and summary of the award are due no later than 45 days after the final project is completed or within 12 months from the award. I understand that failure to adhere to all program guidelines could prohibit me or my organization from applying for future funding.

Signature and Date: Ted Miyashiro August 13, 2024

A completed application includes all details below from the Project Plan & Description and the Project Budget & Grant Request. Application packets not containing all parts will be considered incomplete.

Project Plan & Description

Attach the following details to the application in a separate file using a maximum of 3 pages)

- *A description of how funding will be used including steps for implementation, schedule for completion, and expected outcomes*
- *Indicate the anticipated number of Citrus Heights residents served*
- *List all prior City of Citrus Heights funding awarded (city-administered grants, CDBG funds, etc.) to your organization over the past five (5) years*
- *Is your organization applying for 2025 CDBG funds and if so, for what amount?*
- *Attach a copy of IRS Determination Letter verifying non-profit designation*

Project Budget & Grant Request

Attach the following details to the application: A maximum of two (2) pages.

- *What is the total proposed program/project costs? Detail all current and anticipated funding sources. List other organizations/agencies for which your organization will receive funding for this project.*
- *For ongoing programs, describe how your organization will fund future expenses.*
- *How much of the total project costs is your organization requesting from the City?*
- *Describe how the funding requested serves only Citrus Heights residents*

Project Plan and Description

The Sylvan Ranch Community Garden is applying for a grant from the City of Citrus Heights Non-profit Community Support Fund Program to construct an Americans with Disability Act (ADA) compliant staging deck area outside the double access doors of the garden's central tool shed and a wood sloped access path of travel to that staging deck area, This will remove a significant safety and accessibility barrier which limits the ability of our partners to fully participate in the community garden.

This central tool shed is an essential resource for garden members because it provides access to the gardening tools, repair parts, reference material and the first aid supplies that are necessary for a safe and successful garden operation. The fundamental goal of the ADA as applied to this project is to ensure equal access to life opportunities by eliminating barriers for people with disabilities and limited mobility by creating a more secure, stable, and accessible route between the garden's existing accessible pathways and the central tool shed.

Community Impact

The Sylvan Ranch Community Garden is a 501(c)(3) nonprofit organization envisioned by the City of Citrus Heights in 2004. The 1.85-acre community garden provides a green space and community resource for Citrus Heights residents and supports sustainable organic gardening, garden education, community participation, and food production. The garden currently has 59 Citrus Heights resident members and serves residents through several community programs and activities.

On an annual basis, the garden provides approximately 35 visits from residents of the adjacent Cogir Assisted Living Facility, serves approximately 150 community customers through its plant-sale weekends, provides approximately 1,100 pounds of fresh vegetables to Sunrise Christian Food Ministry that benefits approximately 157 Citrus Heights residents, and provides three composting workshops sponsored by Republic Services that serve approximately 50 local residents. Collectively, these activities represent approximately 451 Citrus Heights residents served annually.

The proposed accessibility improvement will directly benefit garden members and visitors with mobility limitations while strengthening the garden's ability to serve the broader Citrus Heights community. By eliminating a physical barrier to the tool shed, the project will allow older adults and residents with disabilities to participate more independently in gardening activities and will make the garden more welcoming to residents who may otherwise be discouraged from joining the community garden.

Safety, Independence, and Accessibility

The garden has already taken steps toward improving accessibility including providing disabled parking and ten adjacent raised garden plots with unobstructed hard surfaced pathways. The remaining significant barrier is creating an unobstructed accessible route through the garden to the central tool shed.

To execute this plan the Sylvan Ranch Community Garden has developed a physical plan to eliminate the accessibility issue by constructing a 10-foot wide by 6-foot deep staging area outside the tool shed's double access doors. This will allow both doors to be opened with full clearance. An attached 4-foot 8-inch-wide by 13-foot-6-inch-long wooden sloped path of travel will connect the staging area deck to the existing designated disabled accessible garden plots. The proposed path of travel will have a maximum 4% grade which exceeds ADA standards and a required curb rail required for safety. An additional adjacent attached wooden stepped access will also be attached to the staging deck area.

The project has been designed with accessibility in mind by our resident gardener/landscape architect that is presently the inspector-designer for accessible trails and paths of travel for the California State Parks system. Approval has also been obtained from the City of Citrus Heights Senior Building Inspector for being compliant with building code requirements and for the expertise necessary to execute this project.

Strengthening Garden Membership and Food Production

Improving accessibility will also strengthen the garden's long-term ability to expand and serve the community. A more accessible garden can attract and retain a broader range of Citrus Heights residents. The increased participation expands the garden's membership and volunteer base thus providing additional capacity for educating, planting, maintaining, and harvesting. This increased participation will also help the garden construct additional dedicated growing plots specifically for the production of fresh food for distribution at the Sunrise Christian Food Ministry, which directly supports the garden's food production mission. In this way, the proposed project represents an investment that extends well beyond the immediate accessibility improvement. It improves safety, expands community participation, strengthens volunteer capacity and creates additional growing space dedicated to supporting the garden's ability to provide more organically grown fresh food to Citrus Heights residents.

Project Implementation and Community Investment

The Sylvan Ranch Community Garden will leverage program grant funding through volunteer labor. Construction will be performed by qualified garden volunteers over approximately three to five weekends, This will substantially reduce labor costs and allow grant funding to be directed toward the materials and expenses necessary to construct the project. The project will be completed in phases to create safe construction transitions for members and provide limited safe access to the tool shed during construction.

Expected Outcomes

- Eliminate a significant safety and accessibility barrier to the garden's central tool shed which contains essential resources for gardening operations.
- Meet Americans with Disabilities Act (ADA) requirements.
- Strengthen the garden's ability to attract and retain members from a broader range of ages and abilities.
- Increase the garden's volunteer and member capacity for education, planting, maintaining, harvesting and planning for additional plots dedicated to food bank donations.

Together, these improvements will create lasting benefits for Citrus Heights residents, strengthen community inclusion, and support the garden's ability to grow, educate and provide fresh organic food.

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

DEPARTMENT OF THE TREASURY

Date: JUN 26 2014

SYLVAN RANCH COMMUNITY GARDEN
PO BOX 1446
CITRUS HEIGHTS, CA 95611

Employer Identification Number:
26-4108232
DLN:
17053116339033
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
March 31
Effective Date of Exemption:
August 15, 2011
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Based on the information you submitted with your application, we have determined you are likely to qualify as a private operating foundation described in section 4942(j)(3) of the Code. Accordingly, you are treated as a private operating foundation for your first year. After that, you will be treated as a private operating foundation as long as you continue to meet the requirements of section 4942(j)(3). You are required to file Form 990-PF annually.

Please see enclosed Publication 4221-PF, Compliance Guide for 501(c)(3) Private Foundations, for some helpful information about your responsibilities as an exempt organization.

Sincerely,

Tamera Ripperda

Director, Exempt Organizations

Enclosure: Publication 4221-PF

Letter 1075

Project Budget and Grant Request

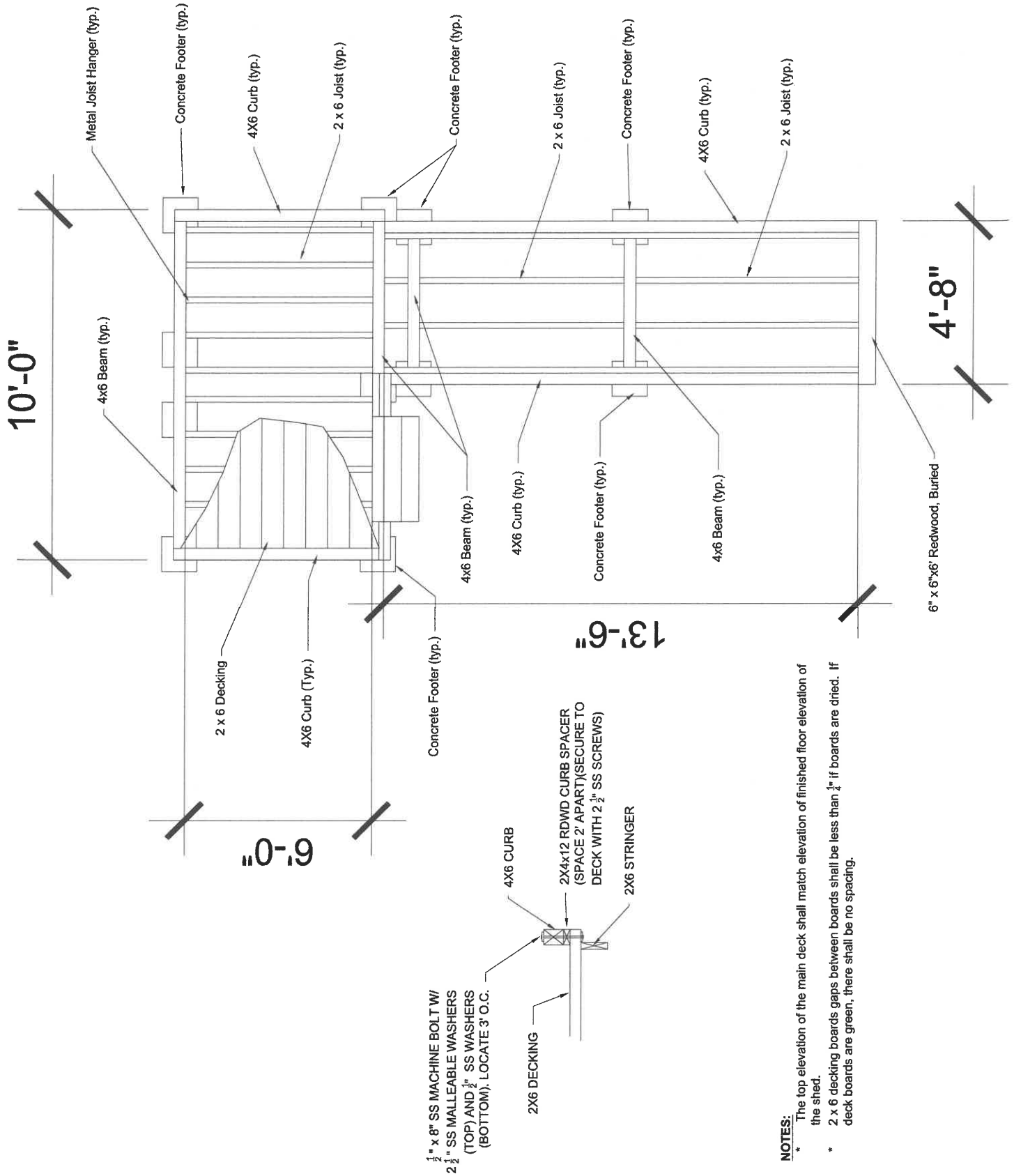
The enclosed framing plan and detailed materials listing is the basis of the Non-Profit Community Support Fund Program Grant request. All grant funds will be utilized to purchase materials to construct an on site disabled access to the central tool shed. The total grant funding request of $2,000,00 from the City of Citrus Heights will be supplemented by a 2026-2027 fiscal year budgeted line item of $1000.00 from the Sylvan Ranch Community Garden. This supplemental Sylvan Ranch Community Garden budget item contribution is made available through the collection of membership fees and plant sale proceeds. The total cost estimate for the construction implementation of this project design is $3,000.00. Construction labor is provided as a community garden member donated service.

