



**CITY OF COSTA MESA
2015-2016 COMMUNITY DEVELOPMENT BLOCK GRANT
PUBLIC SERVICE GRANT APPLICATION**

Application is due 4:00 PM January 20, 2015

Late Applications will not be accepted

Submit 1 original application & back up documentation to:

*Mike Linares
Housing & Community Development
77 Fair Drive, Costa Mesa CA 92628*

AND

Email the completed application to:

mike.linares@costamesaca.gov

To be considered for funding a complete application & documents listed below must be submitted by the due date/time. Hard copy & electronic copy must be submitted by the due date/time.

Check each item included in your application package - ensure an authorized representative signs the application certification. Ensure all required text fields & applicable boxes are completed or checked (*click on applicable box to insert text or check mark; "Tab" from field to field; avoid using hard returns within text boxes*). Narrative text fields are limited in space so ensure responses are concise.

**Do not submit testimonials, letters of support, or program literature
MODIFIED APPLICATIONS WILL NOT BE ACCEPTED**

Organization Name: City of Costa Mesa Senior Center

Program Name: Social Services

CDBG Amount Requested: \$20,000

-Application
-Attachment A: Past & Projected Accomplishments
-Attachment B: Proposed Budget
-Attachment C: CDBG Funded Personnel

Submit the following materials as PDF files on a CD-Rom

-Proposed Program Application or Intake Sheet
-IRS Tax Exempt Documentation
-Current Board of Directors Roster
-Most Recent Financial Audit & 990 Tax Filing

APPLICANT GENERAL INFORMATION

A. Organization Legal Name: City of Costa Mesa Senior Center

B. Mailing Address: P.O.Box 1200 Costa Mesa CA. 92626-1200

C. Program Name: Social Services

D. CDBG Amount Requested: \$20,000

E. Check the **ONE** category that best describes the proposed program

- | | |
|-----------------------------------------------------------------------|---------------------------------------------------|
| <input checked="" type="checkbox"/> Elderly/Frail Elderly Services | <input type="checkbox"/> Youth Services |
| <input type="checkbox"/> Physically/Developmentally Disabled Services | <input type="checkbox"/> Crime Awareness |
| <input type="checkbox"/> Persons with HIV/AIDS Services | <input type="checkbox"/> Homeless Services |
| <input type="checkbox"/> Fair Housing Services | <input type="checkbox"/> Substance Abuse Services |
| <input type="checkbox"/> Severe Mental Illness Services | <input type="checkbox"/> Child Care Services |
| <input type="checkbox"/> Other Public Service (specify) _____ | <input type="checkbox"/> Health Services |

F. Is this application submitted by a coalition of organizations?

Yes No

G. Is this application submitted by a faith-based organization?

Yes No

H. Location of where service will be provided (i.e., specify if program is citywide, a street address, a school site): 695 W. 19th St. Costa Mesa Ca. 92627

I. Person to contact regarding this application & program administration:

Name: Travis Karlan Email Address: Travis.Karlan@costamesaca.gov

Telephone: 949-645-2356 x13 Fax: 949-645-5090

J. Federal Tax ID Number: 95-6005030

K. DUNS Number: _____

L. Official Authorized to Sign Contracts & Expend Funds:

Name: _____ Title: _____

2. APPLICATION SUMMARY

Provide a brief summary of how the proposed program will address a priority need in Costa Mesa, your agency's capacity/experience to carry out the activity & administering CDBG funds, and how CDBG grant funds will be used. If you are submitting a coalition application, discuss the role of coalition partners & how program & admin efforts will be coordinated. Since 1992, the goal of the Social Services Program at the Senior Center has been to improve, at no cost to the seniors, physical and mental/emotional well-being. Requested funds will support the salary of Social Services Senior Outreach Worker, Charu Mody, LCSW, who has managed the program since 2003. This important program provides assistance with housing, home care, insurance, transportation, financial needs, assisted living, legal aid concerns, counselling, (individual, group, family and more). In addition to this, the Outreach Worker visits disabled seniors in their home. She also facilitates the Transitions Support Group twice monthly to address life changes and age related issues. Charu collaborates closely with the Public Health Nurse to address medical and emotional needs in an integrated manner. Using the multi-disciplinary approach she can provide the best standard of care for the seniors. Educational speakers will be invited to discuss Heart Disease, Home Safety, De-cluttering, Pain Management, Dementia, Alcohol Abuse, Elder Abuse, Scam Prevention, Fall prevention, Medications and its side effects, Diabetes, Nutrition, Benefits of Exercise and other timely topics.