$2,000	Program Grant Funding from the City of City Heights (purchase of materials)
$1,000	Sylvan Ranch Community Garden Contribution (purchase of materials)

$3,000	Total Construction Cost

Deck/Ramp Materials List

- 2"x6"x10' Deck Boards (13)
- Concrete Footing Block with Mounting Bracket & Hardware (11)
- 4"x6"x10' Beam (3)
- 6"x6"x6' Redwood Beam (1)
- 2"x6"x6' Joist (14)
- 2"x6"x8' Joist (4)
- 2"x6" Joist Hangers (66)
- 4"x6"x6' (7)
- 2"x4"x8' (2)
- ½"x8" Machine Bolt (18)
- ½" Washers, 2 ½" wide (18)
- ½ " Washers, 1" wide (18)
- ½" Nut (18)
- 3" Screws (1 large box)
- 2 Gallons Professional Grade Water Sealer
- 2 CY Decomposed Granite
- 10 Gallons SRW Path Stabilizer



Deck/Ramp Framing Plan

NOTES:

* The top elevation of the main deck shall match elevation of finished floor elevation of the shed.
* 2 x 6 decking boards gaps between boards shall be less than 1/4" if boards are dried. If deck boards are green, there shall be no spacing.

CITRUS HEIGHTS
ECONOMIC DEVELOPMENT & COMMUNITY ENGAGEMENT DEPARTMENT

Non-profit Community Support Fund Program Scoring Rubric

Organization Name: Sylvan Ranch Community Garden

TOTAL SCORE: 25

Overview

	Yes-1	No-0	Score
1.Copy of IRS 501(c)(3) Determination Letter (Confirming status)	1		
2. Clear and measurable project scope/description	1		
3. Funding usage benefits Citrus Heights residents	1		
5. Provide an Itemized Budget	1		

Program/Services Overview

The applicant clearly describes the specific program or event and aligns with the funding request					
High- 5	4	Medium-3	2	Low-1	Score
A clear summary of the program/services with specific details on how it serves Citrus Heights residents		Somewhat clear summary of the program/services with specific details on how it serves Citrus Heights residents		Vague, incomplete, or confusing summary of the program/services with little or no details on how it serves Citrus Heights residents	5

How many Citrus Heights residents will benefit from the program?						
5	4	3	2	1	0	Score
>1000	>500	>250	>100	<50	Did not provide an answer	3

The applicant identifies clear, specific outcomes that can be expected from this award					
High- 5	4	Medium-3	2	Low-1	Score
Clear definition of program/services success. Clear picture of how it will demonstrate outcomes are met.		Good understanding of anticipated specific results of success, but lacks detail.		Success difficult to ascertain, flawed by unmeasurable outcomes.	5

CITRUS HEIGHTS
ECONOMIC DEVELOPMENT & COMMUNITY ENGAGEMENT DEPARTMENT

Budget

Detailed Project Costs					
High- 5	4	Medium-3	2	Low-1	Score
Strongly detailed and realistic budget with sound use of funds		The budget generally appears to support the program/services as described, although there are gaps in detail.		The budget does not support the described program/services. It seems incomplete, does not reflect actual costs, or is outside of program goals.	5

Identified other funding sources (e.g., fees, donations, grants) the organization has received					
High- 5	4	Medium-3	2	Low-1	Score
Demonstrates significant financial support from other funding sources without City funding		Demonstrates some financial support from other funding sources without City funding		Demonstrates minimal financial support from other funding sources without City funding	3

Written Comments
Clear long term outcomes with onetime cost

THE PUBLIC BRIDGE CORPORATION

THE PUBLIC BRIDGE CORPORATION

FY 2026/2027 NON-PROFIT COMMUNITY SUPPORT FUND

PROJECT PLAN & DESCRIPTION

CITRUS HEIGHTS YOUTH PREVENTION, FAMILY ENGAGEMENT & MENTORSHIP INITIATIVE

CITY FUNDING REQUEST: $100,000 | 12-MONTH IMPLEMENTATION | 600+ VERIFIED, UNDUPLICATED RESIDENT CAPACITY

Project Purpose & Public Benefit

The Public Bridge Corporation respectfully requests $100,000 to establish a 12-month, Citrus Heights-only youth prevention, family engagement, and mentorship initiative with planned capacity to serve 600+ verified, unduplicated Citrus Heights residents. The request reflects the actual personnel, program-delivery, facility, outreach, participant-support, evaluation, and compliance resources required to operate the initiative responsibly for a full year without depending on uncompensated executive labor or speculative outside funding.

The initiative is designed to strengthen protective factors before harmful decision-making escalates into school disengagement, family conflict, justice-system involvement, or other preventable consequences. Youth will practice critical thinking, self-control, accountability, communication, consequence recognition, conflict management, help-seeking, and goal-setting. Parents and caregivers will receive practical tools to reinforce those gains at home. Prevention before crisis. Accountability before consequence. Family engagement before disconnection.

Why The Public Bridge Is Ready

The City's investment will deploy an existing program infrastructure rather than finance development of a concept from the ground up. The Public Bridge already maintains curriculum, facilitation methods, participant reflection tools, attendance systems, caregiver-engagement practices, volunteer capacity, recruitment channels, and pre/post measurement processes. Its Causative Actions Program (CAP) uses realistic scenarios requiring participants to examine choices, causative actions, consequences, accountability, communication, self-control, and alternative responses.

The Public Bridge is a federally recognized 501(c)(3) public charity. Its founder-developed Self Control Program has operated through CDCR Innovative Programming Grant-supported programming since 2020, providing experience with structured curriculum, institutional implementation, and grant-accountable service delivery.

Direct Alignment with Citrus Heights

The project directly supports the City's purpose for this fund: improving quality of life by extending public dollars through nonprofit service, volunteers, donations, grants, and community partnerships. It also aligns with Citrus Heights priorities to Preserve & Enhance Public Safety and Enhance Community Vibrancy and Engagement by providing a prevention-focused pathway through which youth and caregivers build decision-making skills, positive support relationships, accountability, and stronger community connection.

Before this funding opportunity was announced - and before The Public Bridge conducted any Citrus Heights-specific campaign - its existing program-interest data already included Citrus Heights residents. That organic reach establishes an initial local connection. The grant will convert it into intentional service delivery through geo-targeted recruitment, neighborhood outreach, parent networks, local referral partners, and Citrus Heights-based sites.

Eligibility & Geographic Commitment

Grant-funded activities will occur only within Citrus Heights city limits. Only residents whose Citrus Heights address is verified and who actually participate will be reported as City-funded beneficiaries. Regional programming is cited solely as evidence of organizational capacity and will remain financially separate from this award.

Prior City Funding: None during the past five years. The Public Bridge has not previously received City of Citrus Heights-administered grant or CDBG funding. The official application should retain the CDBG response only if it accurately reflects the organization's submission history.

THE PUBLIC BRIDGE CORPORATION

FY 2026/2027 NON-PROFIT COMMUNITY SUPPORT FUND

PROJECT PLAN & DESCRIPTION - IMPLEMENTATION

Defined Service Model & Credible Resident Reach

The 600+ target is a planned service-capacity commitment tied to specific activities - not to advertising impressions, social-media views, referrals, registrations, or passive exposure. The Public Bridge will report actual verified, unduplicated residents served. The full 600+ target is tied to a full $100,000 award.

Service Channel	Planned Capacity	Unduplicated Counting Standard
Six eight-week youth cohorts	Up to 240 youth	Verified Citrus Heights youth; each youth counted once.
Structured caregiver participation	Up to 240 caregivers	Verified Citrus Heights caregiver; each caregiver counted once.
Four prevention/family workshops	120+ additional residents	Only residents not already counted in cohort/caregiver rosters.
TOTAL PLANNED CAPACITY	600+ residents	Verified, documented, unduplicated beneficiaries.

Implementation Plan

1. Local Site & Partnership Activation. Secure written authorization for one or more program locations inside Citrus Heights; establish referral/outreach relationships; maintain site documentation in the grant file.

2. Targeted Citrus Heights Recruitment. Deploy geo-targeted digital/video outreach, neighborhood engagement, parent networks, local partner referrals, and school/family-service connections. Recruitment will clearly state the residency requirement.

3. Enrollment, Residency & Baseline Controls. Collect registration/consent, verify city residency, assign a unique participant ID, administer baseline assessments, establish participation expectations, and maintain a grant-specific master roster.

4. Eight-Week Youth & Caregiver Cohorts. Deliver CAP-based scenario analysis, written reflection, facilitated dialogue, accountability exercises, self-control and communication practices, mentorship, consequence recognition, goal-setting, and designated caregiver participation.

5. Community Prevention & Family Workshops. Conduct four Citrus Heights-based workshops extending prevention, communication, accountability, family-engagement, and resource-navigation tools to additional unique residents.

6. Measurement, Follow-Through & Closeout. Administer post-assessments, reconcile attendance and unduplicated counts, collect action plans, document referrals/completion, reconcile expenditures, analyze outcomes, and prepare City reporting.

12-Month Schedule

Period	Milestones
Month 1	Site authorization; local partner activation; campaign launch; enrollment; residency verification; baseline measurement.
Months 2-11	Six rolling eight-week cohorts; four local workshops; recruitment; caregiver engagement; mentorship; participant support.
Months 3-11	Post-cohort measurement; action plans; referrals; follow-through; data quality review; continuous improvement.
Month 12	Final unduplicated count; outcome analysis; budget-to-actual reconciliation; sustainability transition; City closeout report.

Measurable Outcomes

Outcome	Full-Award Performance Target
Verified reach	600+ planned capacity; actual unduplicated Citrus Heights residents reported with residency and participation documentation.
Youth completion	>=80% of enrolled youth meet the defined completion threshold or documented make-up requirement.
Decision-making/accountability	>=75% of matched pre/post youth respondents improve in at least one defined domain.
Family engagement	>=75% of matched caregiver respondents report improvement in communication, consistency, confidence, or positive reinforcement.
Future orientation	>=90% of youth completers leave with a written goal/action plan and an identified positive support person, mentor, or next-step resource.

THE PUBLIC BRIDGE CORPORATION

FY 2026/2027 NON-PROFIT COMMUNITY SUPPORT FUND

PROJECT PLAN & DESCRIPTION - CAPACITY, LEADERSHIP & ACCOUNTABILITY

Demonstrated Record of Execution

The Public Bridge's current Sacramento County work demonstrates that it can recruit families, coordinate multi-agency activities, deliver structured programming, mobilize volunteers, and measure participation. These accomplishments are not proposed as Citrus Heights grant-funded activities; they are evidence that the organization can execute the local scope promised in this application.

Recent Organizational Evidence	What It Demonstrates
Four Folsom State Prison youth educational tours serving 40+ youth cumulatively	Complex youth logistics, institutional coordination, safety procedures, parent communication, and sustained recruitment.
Sacramento State educational exposure experience involving youth, families and 15 student mentors	Ability to coordinate higher-education partners, mentors, families, transportation/logistics, and positive future-orientation activities.
Eight-week youth/family transformational cohort with 15 youth and participating parents/caregivers	Ability to sustain multi-week attendance, family participation, curriculum delivery, reflection, and completion activities.
Juvenile Hall presentation and expansion of programming opportunities for girls through CCWF	Ability to adapt prevention content across youth populations and justice-system settings.
More than 100 family expressions of interest and a volunteer network exceeding 40 confirmed participants	Demonstrated recruitment reach and community willingness to contribute time and support.

Leadership

E'drick Brown, Founder & CEO, leads program design and implementation. Brown was recently voted in to serve as the Non-Profit Community-Based Organization Representative on the Sacramento County Juvenile Justice Coordinating Council (JJCC). The JJCC is a multiagency body responsible for developing a continuum of county-based responses to juvenile delinquency and setting priorities for the use of youth-related grant funds. This role gives The Public Bridge current exposure to cross-system youth-service planning while the organization remains independently responsible for this City application and project.

Grant Accountability & Audit Readiness

The Public Bridge will maintain a separate project code/ledger, grant-specific resident roster, verified addresses, unique participant IDs, attendance records, facilitator activity records, pre/post assessments, receipts/invoices, proof of payment, service agreements or payroll records where applicable, volunteer logs, and budget-to-actual reconciliation. No City cost will be based solely on allocation or estimation when project-specific source documentation can reasonably be maintained.

The Public Bridge will measure both reach and change. Attendance alone will not be presented as impact. Final reporting will document actual residents served, completion, measured participant change, caregiver outcomes, use of funds, and any variance from the approved scope.

Sustainability & Financial Discipline

The Public Bridge understands that City funding is limited and non-recurring. During the grant period, it will establish a Citrus Heights referral base, cultivate host partners and donors, pursue complementary philanthropic/public funding, continue volunteer and in-kind participation, and use local outcome data to diversify future revenue. If the City awards less than the full request, The Public Bridge will scale cohort/workshop volume proportionally rather than shift the unfunded gap onto uncompensated executive labor or create unsupported obligations; the 600+ target applies to the full $100,000 award.

The City's investment will convert an existing prevention framework into a documented, locally delivered Citrus Heights initiative combining intensive youth development, family engagement, mentorship, measurable outcomes, and responsible stewardship of public funds.

THE PUBLIC BRIDGE CORPORATION

FY 2026/2027 NON-PROFIT COMMUNITY SUPPORT FUND

PROJECT BUDGET & GRANT REQUEST

CITY REQUEST: $100,000 | FULL-AWARD CASH BUDGET: $100,000 | 12-MONTH FULL-SCOPE IMPLEMENTATION

Budget Rationale

The Public Bridge requests $100,000 because the proposed scope is a year-long operating commitment, not a short series of events. The full implementation requires 48 structured cohort sessions, caregiver participation, four community workshops, intake and residency verification, participant follow-up, local facilities, targeted recruitment, curriculum/materials, access support, evaluation, grant administration, and final reporting. The budget intentionally values the executive, program-management, facilitation, preparation, documentation, and follow-through labor required to deliver the promised scope without relying on unpaid labor.

City-Funded Cost	Amount	Cost Basis / Documentation
Program leadership, facilitation, cohort delivery, caregiver engagement & follow-through	$58,000	Year-long leadership and management of six 8-week cohorts (48 core sessions), workshop facilitation, preparation, intake oversight, caregiver engagement, participant follow-up, staff/volunteer coordination, documentation and implementation. Payroll/contractor relationship documented lawfully with timesheets/activity records and proof of payment.
Citrus Heights program sites/facilities	$8,000	Actual local site-use, custodial/setup, security or required facility charges; invoices/receipts.
Targeted Citrus Heights recruitment & outreach	$7,000	Geo-targeted digital/video placement, local printing, recruitment communications and neighborhood outreach; platform/print invoices.
Curriculum, workbooks & participant materials	$6,000	CAP scenarios, reflection materials, family resources, supplies and completion materials; itemized receipts.
Youth/caregiver engagement supports	$6,000	Documented food/refreshments and participation supports tied to local sessions; no undocumented cash gifts.
Four community prevention/family workshops - non-labor costs	$5,000	Local facility/logistics, materials, participant supports and outreach directly tied to workshops; facilitation labor is included in the program-leadership line to avoid double billing.
Participant transportation/access assistance	$4,000	Documented local access assistance directly connected to eligible participation; no unsupported cash reimbursement.
Measurement, evaluation & City reporting	$3,000	Residency/roster controls, pre/post tools, data entry, outcome analysis, quality assurance and final reporting.
Insurance, background checks & project compliance	$3,000	Incremental insurance, screening/compliance and grant-specific safeguards.
TOTAL CITY REQUEST	$100,000	Full-award budget; restricted to Citrus Heights project activities.

Current & Anticipated Non-City Support

The Public Bridge will continue to leverage volunteer service, existing curriculum, community fundraising, donated goods/services, partner support, and unrestricted organizational resources where available. Those resources will supplement - not replace - the City's approved scope. No unawarded third-party grant or undocumented in-kind value is necessary to make the $100,000 City-funded scope financially viable, and no outside support will be reported as secured unless it is actually received, formally committed, or otherwise substantiated.

The request therefore presents the City with the actual cost of the promised program rather than an artificially reduced budget that depends on the Founder/CEO absorbing essential year-long labor without compensation.

THE PUBLIC BRIDGE CORPORATION

FY 2026/2027 NON-PROFIT COMMUNITY SUPPORT FUND

PROJECT BUDGET & GRANT REQUEST - CONTROLS & SUSTAINABILITY

Citrus Heights-Only Use of Funds

100% of City grant expenditures will support eligible activities occurring inside Citrus Heights city limits and serving verified Citrus Heights residents. The Public Bridge's regional work will remain financially separate. City funds will not pay for correctional tours, college experiences, outside-City events, or non-Citrus Heights participants.

Audit-Ready Fiscal Controls

Control Area	Required Documentation
Participant eligibility	Registration/consent, verified Citrus Heights residential address, unique participant ID, attendance.
Unduplicated count	Single master roster reconciled across cohorts, caregivers and workshops; duplicates removed before City reporting.
Program delivery	Session calendar, Citrus Heights site address, attendance/sign-in records, facilitator activity records, curriculum/reflection documentation.
Personnel/contracted services	Appropriate payroll or service agreement based on the lawful worker relationship; timesheet/activity record, proof of payment, and no unsupported lump-sum charges.
Purchases	Invoice/receipt, proof of payment, business purpose, budget category and Citrus Heights project notation.
Participant access support	Participant/program connection, date, purpose and supporting receipt/log; no undocumented cash distribution.
Closeout	Budget-to-actual reconciliation, outcome report, actual unduplicated beneficiary count, and supporting records retained for City review.

Financial Stability & Partial-Award Protection

The requested $100,000 is the amount required to carry the full proposed 12-month scope without assuming speculative outside funding or uncompensated executive labor. If the City approves a lower amount, The Public Bridge will not represent that it can deliver the same full 600+ resident scope for less. Instead, it will proportionately scale cohort volume, workshop volume, participant capacity, staffing/leadership commitment, and related direct costs in consultation with the City while preserving service quality, residency controls, outcome measurement, and fiscal compliance.

Sustainability of Future Expenses

This grant is treated as one-time catalytic funding. Future expenses will be supported through a diversified strategy that includes unrestricted organizational resources, community fundraising and donations, documented volunteer/in-kind support, local partnerships, and competitive public/philanthropic grants. The 12-month project will create Citrus Heights-specific outcome data, referral relationships, and demonstrated local demand that strengthen future fundraising.