3. COMMUNITY NEED

Provide data relevant to the need for the proposed program in Costa Mesa. Ensure information is specific to Costa Mesa and is supported by relevant data. Ensure you specifically address how the proposed program will impact the community need or City objectives.

Costa Mesa's total population is 112,174 out of which 9.2% or more (10,320) are seniors over the age of 65. The percent of seniors living below the poverty level in Costa Mesa is 8.2% (American Community Survey, US Census Bureau). The Senior Center serves as a surrogate family since majority of them have no family in the area. It alleviates loneliness and isolation, and offers compassion, encouragement and support through its programs and staff. Social Services is free and so are some classes which is helpful to those living in poverty. The financial pressures continue to add stress and depression for seniors. Other stressors are unemployed adult children moving back home or vice versa creating loss of privacy and overcrowded living conditions. All this affects their physical and emotional well-being causing increased anxiety, confusion, depression and decline in overall health. The lack of affordable housing for seniors on Social Security alone continues to be a major stressor. New laws now require paperwork that many seniors are unable to complete without help from Social Services. The needs are varied and significant for this vulnerable population, especially for those without family or other means of support. The Social Services program continues to be an invaluable resource for them.

4. ORGANIZATION CAPACITY & EXPERIENCE

- A. State your organization's experience to carry out the proposed program. Include information regarding length of time providing service, professional qualification of staff (include license, academic credentials, etc.) & other relevant information. Since it was established in 1992, the Costa Mesa Senior Center has served seniors in the community through various programs. For the past 11 years, Charu Mody, LCSW with more than 37 years of experience in the mental health field, has been the Director of Social Services Program. Every 2 years she is mandated to complete 36 hours of CEU's to meet licensing requirements and stay abreast of most current protocol. The program collaborates closely with the center nurse and other community agencies to provide seniors with comprehensive mental, emotional and physical health assessments and services. Some examples are Hoag Memorial, Adult Protective Services, Older Adult and Mental Health Services, Home Care agencies, Assisted Living facilities, UCI's geriatric program for Dementia Screening etc. These referrals/collaborations provide an advanced level of care for the seniors. The Social Services Program operates under the supervision of Penny Loomer interim Senior Center Director.
- B. Summarize your organization's experience administering CDBG public service grant funds. Costa Mesa Senior Center has carefully and successfully administered CDBG funding from the City of Costa Mesa for the Social Services Program for the past 10 years and has previously managed funding for Preventative Health (12 years).

C. If you have received CDBG funding from the City of Costa Mesa in past years, complete the table below for most recent years.

YEAR FUNDS RECEIVED	CDBG GRANT AMOUNT	NAME OF FUNDED PROGRAM
2014	\$15,764	Senior Center Social Services
2013	\$10,000	Prior to last year funds were distributed to the Senior Center Corporation

D. If previously funded by Costa Mesa CDBG, has your agency ever failed to expend all grant funds that were awarded? Yes No

If "Yes," explain reasons: _____

E. If previously funded by Costa Mesa CDBG, has your agency ever failed to meet established contractual accomplishment goals? Yes No

If "Yes," explain reasons: _____

F. If you have not received CDBG funding from Costa Mesa in the past, list three references for 3 grant fund providers that have funded the proposed program:

GRANT PROVIDER	GRANT PROVIDER CONTACT NAME TELEPHONE # & EMAIL	GRANT AMOUNT	DATES COVERED BY GRANT FUNDS
N/A		\$	
		\$	
		\$	

G. Compliance with OMB Circular A-133 (Single Audit):

1. In any of the past 3 years, has your agency expended more than \$500,000 in federal funds during a fiscal year? Yes No

2. During this year(s), did your agency prepare a Single Audit compliant with OMB Circular A-133? Yes No If "Yes" please provide a copy of most recent Single Audit. If "No" please explain why a Single Audit was not prepared. N/A