Use-of-Funds Safeguards

City funds will not be used for undocumented cash distributions, unrelated organizational costs, duplicate beneficiary claims, passive digital impressions reported as service, unsupported personnel payments, or activities outside Citrus Heights. Historical registrations or expressions of interest will not be reported as beneficiaries unless residency and actual participation are documented.

The $100,000 request is intentionally substantial because the proposed commitment is substantial. It funds the human capital and operating infrastructure required to deliver six sustained eight-week cohorts, caregiver participation, four local workshops, participant supports, measurable outcomes, and accountable year-long administration without shifting the real cost of delivery onto unpaid labor.

CITRUS HEIGHTS
ECONOMIC DEVELOPMENT & COMMUNITY ENGAGEMENT DEPARTMENT

Non-profit Community Support Fund Program Scoring Rubric

Organization Name: The Public Bridge Corporation

TOTAL SCORE:____

Overview

	Yes-1	No-0	Score
1.Copy of IRS 501(c)(3) Determination Letter (Confirming status)	1		
2. Clear and measurable project scope/description	1		
3. Funding usage benefits Citrus Heights residents	1		
5. Provide an Itemized Budget	1		

Program/Services Overview

The applicant clearly describes the specific program or event and aligns with the funding request					
High- 5	4	Medium-3	2	Low-1	Score
A clear summary of the program/services with specific details on how it serves Citrus Heights residents		Somewhat clear summary of the program/services with specific details on how it serves Citrus Heights residents		Vague, incomplete, or confusing summary of the program/services with little or no details on how it serves Citrus Heights residents	2

How many Citrus Heights residents will benefit from the program?						
5	4	3	2	1	0	Score
>1000	>500	>250	>100	<50	Did not provide an answer	4

The applicant identifies clear, specific outcomes that can be expected from this award					
High- 5	4	Medium-3	2	Low-1	Score
Clear definition of program/services success. Clear picture of how it will demonstrate outcomes are met.		Good understanding of anticipated specific results of success, but lacks detail.		Success difficult to ascertain, flawed by unmeasurable outcomes.	3

CITRUS HEIGHTS
ECONOMIC DEVELOPMENT & COMMUNITY ENGAGEMENT DEPARTMENT

Budget

Detailed Project Costs					
High- 5	4	Medium-3	2	Low-1	Score
Strongly detailed and realistic budget with sound use of funds		The budget generally appears to support the program/services as described, although there are gaps in detail.		The budget does not support the described program/services. It seems incomplete, does not reflect actual costs, or is outside of program goals.	4

Identified other funding sources (e.g., fees, donations, grants) the organization has received					
High- 5	4	Medium-3	2	Low-1	Score
Demonstrates significant financial support from other funding sources without City funding		Demonstrates some financial support from other funding sources without City funding		Demonstrates minimal financial support from other funding sources without City funding	1

Written Comments

While topline metric and outcomes were provided, application is unclear about Citrus Heights target audiences and how it will be achieved in the Citrus Heights ecosystem
No other funding utilized to implement project

UCP

Non-profit Community Support Fund Program Grant Application

Organization:	UCP of Sacramento and Northern California
Applicant Name & Title:	Megan Laurie, Chief Marketing & Development Officer
Address:	4350 Auburn Blvd., Sacramento, CA 95841
Event/Project/Program Title:	UCP - Recreation for All!
501(c)(3) Number: *(Include a copy of the IRS Letter w/Application)*	94-1507998
Primary Contact Name: *(If other than the applicant)*	
E-mail and Phone Number:	donate@ucpsacto.org / 916.283.8312
Requested Grant Amount ($):	$8430

By signing this document, I agree I have read (1) Non-Profit Community Support Program Guidelines, (2) Non-Profit Community Support Program Review and Approval Process, and (3) Non-profit Community Support Fund Program Scoring Rubric. I certify that funds will be used for the purpose specified in the application and supplemental documents. I understand that a final report and summary of the award are due no later than 45 days after the final project is completed or within 12 months from the award. I understand that failure to adhere to all program guidelines could prohibit me or my organization from applying for future funding.

Signature and Date: Megan Laurie

A completed application includes all details below from the Project Plan & Description and the Project Budget & Grant Request. Application packets not containing all parts will be considered incomplete.

Project Plan & Description

Attach the following details to the application in a separate file using a maximum of 3 pages)

- *A description of how funding will be used including steps for implementation, schedule for completion, and expected outcomes*
- *Indicate the anticipated number of Citrus Heights residents served*
- *List all prior City of Citrus Heights funding awarded (city-administered grants, CDBG funds, etc.) to your organization over the past five (5) years*
- *Is your organization applying for 2025 CDBG funds and if so, for what amount?*
- *Attach a copy of IRS Determination Letter verifying non-profit designation*

Project Budget & Grant Request

Attach the following details to the application: A maximum of two (2) pages.

- *What is the total proposed program/project costs? Detail all current and anticipated funding sources. List other organizations/agencies for which your organization will receive funding for this project.*
- *For ongoing programs, describe how your organization will fund future expenses.*
- *How much of the total project costs is your organization requesting from the City?*
- *Describe how the funding requested serves only Citrus Heights residents*

Application Submittal Process: E-mail the signed application packet and all attachments to communityengagement@citrusheights.net no later than 4:00 p.m. by August 15th, 2025.

LATE APPLICATIONS WILL NOT BE ACCEPTED

Post Award Reporting Requirements

- All City-Administrated Grants and incentive programs require a final project report to demonstrate that the applicant achieved the program's goals and utilized the funding appropriately. This provides a framework for accountability and highlights the organization's worthiness for future funding.
- All reports are due within 12 months of the project's approval or 45 days after completion. Applicants who fail to provide a final report may be denied future funding.

Citrus Heights Community Support Fund
Grant Application
UCP of Sacramento and Northern California

Project Plan & Description

A description of how funding will be used including steps for implementation, schedule for completion, and expected outcomes

UCP of Sacramento and Northern California is requesting funding from the City of Citrus Heights to offer a Paint and Sip Night (with childcare activity) and Fitness Classes for program participants with developmental disabilities located in Citrus Heights that will occur during the 2027 calendar year, with a preference for attendance for Citrus Heights families. In addition to the activities, we are looking to create new opportunities for events in Citrus Heights. UCP is requesting $8,430 to cover activity costs such as venue rental, food, staffing needs, and additional expenses listed in the budget attached. The funding will allow UCP to reduce the cost to program participants, supporting our mission of improving the independence, productivity, and quality of life for people with developmental disabilities and their families and ensuring that our participants *live a life without limits*.

UCP Recreation Program provides opportunities for individuals with developmental disabilities, and their families, that otherwise would not be possible. Activities such as summer camp, adaptive skiing, and scuba diving are now accessible to those who were once denied. The activities may seem inaccessible for people with disabilities, however UCP's Recreation programs break down the barriers preventing full engagement in these types of dynamic activities. One less obvious barrier involves the financial situation of many families with a member who is developmentally disabled. 54% of UCP's families are low income, and funding will provide financial support so they can participate without budgetary limitations.

Our goal is to host a Paint and Sip Night (with childcare activity) through Paint The Town. This unique event provides UCP program participants with a fun and accessible activity, reducing isolation, and fostering a sense of community during an evening filled with creativity and memories. But that's not all—UCP will provide childcare, for the adult participants with children, complete with a fun art activity!

Additionally, with funding, UCP's Recreation is planning to host a three-session adaptive Fitness Class program at Kintsugi Strong for program participants of all ages. This is a fun, inclusive, and welcoming activity focused on improving strength, flexibility and agility in a supportive environment. Coaches will work with participants to ensure that all exercises

are adapted to individual needs--ensuring accessibility for all.

Beyond the recreational benefits of these activities, UCP recognizes the importance of creating opportunities for families to come together and build meaningful connections within their community. Families of individuals with developmental disabilities often experience social isolation and may have limited opportunities to engage in inclusive community activities. By providing events where parents, caregivers, youth, and adults with disabilities can participate alongside one another, UCP helps foster a sense of belonging and shared community. These gatherings create opportunities for families to form supportive relationships, share experiences and resources, and build lasting connections that extend beyond the event itself. For youth, participating in activities alongside peers helps strengthen social skills, increase confidence, and create friendships in a welcoming and inclusive environment.

It is important that UCP works together with the individuals we serve to set goals, create personalized plans, and put those plans into practice, ensuring that those we serve have a voice in their actions. UCP will use staff and volunteers to manage and support the day-of recreational activities. To measure success, UCP plans to implement both short and long-term goals in our Citrus Heights recreation efforts to ensure program effectiveness, achieve positive results, and target overall participant satisfaction.

Expected Outcomes:
Short-term Outcomes:

Participant Enrollment: The number of participants per session will be tracked to assess the program's initial reach and engagement.

Attendance and Participation: Regular attendance and active participation of participants in program activities will be monitored to gauge their level of engagement.

Accessibility Measures: Ensuring individual and group accommodations are adhered to, in addition to the accessibility of the activities and campground locations.

Long-term Outcomes:
Long-term Commitment: The number of participants opting to continue attending

Recreation programs in subsequent seasons will indicate the program's appeal and value to the target audience.

Family Satisfaction: Feedback from families through satisfaction surveys will help evaluate the program's effectiveness in meeting their needs and expectations.

Program Improvement: Ongoing analysis of participant feedback, including suggestions for improvement, will guide program enhancements and ensure continuous quality improvement.

Measurement Tools:

Attendance Records: Attendance logs will track participant engagement throughout the programs, highlighting consistent participation and potential areas for improvement.

Participant Surveys: Surveys administered to participants and their families will gather qualitative feedback on their experiences, satisfaction levels, and perceived benefits of the programs.

Retention Rates: Monitoring the number of participants who continue the programs in subsequent seasons will indicate the program's ability to retain and engage its audience over time.

Indicate the anticipated number of Citrus Heights residents served
UCP anticipates serving at least 50 families of Citrus Heights with developmental disabilities. We also have many clients in our Family Respite program who reside in Citrus Heights, which we hope to include. Many of our families have restrictions surrounding transportation and thus, taking the events we host into specific communities will allow us to serve even more participants.

List all prior City of Citrus Heights funding awarded (city-administered grants, CDBG funds, etc.) to your organization over the past five (5) years
In November of 2024, UCP was awarded generous grant funding from the City of Citrus Heights in the amount of $8,000 to fund recreational programming (movie nights and skate nights) for children and adults with developmental disabilities.

Is your organization applying for 2025 CDBG funds and if so, for what amount?
No.

Citrus Heights Community Support Fund
Grant Application
UCP of Sacramento and Northern California

Project Budget & Grant Request

Project Budget and Costs:

Adult Paint and Sip (Plus art night for kids)		
Venue	550/hr (2 hours)	$1,100
Paint Instructor	150/hr (2 hours)	$300
Canvas, paint, material	materials for both the adult and children sessions	$1,000
Music		$250
Decorations		$500
Snacks		$500
Wine		$500
Insurance		$1,000
Sub total		**$5,650**
Admin Fees	15%	$896
Staffing	4hrs*$20 rate *4 staff	$320
Total		**$6,866**
Fitness Classes at Kintsugi Strong	Participant 10/class (3 classes)	
Coaches	$125 per coach. 2 coaches per session	$750
UCP T shirts	25/shirt (30 students)	$750
Sub total		**$1,000**
UCP Staff	2 staff total of 3 hrs *20 rate	$360
Admin fees	15%	$204
Total		**$1,564**
	Total Grant Request	**$8,430**

What is the total proposed program/project costs? Detail all current and anticipated funding sources.
Total project cost is $8,430.00. Funding sources include donations and vendorization with Alta Regional Center so that families have support to pay for our programs, in addition to private pay by participants.

For ongoing programs, describe how your organization will fund future expenses.
UCP will continue to apply for grant funding to support our Recreation programs. Additional funding support will include individual donations, major gifts, fundraising events, and community partnerships. A portion of our revenue includes private pay from

Citrus Heights Community Support Fund
Grant Application
UCP of Sacramento and Northern California

the families UCP serves. UCP will continue to regularly evaluate program outcomes and fiscal performance to pursue new funding opportunities.

How much of the total project costs is your organization requesting from the City?
100% of the project costs.

Describe how the funding requested serves only Citrus Heights residents
The funding will allow us to provide priority for Citrus Heights residents in attending our accessible Paint and Sip and Fitness Class events.

CITRUS HEIGHTS
ECONOMIC DEVELOPMENT & COMMUNITY ENGAGEMENT DEPARTMENT

Non-profit Community Support Fund Program Scoring Rubric

Organization Name: UCP - Recreation for All!

TOTAL SCORE:____

Overview

	Yes-1	No-0	Score
1.Copy of IRS 501(c)(3) Determination Letter (Confirming status)	1		
2. Clear and measurable project scope/description	1		
3. Funding usage benefits Citrus Heights residents	1		
5. Provide an Itemized Budget	1		

Program/Services Overview

The applicant clearly describes the specific program or event and aligns with the funding request					
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A clear summary of the program/services with specific details on how it serves Citrus Heights residents		Somewhat clear summary of the program/services with specific details on how it serves Citrus Heights residents		Vague, incomplete, or confusing summary of the program/services with little or no details on how it serves Citrus Heights residents	4

How many Citrus Heights residents will benefit from the program?						
5	4	3	2	1	0	Score
>1000	>500	>250	>100	<50	Did not provide an answer	2

The applicant identifies clear, specific outcomes that can be expected from this award					
High- 5	4	Medium-3	2	Low-1	Score
Clear definition of program/services success. Clear picture of how it will demonstrate outcomes are met.		Good understanding of anticipated specific results of success, but lacks detail.		Success difficult to ascertain, flawed by unmeasurable outcomes.	4

CITRUS HEIGHTS
ECONOMIC DEVELOPMENT & COMMUNITY ENGAGEMENT DEPARTMENT

Budget

Detailed Project Costs					
High- 5	4	Medium-3	2	Low-1	Score
Strongly detailed and realistic budget with sound use of funds		The budget generally appears to support the program/services as described, although there are gaps in detail.		The budget does not support the described program/services. It seems incomplete, does not reflect actual costs, or is outside of program goals.	4

Identified other funding sources (e.g., fees, donations, grants) the organization has received					
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Demonstrates significant financial support from other funding sources without City funding		Demonstrates some financial support from other funding sources without City funding		Demonstrates minimal financial support from other funding sources without City funding	1

Written Comments

While other funding sources are generally noted, does not show up in allocation of project cost with grant proposed to pay for 100% of programming

Budget includes costs for alcohol, if desire to proceed reccomend subtracting and encouraging a pursual of priate sponsorships

Should allocation proceed, agreement confirms funding can only be used for CH residents (concern around verbaige in project plan: with a preference for attendance for Citrus Heights families)

VETERANS COMMUNITY CENTER

CITRUS HEIGHTS
Solid roots. New growth.

Non-profit Community Support Fund Program Grant Application

Organization:	Veterans Golf Park for Disabled Vets DBA Veterans Community Center
Applicant Name & Title:	Michelle Grant, President
Address:	6921 Sylvan Road, CH 95610
Event/Project/Program Title:	Lot Acquisition for Parking
501(c)(3) Number: *(Include a copy of the IRS Letter w/Application)*	45-3545009
Primary Contact Name: *(If other than the applicant)*	Michelle Grant
E-mail and Phone Number:	m.grant@veteranscommunityctr.org
Requested Grant Amount ($):	25,000

By signing this document, I agree I have read (1) Non-Profit Community Support Program Guidelines, (2) Non-Profit Community Support Program Review and Approval Process, and (3) Non-profit Community Support Fund Program Scoring Rubric. I certify that funds will be used for the purpose specified in the application and supplemental documents. I understand that a final report and summary of the award are due no later than 45 days after the final project is completed or within 12 months from the award. I understand that failure to adhere to all program guidelines could prohibit me or my organization from applying for future funding.

Signature and Date: Michelle Grant 8/14/24

A completed application includes all details below from the Project Plan & Description and the Project Budget & Grant Request. Application packets not containing all parts will be considered incomplete.

Project Plan & Description

Attach the following details to the application in a separate file using a maximum of 3 pages)

- *A description of how funding will be used including steps for implementation, schedule for completion, and expected outcomes*
- *Indicate the anticipated number of Citrus Heights residents served*
- *List all prior City of Citrus Heights funding awarded (city-administered grants, CDBG funds, etc.) to your organization over the past five (5) years*
- *Is your organization applying for 2025 CDBG funds and if so, for what amount?*
- *Attach a copy of IRS Determination Letter verifying non-profit designation*

Project Budget & Grant Request

Attach the following details to the application: A maximum of two (2) pages.

- *What is the total proposed program/project costs? Detail all current and anticipated funding sources. List other organizations/agencies for which your organization will receive funding for this project.*
- *For ongoing programs, describe how your organization will fund future expenses.*
- *How much of the total project costs is your organization requesting from the City?*
- *Describe how the funding requested serves only Citrus Heights residents*

Application Submittal Process: E-mail the signed application packet and all attachments to communityengagement@citrusheights.net no later than 4:00 p.m. by August 15th, 2025.

LATE APPLICATIONS WILL NOT BE ACCEPTED

Post Award Reporting Requirements

- All City-Administrated Grants and incentive programs require a final project report to demonstrate that the applicant achieved the program's goals and utilized the funding appropriately. This provides a framework for accountability and highlights the organization's worthiness for future funding.
- All reports are due within 12 months of the project's approval or 45 days after completion. Applicants who fail to provide a final report may be denied future funding.

Approved by City Council January 11, 2024

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

DEPARTMENT OF THE TREASURY

Date: FEB 09 2014

VETERANS GOLF PARK FOR DISABLED
VETERANS
C/O JAMES N ROUNSAVELL
8040 HOOPES DR
CITRUS HEIGHTS, CA 95610

Employer Identification Number:
45-3545009
DLN:
604008077
Contact Person:
RENEE RAILEY NORTON ID# 31172
Contact Telephone Number:
(877) 829-5500

Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
September 7, 2011
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 947

PROJECT PLAN & DESCRIPTION

Lot Acquisition for Overflow Parking for Veterans Community Center Patrons

Project Description

Our nonprofit organization has the opportunity to acquire the vacant lot directly adjacent to our existing facility. The property is essential to meeting the growing need for safe, accessible, and convenient parking for the veterans, their families, volunteers, and community members who participate in and support our programs and services.

Acquisition of the adjacent property will provide a long-term solution to current parking limitations while strengthening the organization's ability to serve both current and future generations of veterans. Securing the property will also support the continued accessibility, effectiveness, and long-term sustainability of the organization and its mission.

Project Need and Community Benefit

The proposed acquisition will directly support access to the organization's veteran-focused services and activities by providing additional parking immediately adjacent to the facility. Improved parking capacity is particularly important for older veterans, individuals with disabilities or mobility limitations, families, volunteers, and community members attending programs, events, and services.

According to the July 2025 U.S. Census Bureau population estimate referenced in this application, the City of Citrus Heights has approximately 86,348 residents. The 2020-2024 American Community Survey estimates that approximately 4,617 military veterans reside in Citrus Heights. In addition to veterans, an undetermined portion of the broader community may benefit through volunteerism, family participation, community events, and other activities associated with the organization.

Project Financing and Use of Grant Funds

The organization is presently working to obtain financing for the property acquisition. Grant funds would increase the cash contribution toward the purchase price and reduce the amount that must be financed. Reducing the organization's borrowing requirement will minimize long-term debt obligations and help preserve financial resources for the continued delivery of vital monthly services and programs for veterans and their families.

Grant support for this project will therefore have both an immediate and long-term impact: it will assist with the acquisition of a strategically important property while helping the organization maintain financial stability and direct a greater portion of its resources toward its charitable mission.

Project Plan

1. **Property Acquisition:** Complete financing and funding requirements necessary to acquire the adjacent vacant lot.
2. **Funding Strategy:** Combine available organizational funds, grant assistance, donations, and financing to complete the purchase while minimizing the amount of long-term debt.
3. **Parking and Accessibility:** Use the acquired property to address parking needs and improve safe, convenient access to the organization's facility, subject to applicable planning, permitting, and site requirements.