5. PROGRAM INFORMATION

A. Complete the following budget summary for the proposed program.

1. 2015-2016 Costa Mesa CDBG Grant Funds Requested: \$20,000
2. Total 2015-2016 Program Budget: \$ _____

B. Detail how requested CDBG funds will be utilized (e.g., staff salaries, benefits; program supplies; insurance; direct client assistance, etc.)? Ensure that **Attachment B "Proposed Program Budget"** is reflective of this outline. Staff Salary. Requested CDBG funds will be used to support the salary of the part time Social Services Outreach Worker, Charu Mody, who implements the Program and provides direct client assistance to meet a variety of needs that impact senior's health and well-being. Although the economy may be inching slowly toward recovery it has not had much impact on seniors who are on a fixed income. The cost of living has gone up. Food, car, gas, utilities, insurance copays and other miscellaneous expenses are constant. All these factors have significantly increased senior needs. With high levels of stress, anxiety and depression among seniors, access to a mental health professional who is affordable, knowledgeable, and resourceful is imperative. To meet this need, a licensed clinical social worker is very important.

C. What is the per unit cost to delivery of the proposed program? 80.00/person without overhead.

D. How does this cost per unit of service compare to other similar services? The Social Services Program is provided at no charge and can be accessed as often as needed. Uninsured seniors have no access to mental health services. The nominal cost of \$125.00 would only provide 1 private session with an outside mental health professional. The Social Services program offers access to a professional as often as needed and includes ongoing support groups. The Transitions Support group meets twice monthly. In addition, seniors are connected to community resources and organizations. The comprehensive approach allows seniors to meet in a non-threatening and safe environment multiple times with 1 stable and easily accessible person. No other program in Costa Mesa provides such a broad range of services, free of charge for seniors.

E. Does the proposed program serve Veterans? (Note: Up to 10 additional rating points may be awarded to this application based on the percentage of Veterans served.) Yes No

If "Yes," what is the total percentage of Veteran clients served by the program? 1%

G. Provide the following information regarding full-time, part-time, contract & volunteer staff that will be utilized to provide the proposed service. (If CDBG funds are requested for any personnel costs, **Attachment C “CDBG Funded Personnel”** must be completed).

Full-Time Staff: _____ Part-Time Staff: 1
 Contract Staff: _____ Volunteers: _____

H. What percentage of the organization’s total budget is spent on fundraising & overall administration?
N/A

I. Provide the following information regarding the number of unduplicated clients that will be served by the proposed program:

1. Total number of unduplicated clients, **regardless of city of residence** that will be service by the program between 7/1/2015 & 6/30/2016? 300 Individuals
2. Total number of unduplicated **Costa Mesa clients** that the program will serve by the program between 7/1/15 & 6/30/16? 250 Individuals
3. What is the **total** proposed program budget for FY 2014-2015? \$20,000
4. What % of the total program budget will be used to serve unduplicated Costa Mesa residents?
83%

J. Budget Leveraging

1. Will CDBG or other grant funding be requested for this program from any other city or the County?
 Yes No ‡

If “Yes” how much & will these grant funds be used to assist Costa Mesa Residents?

NAME OF AGENCY	CDBG/GRANT AMOUNT REQUESTED	AMOUNT THAT WILL SERVE CM RESIDENTS
	\$	\$
	\$	\$
	\$	\$

Add additional sheets if necessary.

‡ Ensure that these amounts are also listed in “**ATTACHMENT B PROPOSED 2015-2016 PROGRAM BUDGET.**”

2. Will grant funding be requested for this program from any other funder to serve Costa Mesa residents?

Yes No

If "Yes" how much & will these grant funds be used to assist Costa Mesa Residents?

NAME OF FUNDER	GRANT AMOUNT REQUESTED	AMOUNT THAT WILL SERVE CM RESIDENTS
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$

Add additional sheets if necessary.

K. Is this a new program? Yes No If this is **not** a "New" program, how will this program be expanded from current program efforts? The Transitions Support Group will continue to provide ongoing support for seniors experiencing losses (loss of spouse, health, financial, retirement, mobility etc.) Currently 10-14 participants attend this group. It has been very popular over the past 11 years. Seniors are receptive to the non-confrontational, non-judgmental and confidential nature of the group process. They feel safe and secure in discussing their problems and respond well to therapeutic suggestions. In future Charu plans to start other support groups (Bereavement, Caregivers Support Group) with help of Social Work Interns. Also, more partnerships will be created with the community to enhance the Social Services Program. There will be presentations made to different senior complexes to make them aware of all the Social Services provided by the City of Costa Mesa Senior Center. For example Tower on 19th, St. John's Manor, Casa Bella, Senior Mobile Home Parks and other agencies who provide services to seniors.

L. Will requested CDBG funds be used as "seed money" to create additional funding opportunities? Yes No

M. Will requested CDBG funds be used to match funding requested for another funder? Yes No If "Yes," provide information regarding the other grant source & match requirements. _____

6. HUD REQUIREMENTS

Provide the following information regarding the number of individuals to be served by the proposed program & your agency from 7/1/2015 through 6/30/2016:

- A. Number of unduplicated Costa Mesa residents the program will serve **with requested CDBG funds?**
250 Individuals.

What % of these individuals will be of low/moderate income? 100%

Note: HUD requires that each organization providing services to individuals with CDBG public service grant funds document the size, race/ethnicity & income of assisted households. Income documentation is not required for "presumed beneficiary" category clients; however, documentation of "presumed beneficiary" status is required. Presumed beneficiaries include: abused children, seniors (over 62 years of age), battered spouses, severely disabled adults, homeless persons, illiterate persons, persons with HIV/AIDS, migrant farm workers.

- B. Does the proposed program application/intake form collect all HUD-required information?
Yes No If "Yes," how is this information documented?

a. Self-Certification

b. Analysis of household income documents such as tax returns/pay checks

c. Program serves **presumed beneficiary** category List category Seniors

If "No," how will this information be collected & reported to the City? N/A

- C. Submit a copy of the current or proposed program application/intake form with your original application submission package.

- D. If the proposed service assists the homeless, what percentage of clients are "chronic homeless?" 1%
 Not Applicable

*HUD defines **chronically homeless** as:*

(1) An individual who:

(i) Is homeless & lives in a place not meant for human habitation, a safe haven, or in an emergency shelter &

(ii) Has been homeless & living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least 1 year or on at least 4 separate occasions in the last 3 years, where each homeless occasion was at least 15 days &

(iii) Can be diagnosed with 1 or more of the following conditions: substance use disorder, serious mental illness, developmental disability, post-traumatic stress disorder, cognitive impairments resulting from brain injury, or chronic physical illness or disability;

(2) An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days & met all of the criteria in paragraph (1) before entering that facility; or

(3) A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (1), including a family whose composition has fluctuated while the head of household has been homeless.

- E. All CDBG-funded activities are required to provide **output** (i.e. number of individuals served) & **outcome** (i.e. anticipated benefit to program recipients) data. All CDBG-funded activities must meet one of HUD's "objectives" & "outcomes."

OBJECTIVE - Check the box (**only one**) that best applies to the proposed program:

- Suitable Living Environment – The activity is designed to benefit the community, families, or individuals by address issues in their living environment.
- Decent Affordable Housing – The activity is designed to cover a wide range of housing opportunities that meet individual family or community needs.
- Creating Economic Opportunities – The activity will generate economic development, commercial revitalization or job creation.

OUTCOMES - Check the box (**only one**) that best applies to the proposed program.

- Availability/Accessibility – The activity makes services, infrastructure, housing or shelter available/accessible to low- & moderate-income people, including individuals with disabilities.
- Affordability – The activity provides affordability in a variety of ways for low- & moderate-income people (includes creation or maintenance of affordable housing, basic infrastructure hook-ups or services).
- Sustainability (Promoting Livable or Viable Communities) – The activity aims to improve the community or neighborhoods, helps to make them livable or viable by providing benefits to low & moderate-income people, or by removing/eliminating slums/blighted areas.