4. **Long-Term Stewardship:** Maintain the property as an organizational asset that supports ongoing veteran services, community participation, and the organization's long-term sustainability.

Anticipated Outcomes

Successful completion of the project will increase parking capacity, improve accessibility to the facility, support continued participation in veteran programs and services, and secure an adjacent property that is important to the organization's future operations. By reducing the amount of financing required, grant assistance will also help protect the organization's ability to devote financial resources to direct services for veterans and their families.

Prior Grant Support

In 2024, the organization was awarded a $5,000 Nonprofit Community Support Grant for the purchase of an onsite storage shed. The successful use of prior grant funding demonstrates the organization's commitment to applying community support toward practical facility improvements that strengthen its capacity to carry out its mission.

CDBG Applicability

The 2025 Community Development Block Grant (CDBG) program does not apply to this project.

VETERANS COMMUNITY CENTER

PROJECT BUDGET AND GRANT REQUEST

Lot Acquisition for Overflow Parking for Veterans Community Center Patrons

Total Proposed Project Cost

The proposed project is the acquisition of the vacant lot located at 6941 Sylvan Road, Citrus Heights, California 95610, adjacent to the Veterans Community Center. The negotiated purchase price for the property is $240,000. The property is intended to provide overflow parking for Veterans Community Center patrons and to improve safe and convenient access to the Center's programs, services, activities, and community events.

Project Budget and Funding Sources

Project Budget / Funding Source	Amount
Property acquisition purchase price	$240,000
Cash donations received from local businesses and individuals	$55,000
Remaining amount to be funded through grants, additional fundraising, and/or financing	$185,000
Minimum grant amount requested from the City	$25,000

To date, the Veterans Community Center has received $55,000 in cash donations from local businesses and individuals specifically supporting the organization's efforts to acquire the adjacent property. These contributions demonstrate meaningful community support for the project.

Ongoing Funding and Future Expenses

The Veterans Community Center will continue its established fundraising efforts through community campaigns, individual and business contributions, and applications for eligible grant opportunities. The organization is also pursuing financing as necessary to complete the acquisition. Increasing the amount of grant and donated funds applied to the purchase will reduce the amount that must be financed, helping the Center minimize debt obligations and preserve operating resources for its ongoing programs and services.

Grant Amount Requested from the City

The Veterans Community Center respectfully requests a minimum grant award of $25,000 toward the acquisition of the adjacent lot. The organization would gratefully accept a larger award should additional funding be available within the City's grant budget. Every grant dollar awarded will increase the Center's cash contribution toward the purchase and reduce the amount of financing required, allowing more organizational resources to remain available for direct services to veterans, their families, and the community.

Benefit to Citrus Heights Residents

This project will provide a lasting community benefit by expanding overflow parking immediately adjacent to the Veterans Community Center and improving access for patrons attending programs, services, activities, and events. The additional parking will be especially beneficial to veterans, older adults, individuals with disabilities or mobility limitations, families, volunteers, and other community members who utilize or support the Center.

According to the July 2025 U.S. Census Bureau population estimate referenced in this application, the City of Citrus Heights has approximately 86,348 residents. The 2020-2024 American Community Survey estimates that approximately 4,617 military veterans reside in Citrus Heights. Beyond the veteran population, the project will benefit an additional, undetermined number of Citrus Heights residents

through volunteer participation, family involvement, community events, and other activities associated with the Veterans Community Center.

Grant Impact

City grant assistance will directly advance a one-time capital acquisition that will support the Veterans Community Center for years to come. By helping secure the adjacent property while reducing the organization's financing burden, the grant will strengthen the Center's long-term sustainability and help ensure that financial resources remain focused on its mission of serving veterans and their families.

CITRUS HEIGHTS
ECONOMIC DEVELOPMENT & COMMUNITY ENGAGEMENT DEPARTMENT

Non-profit Community Support Fund Program Scoring Rubric

Organization Name: Citrus Heights Veterans Community Center- lot aquisition for parking

TOTAL SCORE: 29

Overview

	Yes-1	No-0	Score
1.Copy of IRS 501(c)(3) Determination Letter (Confirming status)	1		
2. Clear and measurable project scope/description	1		
3. Funding usage benefits Citrus Heights residents	1		
5. Provide an Itemized Budget	1		

Program/Services Overview

The applicant clearly describes the specific program or event and aligns with the funding request					
High- 5	4	Medium-3	2	Low-1	Score
A clear summary of the program/services with specific details on how it serves Citrus Heights residents		Somewhat clear summary of the program/services with specific details on how it serves Citrus Heights residents		Vague, incomplete, or confusing summary of the program/services with little or no details on how it serves Citrus Heights residents	5

How many Citrus Heights residents will benefit from the program?						
5	4	3	2	1	0	Score
>1000	>500	>250	>100	<50	Did not provide an answer	5

The applicant identifies clear, specific outcomes that can be expected from this award					
High- 5	4	Medium-3	2	Low-1	Score
Clear definition of program/services success. Clear picture of how it will demonstrate outcomes are met.		Good understanding of anticipated specific results of success, but lacks detail.		Success difficult to ascertain, flawed by unmeasurable outcomes.	5

CITRUS HEIGHTS
ECONOMIC DEVELOPMENT & COMMUNITY ENGAGEMENT DEPARTMENT

Budget

Detailed Project Costs					
High- 5	4	Medium-3	2	Low-1	Score
Strongly detailed and realistic budget with sound use of funds		The budget generally appears to support the program/services as described, although there are gaps in detail.		The budget does not support the described program/services. It seems incomplete, does not reflect actual costs, or is outside of program goals.	5

Identified other funding sources (e.g., fees, donations, grants) the organization has received					
High- 5	4	Medium-3	2	Low-1	Score
Demonstrates significant financial support from other funding sources without City funding		Demonstrates some financial support from other funding sources without City funding		Demonstrates minimal financial support from other funding sources without City funding	5

Written Comments

Request is 11% of total budget, prepared to finance the remainder if unable to secure supplemental funding. Metrics outcome is quoted as entire Citrus Heights veteran community, more likely the number of parking stalls that will be created and its use by unduplicated program users.

CITRUS HEIGHTS

ECONOMIC DEVELOPMENT & COMMUNITY ENGAGEMENT DEPARTMENT

2025/2026 Nonprofit Community Support Fund Rollover Requests

CITY OF CITRUS HEIGHTS

CITY COUNCIL STAFF REPORT MEMORANDUM

DATE: October 14, 2026

TO: Mayor and City Council Members
Ashley J. Feeney, City Manager

FROM: Casey Kempenaar, Community Development Director
Steffane Lui, Senior Planner

SUBJECT: **AB 626 Microenterprise Home Kitchen Operations (MEHKO)**

Recommendation

At the September 9, 2026, City Council Meeting, two members of Council requested to agendize an item to discuss Microenterprise Home Kitchen Operations (MEHKO). Staff recommends the City Council review the information provided in this report and presentation and provide direction to staff regarding whether to submit a letter of support or opposition to the Sacramento County Board of Supervisors or to abstain from taking action.

Strategic Plan Alignment

This staff report is in alignment with the following City Council priority:

Goal: Preserve and Enhance Public Safety

Fiscal Impact

There is no direct fiscal impact to the City's General Fund associated with providing policy direction on this matter. Future fiscal impacts would depend on the policy direction chosen and potential code enforcement or administrative oversight required.

Background and Analysis

In September 2018, the Governor signed Assembly Bill 626 (AB 626) which established Microenterprise Home Kitchen Operations (MEHKOs), allowing private residences to be used to store, prepare, and sell food directly to consumers, including alcohol sales.

Food prepared by a MEHKO may be consumed on site like a traditional restaurant or delivered to customers off-site. Originally, the legislation allowed MEHKOs to provide up to 30 meals per

day, no more than 60 meals per week, and limited the operation to $50,000 in annual gross sales. The state has since amended the MEHKO framework under AB 1325, which increased the meals per week to 90 and raised the gross annual sales cap to $100,000.

A MEHKO may not open for business within a jurisdiction unless it has obtained a permit from the local enforcement agency pursuant to California Health and Safety Code section 114367.2. The local enforcement agency for Sacramento County is the Sacramento County Environmental Management Department (EMD), which is governed by the Sacramento County Board of Supervisors. The Board has full discretion to authorize the permitting of MEHKOs by ordinance or resolution.

Pursuant to Assembly Bill 377, which amended provisions of AB 626, a county must explicitly opt in to allow MEHKOs; once a county does so, cities within that county are mandated to allow such establishments under the county authorization. A county's authorization to allow MEHKOs within the county "shall apply to all areas within its jurisdiction, including being applicable to all cities within a county that authorizes microenterprise home kitchen operations, regardless of whether each city located within the jurisdiction of the county separately authorizes them." (Health & Safety Code section 114367.)

Timeline

The regulatory framework and City engagement have evolved through the following key milestones:

- September 2018: AB 626 was signed into California law.
- January 1, 2019: MEHKO Effective
- July 11, 2019 – Initial City Council Action: Staff presented a report to the City Council regarding AB 626. Following discussion, Council voted to recommend that the Sacramento County Board of Supervisors take "no action" at that time (Attachment 2), citing concerns regarding health and safety oversight, implementation vagueness, and neighborhood impacts related to parking, traffic, noise, and utilities.
- Fall of 2019 – Sacramento County Board of Supervisors chose not to introduce or vote on an authorizing resolution, MEHKOs remained prohibited in Sacramento County.
- October 7, 2019 – AB 377: Cleanup bill for AB 626
- March 26, 2026 – Legislative Amendments (SB 1447): Revisions to AB 626 were introduced through Senate Bill 1447 (SB 1447). SB 1447 provided further amendments to the California Retail Food Code, including refined provisions for residential kitchen use, food safety training requirements, exemptions from certain commercial food facility standards, and rules affecting compact mobile food operations and sidewalk vending.
- May 1, 2026 – County Jurisdictional Workshop: City staff attended a regional workshop hosted by EMD to review MEHKO regulations and receive notice of an upcoming

County Board of Supervisors hearing where EMD would present municipal support and concern feedback.