- F. Regarding Objectives/Outcomes listed above, describe how success & effectiveness (i.e. **outcome**) of proposed services will be measured. Include the program definition of success/effectiveness, tools used to measure program success/effectiveness, the % of individuals served that will meet/exceeded the success/effectiveness threshold & how clients will be tracked to measure outcomes. If no system is in place, discuss steps to be taken to implement a performance measurement system. Initially a treatment/care plan is developed which includes specific goals. Program success is evaluated through regular assessments that compare the care plan with the client's actual outcomes. Quarterly reports are submitted and include both demographic data and qualitative assessments through narratives about client progress. Client follow-up can occur in group, during 1:1 meetings, phone call or home visit to ensure client's continuing stability and safety and any new concerns that may arise are addressed. It is anticipated that at least 75% of participants will be stabilized and experience improved skills in managing life situations in an effective and healthy manner. They will also learn to become proactive and address issues before it becomes a crisis. They will be educated in several areas of their care. They will also know what community resources to access.

7. COALITION APPLICATION INFORMATION (Maximum 10 Extra Rating Points)

NOTE: A coalition is defined as two or more agencies applying for CDBG public service grant funds with the goal of eliminating duplication of services & grant administration. Evidence of a formal Memorandum of Understanding or agreement between coalition agencies must be provided.

Additionally coalition points may be awarded to those applications that will work in partnership with the City to implement Homeless Task Force or neighborhood improvement initiatives.

CHECK BOX IF NOT APPLICABLE

A. List coalition members *(Not applicable if seeking points as partner with City initiatives):*

Lead Agency:
Member:
Member:
Member:
Member:

B. Describe the target population to be served by the coalition. *(If seeking points as a City initiatives partner, list target population.)* _____

C. Describe the services each member of the coalition will provide to coalition clients & how services will be coordinated, tracked & reported. *(If seeking points as a City initiatives partner, list services to be provided & how services will be coordinated with City efforts.)* _____

D. How is the effectiveness & success of coalition efforts measured? Provide data regarding coalition effectiveness/success for the past two years. *(Provide requested response if seeking points as a City initiatives partner.)* _____

E. How many clients will be served by coalition efforts during the 2015-2016 Program Year with requested CDBG funds? *(Provide requested response if seeking points as a City initiatives partner.)*

8. CERTIFICATION

I hereby certify that I am authorized to submit this application for CDBG public service grant funding provided by the City of Costa Mesa ("City") by the Board of Directors of {Insert Agency Name} ("Agency"). If grant funds are granted, funds will be used solely to benefit low- and moderate-income Costa Mesa residents. Agency understands that general liability, auto liability insurance, and workers compensation insurance are required and will be provided per terms of a grant agreement to be executed between the City and the Agency. Agency understands that grant funds are provided on a reimbursement basis and will provide appropriate documentation to substantiate expenditures submitted for reimbursement. Grant funds will be administered pursuant to this agreement and consistent with applicable federal regulations. If the Agency fails to serve eligible Costa Mesa residents during the term of the contract, or fails to substantially attain projected accomplishments (defined as at least 75% of projected number of persons to be served), Agency will be required to repay all or a portion of funds already disbursed to the Agency by the City and/or forego receipt of additional grant funds. Agency also certifies that it is in compliance with all local zoning/land use regulations and possesses all required licenses and permits to operate/provide program.

Name: Travis Karlan

Title: Parks & Community Services Manager

Signature

Date

ATTACHMENT A

PAST & PROJECTED CDBG-FUNDED PROGRAM ACCOMPLISHMENTS

Program Name: Social Services

Do not use percentages
List actual number of unduplicated Costa Mesa residents served in past years or estimate number of unduplicated Costa Mesa residents to be served with requested CDBG funds

INCOME CATEGORY	2012-2013 ACTUAL NUMBER OF CM PERSONS SERVED	2013-2014 ACTUAL NUMBER OF CM PERSONS SERVED	2014-2015 PROJECTED NUMBER OF CM PERSONS TO BE SERVED	2015-2016 PROJECTED NUMBER OF CM PERSONS TO BE SERVED
MODERATE-INCOME 80% + MEDIAN INCOME	4	0	2	2
LOW-INCOME 50%-80% MEDIAN INCOME	11	10	10	10
VERY LOW-INCOME 30%-50% MEDIAN INCOME	40	46	33	43
EXTREMELY LOW-INCOME 0%-30% MEDIAN INCOME	197	200	155	195
TOTAL	252	256	200	250