- May 13, 2026 – Transmittal of Reaffirmation Letter: City Manager Ashley J. Feeney submitted formal correspondence to the Sacramento County Board of Supervisors reaffirming the City's position of opposition based on ongoing concerns regarding land use incompatibility, enforcement limitations, and neighborhood impacts (Attachment 3).

- September 9, 2026 – City Council Request: The City Council requested a formal agenda item to discuss MEHKO operations and revisit the City's regional position.

- October 14, 2026 –Staff presentation to Council

- October 20, 2026 – County Board Action: The Sacramento County Board of Supervisors is scheduled to consider the implementation of MEHKOs countywide.

Analysis
AB 626 and subsequent legislation establish a state-mandated framework for home-based retail food operations, presenting distinct operational, regulatory, and economic dynamics for local consideration:

- **Economic and Community Factors:** Proponents note that MEHKOs create accessible, low-barrier business opportunities for local entrepreneurs (particularly home cooks) and increase local access to fresh, prepared meals. MEHKOs can be start-up operations for eventual brick and mortar or food manufacturing businesses.

- **Regulatory and Oversight Limitations:** Under state statute, health inspections for MEHKOs are conducted strictly by appointment rather than unannounced visits, and oversight is managed by County health officials rather than local city enforcement.

- **Land Use, Zoning, and Fire Standards:** County-authorized MEHKOs must be treated as permitted residential uses. Municipalities cannot require rezoning, impose discretionary land-use permits, or classify the operation as a change of occupancy under local building, fire, or housing codes.

- **Neighborhood Compatibility:** State law preempts traditional municipal tools for managing commercial activities in residential zones. Because MEHKO operations are regulated and health-inspected by Sacramento County, City staff cannot regulate or inspect the internal commercial operation, local Code Enforcement is forced into a purely reactive role, addressing off-site impacts after complaints occur (such as illegal street parking, traffic congestion, excess trash, noise, or commercial odors).

- **Alcohol Licensing:** MEHKOs may apply directly to the California Department of Alcoholic Beverage Control (ABC) for a license if they qualify under "bona fide eating place" standards. Eligible license types include:

- Type 41 (On-Sale Beer & Wine – Eating Place): Authorizes the sale of beer and wine for on-premises consumption with meals.
- Type 47 (On-Sale General – Eating Place): Authorizes the sale of beer, wine, and distilled spirits (hard liquor) for on-premises consumption with meals.

- **Local Restaurant Impact:** Traditional commercial food establishments, including locally owned brick-and-mortar restaurants, caterers, and mobile food vendors, are subject to extensive regulatory requirements. These include commercial zoning approvals, fire and building inspections, health permits, commercial kitchen standards, grease interceptors, accessibility standards, signage rules, utility fees, insurance, and routine unannounced inspections. MEHKOs operate from private residences and remain exempt from many of these commercial facility requirements.

Attachments:

1. Sacramento County MEHKO FAQs 2026
2. 2019 Citrus Heights Letter
3. May 2026 Citrus Heights Letter of Opposition

SACRAMENTO COUNTY

Environmental Management Department
Protecting Public Health and the Environment

11080 White Rock Road, Suite 200
Rancho Cordova, CA 95670
(916) 875-8440 ● **EMD.saccounty.gov**

Microenterprise Home Kitchen Operations (MEHKOs) Frequently Asked Questions (FAQs)

Background:

The California Health and Safety Code (i.e. California Retail Food Code) was recently amended to establish a “microenterprise home kitchen operation” as a new type of retail food facility. A MEHKO, if authorized by the local governing body of an enforcement agency (i.e. local environmental health jurisdiction) would allow the enforcement agency to issue a permit to an individual to operate a restaurant in their private home.

Permitting:

Q: What is a Microenterprise Home Kitchen Operation?

A: It is a type of food service operated by a resident from a private home where food is prepared, cooked and served to consumers on the same day. Food is to be consumed onsite, picked up or be delivered to the consumer within a safe time period (i.e. within 30 minutes without hot-holding equipment).

Q: When does the MEHKO law go into effect?

A: While the law became effective January 1, 2019, unless a local governing body such as a County authorizes this type of food facility, a permit will not be able to be issued by the local environmental health jurisdiction.

Q: Do I need a permit to operate a MEHKO?

A: Yes, a permit shall be obtained from the local environmental health jurisdiction prior to operating a MEHKO.

Q: How do I obtain a permit?

A: To obtain a permit, submit a permit application, Standard Operational Procedures (SOP) and payment to the environmental health jurisdiction where the MEHKO is located. The submitted packet will be reviewed and an inspection of the MEHKO will be scheduled. If approved, a permit will be issued. Fees will vary depending on the local ordinance and fee schedule.

Q: How long does the application process take for a MEHKO?

A: The application process is determined by the level of detail and completeness of the application package. The standard application process for MEHKOs is up to 20 calendar days if the application package is complete and the level of detail in the operational procedures is included to demonstrate compliance with the law.

Q: I have a MEHKO permit for my current residence and will be moving. Is my permit still valid for my new residence?

A: No, permits are not transferable to other people or other locations. Permits that are issued by the environmental health jurisdiction are only valid for the person, location and type of food service initially approved. If the food permittee moves, changes their menu or type of food

service, a new permit application will need to be submitted for approval by the local environmental health jurisdiction.

Q: Can multiple MEHKO permits be issued for two residents?

A: Only one MEHKO may operate from a private residence. Permits are specific for the person, location and type of food service to be offered.

Q: What information is required in a MEHKO's standard operating procedures?

A: A MEHKO's standard operating procedures shall include:

- All food types or products (e.g. menu items) that will be handled.
- The proposed procedures and methods of food preparation and handling.
- Procedures, methods, and schedules for cleaning utensils, equipment, and for the disposal of refuse.
- How food will be maintained at the required holding temperatures, pending pickup by the consumer and during delivery.
- Proposed days and times when the home kitchen may potentially be utilized as a MEHKO.
- Will the food be served on site, delivered, picked up or all of the above.

Q: Can a permitted Cottage Food Operator (CFO) also operate as a MEHKO?

A: No, a CFO is restricted to non-potentially hazardous foods and cannot serve food from a private home.

Q: What is the difference between a Cottage Food Operation (CFO) and a Microenterprise Home Kitchen Operation (MEHKO)?

A: A CFO is restricted to preparing and selling only non-potentially hazardous foods that have been approved by the California Department of Public Health which may be sold directly or indirectly to the consumer whereas a MEHKO allows for the limited preparation of potentially hazardous foods for onsite consumption or delivery when permitted by the local environmental health jurisdiction.

Q: Who is the "local enforcement agency" for MEHKOs?

A: The local enforcement agency for food facilities, including MEHKOs, in Sacramento County is the Environmental Management Department.

Q: How often will a MEHKO be inspected by the local environmental health jurisdiction?

A: After the initial permitting inspection, a MEHKO may be subject to one routine inspection per fiscal year. Additional inspections may be conducted in response to a consumer complaint, or reason to suspect that adulterated or otherwise unsafe food has been produced or served.

Q: What areas of the MEHKO will be permitted and inspected?

A: The areas of a MEHKO that will be permitted and inspected include the home kitchen, onsite consumer eating area, food storage, utensils and equipment, toilet room, cleaning facilities, and refuse storage area (this includes garbage, recycling and composting areas).

Q: What happens if a customer complains after eating at or purchasing food and beverages from a MEHKO?

A: The Environmental Health Specialist may conduct an onsite inspection to investigate the alleged complaint. Fees may be assessed by the local environmental health jurisdiction for the investigation.

Q: What information is available to assist a MEHKO to operate in a safe and healthy way?

A: The local environmental health jurisdiction is a great resource to obtain information.

Q: Is a letter grade/placard required to be posted at a MEHKO like it is at a permanent food facility or a mobile food facility?

A: The law exempts a MEHKO from any local grading system. Inspection report data and violation information relating to any inspections conducted at a permitted MEHKO can be found at https://inspections.myhealthdepartment.com/sacramento.

Q: How would the public know if a MEHKO has an approved permit?

A: A MEHKO is required to display their permit, or a legible copy, during hours of operation. Customers can also visit https://inspections.myhealthdepartment.com/sacramento to determine if a MEHKO has a valid permit.

Operations:

Q: Who is considered a resident?

A: A resident is an individual who lives in a private home (such as a single home, apartment, duplex, or condominium) when not elsewhere for work or temporary basis (i.e. vacation).

Q: Can a MEHKO operate as a Caterer?

A: No, a MEHKO is prohibited from operating a Catering Operation. Only permanent food facilities approved for food preparation (such as a restaurant, banquet facility or other approved commercial kitchen) can conduct catering operations.

Q: Who can I sell my food to?

A: Food must be sold directly to a consumer for onsite consumption or delivery and not to a wholesaler or retailer.

Q: Can a MEHKO sell or give away food products at a temporary event or certified farmer's markets?

A: No, a MEHKO cannot sell food products at a temporary event or certified farmer's market. A MEHKO is limited to selling food directly to a consumer for onsite consumption or delivery.

Q: Can a MEHKO sell to any wholesaler or retailer?

A: No, a MEHKO can only sell food directly to consumers, through an internet Web site, or a mobile application of an Internet food service intermediary (see FAQ further in the document for the definition of an internet food service intermediary).

Q: Can a MEHKO advertise in front of the residence?

A: No, the MEHKO is prohibited from posting signage or other outdoor displays advertising the MEHKO from a residence.

Q: Can a MEHKO advertise online?

A: Yes, a MEHKO can utilize an internet food service intermediary or other online platform that lists or promotes the MEHKO on its internet web site or mobile application.

Q: Can a MEHKO advertise using print media?

A: Yes, a MEHKO can advertise in a newspaper or other print media. The MEHKO must clearly identify the name of the local enforcement agency that issued the permit, the permit number along with the following statement "Made in a Home Kitchen" in a conspicuous font and location within the advertisement.

Q: If there are complaints about odors, traffic, parking, and/or excessive noise, what agency should be notified?

A: Any complaints involving nuisance concerns can be reported directly to the local city's Code Enforcement Department, or for MEHKOs in the unincorporated areas, to the County Code Enforcement Program.

Q: Can a MEHKO utilize a third-party online delivery service, such as Uber Eats or DoorDash to deliver food?

A: MEHKO is not allowed to utilize any third-party delivery service except for an individual who has a physical or mental condition which limits them to access the food without a third-party delivery service.

Food Service:

Q: What type of food service is the MEHKO permitted to do?

A: A MEHKO can prepare and sell foods that have been approved by the local environmental health jurisdiction for same day onsite consumption or delivery.

Q: What are the menu limitations on a MEHKO?

A: A MEHKO business may not prepare food or beverages that:

- Involve the production, service, or sale of raw milk or raw milk products.
- Involve the service or sale of raw oysters.
- Involve food processes that require a Hazard Analysis Critical Control Point Plan (see follow-up question below for more information).

Q: Can a MEHKO make and sell ice cream or other milk products?

A: No. The California Department of Food and Agriculture requires a license and specific requirements for the manufacturing of ice cream or dairy based foods. A residential home will not be able to meet those requirements. This does not prohibit a MEHKO from utilizing dairy products such as pasteurized milk purchased from an approved source as an ingredient in a food product.

Q: Can homegrown fruits and vegetables be used in a MEHKO?

A: Yes, however, care should be taken to ensure all fruit and produce is grown and handled using best management practices associated with a community food producer and all produce must be thoroughly washed prior to use.

Q: Can a MEHKO add cannabis, CBD, or Kava to a food product as part of their operation?

A: No, only approved food additives may be used as an ingredient in food preparation. At this time, cannabis, CBD and Kava have not been approved as a food additive by the Food and Drug Administration.

Q: Can a MEHKO donate food?

A: A MEHKO may donate food to a food bank or to any other charitable nonprofit organization if the food has been handled in compliance with the California Retail Food Code and is donated the same day it is prepared.

Q: Can I keep leftovers to serve the next day?

A: Leftovers can't be served the next day as part of the MEHKO operation.

Q: Can a MEHKO package food or beverages?

A: A MEHKO may portion food into containers for same day pick up or delivery service.

Q: Are commercial equipment and/or appliances required in a MEHKO?

A: No, commercial equipment and/or appliances are not required as long as the equipment/appliances are maintained clean and are in good working order.

Q: Are there any special requirements regarding a private residential water well?

A: Yes, only potable water from a properly constructed and maintained onsite well or municipal water system can be used. Bacteriological tests (quarterly), Nitrates (annually), Nitrites (every 3 years), and constituents of concern such as Fluoride and Arsenic (once) may be required by the local enforcement agency.

Q: Can a MEHKO operate an open-air barbecue or an outdoor wood-burning oven?

A: Yes, a MEHKO may operate an open-air barbecue or an outdoor wood-burning oven as long as the barbecue or oven is operated on the same premises as a MEHKO, is separated from public access, and meets the requirements of California Retail Food Code Section 114143.

Q: Are restrooms required to be available for MEHKO customers?

A: Yes, clean toilet facilities, in good condition, shall always be available for employees and for consumers when there is onsite consumption.

Q: Can alcoholic beverages be served or sold from a MEHKO?

A: Contact Department of Alcohol Beverage at https://www.abc.ca.gov/.

Employees and Record Keeping:

Q: What is the definition of a food employee?

A: A food employee is an employee who works with food, food equipment or utensils, or food contact surfaces.

Q: Are family or household members considered food employees?

A: No, family members and household members are not considered food employees of a MEHKO but are still subject to food safety rules.

Q: What are the limitations for a MEHKO to hire food employees?

A: A MEHKO may have no more than one (1) full time equivalent food employee.

Q: What food safety certificates are required to operate a MEHKO?

A: The operator of the MEHKO shall successfully pass an approved and accredited food safety examination by the American National Standards Institute as meeting the requirements of the Conference for Food Protection's Standards for Accreditation of Food Protection Manager Certification Programs and any individual, other than the operator, who is involved with the preparation, storage, or service of food in a MEHKO shall obtain an approved food handler card. A food employee that has a valid food safety manager certificate is not required to obtain a food handler card.

Q: What are the sales limitations of a MEHKO?

A: The MEHKO shall have no more than $100,000 in verifiable (ex. invoices) gross annual sales. Records of all sales must be kept so that compliance with this limitation can be verified.

Q: What records are required to be maintained for review by the local environmental health jurisdiction?

A: The MEHKO shall maintain the following documents onsite for review during an inspection:

- Written standard operating procedures that include a menu, and hours of operation.
- The permit to operate, or an accurate copy, shall be always displayed onsite when the MEHKO is in operation.
- Valid certificate of the food safety manager certification for the operator and a valid food handler card(s) or food safety manager certification for any food employees.

- A copy of the valid driver's license of a person delivering food on behalf of the MEHKO.
- A copy of the most recent inspection report.
- Copies of the MEHKO financial records as it relates to the gross annual sales.

Q: What if I want to change my menu after I have obtained a permit as a MEHKO?

A: If the proposed menu change requires new equipment or additional food storage capacity, an updated SOP may be required by the local enforcement agency. Contact the local enforcement agency to determine what may be required before changing the menu.

If you have any questions that have not been answered in these FAQs, or if additional clarification is needed, please email EMD at MEHKO@saccounty.gov or call us at 916-875-8440.

CITRUS HEIGHTS
Solid roots. New growth.

City of Citrus Heights
6360 Fountain Square Drive
Citrus Heights
California 95621
(916) 725-2448
Fax (916) 725-5799
TDD 7-1-1

www.citrusheights.net

The City of CITRUS HEIGHTS is committed to providing high quality, economical, responsive city services to our community.

August 1, 2019

Board of Supervisors
Sacramento County
700 H Street, Suite 1450
Sacramento, CA 95814

RE: AB 626 – Mircoenterprise Home Kitchen Operations

Dear Board Chair and Board Members:

Thank you for the opportunity to provide input on Assembly Bill (AB) 626 which amends the California Health and Safety Code to establish "microenterprise home kitchen operations", referred to as MEHKOs, as a new type of retail food facility in in a private residence. In accordance with the bill, the discretion to authorize MEHKOs within Sacramento County, including the incorporated cities, falls under your purview.

At the July 11th Citrus Heights City Council meeting, the council discussed the legislation and concluded with the following recommendation:

> ***The Citrus Heights City Council recommends the Sacramento Board of Supervisors take "no action" at this time on AB 626.***

Although conceptually the City Council supported AB 626, they felt the legislation as currently written was vague and lacked necessary information for a safe implementation. The following is a brief summary of the City Council's discussion:

- Opportunity for those wanting to start a food business;
- Many cottage food operators have been successful but concern with expansion of food types that require safe handling;
- Lack of oversight in the cleanliness of the home and food prep areas;
- Impact MEHKO would have on utilities including erosion of sewer pipes;
- Inspections completed by appointment (no surprise inspections);
- Lack of safe guards for the community including food spoilage; and
- Neighborhood impacts due to parking, smells.

The Citrus Heights City Council looks forward to any future legislative amendments that may come as a result of the implementation of AB 626 in other counties in California.

Since your decisions impact Citrus Heights, please consider the City Council's recommendation prior to action by the board. If you have any questions, please feel free to contact me at (916) 727-4741.

JEANNIE BRUINS, *Mayor* • JEFF SLOWEY, *Vice Mayor*
BRET DANIELS, *Council Member* • PORSCHE MIDDLETON, *Council Member* • STEVE MILLER, *Council Member*
CHRISTOPHER W. BOYD, *City Manager* • RYAN R. JONES, *City Attorney*

Sincerely,

Alison Bermudez

Alison Bermudez
Associate Planner

CC: Marie Woodin, Director
Sacramento County Environmental Management Department
10590 Armstrong Ave
Mather, CA 95655
(sent by email to: WoodinM@saccounty.net)

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www.citrusheights.net

The City of CITRUS HEIGHTS is committed to providing high quality, economical, responsive city services to our community.

May 5, 2026

Board of Supervisors
Sacramento County
700 H Street, Suite 1450
Sacramento, CA 95814

RE: Assembly Bill 626 (AB 626) – City of Citrus Heights Position

Dear Honorable Chair and Board Members:

The City of Citrus Heights respectfully submits this letter to reaffirm its opposition to Assembly Bill 626 (AB 626), which authorizes Microenterprise Home Kitchen Operations (MEHKOs) within residential neighborhoods.

The City Council has previously considered this matter and did not support allowing MEHKOs within the community. That position remains unchanged.

The City continues to have significant concerns regarding the incompatibility of commercial food operations within residential neighborhoods. Allowing MEHKOs introduces potential impacts related to parking, traffic, noise, and intensity of use that are not consistent with the purpose and character of residential zoning districts.

In addition, the City has serious concerns regarding enforcement and oversight. The decentralized nature of MEHKOs presents challenges in ensuring compliance with operational limits, health and safety standards, and neighborhood compatibility. These issues place an undue burden on local enforcement resources and create potential risks for surrounding residents.

While the City recognizes the intent of AB 626 to support small-scale entrepreneurship, it does not find that the benefits outweigh the land use conflicts and enforcement challenges associated with this model.

For these reasons, the City of Citrus Heights strongly opposes the implementation or expansion of MEHKO programs and urges the Board of Supervisors to take a similar position.

Respectfully Submitted,

Ashley J. Feeney
City Manager
City of Citrus Heights

MARIJANE LOPEZ-TAFF, *Mayor* • PORSCHE MIDDLETON, *Vice Mayor*
DR. JAYNA KARPINSKI-COSTA, *Council Member* • KELSEY NELSON, *Council Member* • TIM SCHAEFER, *Council Member*
ASHLEY J. FEENEY, *City Manager* • RYAN R. JONES, *City Attorney*