ATTACHMENT B

PROPOSED 2015-2016 PROGRAM BUDGET

Program Name: Social Services

BUDGET CATEGORY	CDBG	OTHER	TOTAL
Agency Administration Staff Salaries & Benefits	\$	\$0	\$
Program Staff Salaries & Benefits	\$20,000	\$	\$20,000
Program Supplies	\$	\$0	\$
Rent/Lease	\$	\$0	\$
Communications	\$	\$0	\$
Utilities	\$	\$0	\$
Insurance	\$	\$0	\$
Professional Services (Specify)	\$	\$0	\$
Other (Specify)	\$	\$0	\$
Other (Specify)	\$	\$0	\$
Other (Specify)	\$	\$0	\$
Other (Specify)	\$	\$0	\$
TOTAL	\$20,000	\$	\$20,000

List Source of "Other" Program Funds to be use to Assist CM Residents

SOURCE OF OTHER PROGRAM FUNDS	AMOUNT OF OTHER PROGRAM FUNDS	FUNDS SECURED FOR FY 15-16 WITH A CONTRACT?
None	\$	Yes <input type="checkbox"/> No <input type="checkbox"/>
	\$	Yes <input type="checkbox"/> No <input type="checkbox"/>
	\$	Yes <input type="checkbox"/> No <input type="checkbox"/>
	\$	Yes <input type="checkbox"/> No <input type="checkbox"/>
	\$	Yes <input type="checkbox"/> No <input type="checkbox"/>
TOTAL	\$	

ATTACHMENT C CDBG FUNDED PERSONNEL

CHECK BOX IF NOT APPLICABLE

LIST ONLY POSITIONS FOR WHICH YOU ARE REQUESTING CDBG FUNDING

AGENCY ADMINISTRATION

POSITION TITLE	ANNUAL SALARY	ANNUAL BENEFITS	TOTAL COMPENSATION	CDBG FUNDS REQUESTED	% OF TIME POSITION IS DEDICATED TO COSTA MESA CDBG ACTIVITY
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%

PROPOSED PROGRAM STAFF

POSITION TITLE	ANNUAL SALARY	ANNUAL BENEFITS	TOTAL COMPENSATION	CDBG FUNDS REQUESTED	% OF TIME POSITION IS DEDICATED TO COSTA MESA CDBG ACTIVITY
Senior Outreach Worker	\$20,000	\$	\$	\$20,000	100%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%

PROPOSED PROGRAM CONTRACT STAFF

POSITION TITLE	ANNUAL SALARY	ANNUAL BENEFITS	TOTAL COMPENSATION	CDBG FUNDS REQUESTED	% OF TIME POSITION IS DEDICATED TO COSTA MESA CDBG ACTIVITY
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%



**CITY OF COSTA MESA
2015-2016 COMMUNITY DEVELOPMENT BLOCK GRANT
PUBLIC SERVICE GRANT APPLICATION**

Application is due 4:00 PM January 20, 2015

Late Applications will not be accepted

Submit 1 original application & back up documentation to:

Mike Linares

*Housing & Community Development
77 Fair Drive, Costa Mesa CA 92628*

AND

Email the completed application to:

mike.linares@costamesaca.gov

To be considered for funding a complete application & documents listed below must be submitted by the due date/time. Hard copy & electronic copy must be submitted by the due date/time.

Check each item included in your application package - ensure an authorized representative signs the application certification. Ensure all required text fields & applicable boxes are completed or checked (*click on applicable box to insert text or check mark; "Tab" from field to field; avoid using hard returns within text boxes*). Narrative text fields are limited in space so ensure responses are concise.

**Do not submit testimonials, letters of support, or program literature
MODIFIED APPLICATIONS WILL NOT BE ACCEPTED**

Organization Name: Colette's Children's Home

Program Name: Transitional Housing Program (THP)

CDBG Amount Requested: \$45,000

-Application
-Attachment A: Past & Projected Accomplishments
-Attachment B: Proposed Budget
-Attachment C: CDBG Funded Personnel

Submit the following materials as PDF files on a CD-Rom

-Proposed Program Application or Intake Sheet
-IRS Tax Exempt Documentation
-Current Board of Directors Roster
-Most Recent Financial Audit & 990 Tax Filing

APPLICANT GENERAL INFORMATION

- A. Organization Legal Name: Colette's Children's Home
- B. Mailing Address: 7372 Prince Drive, Suite 106 Huntington Beach, CA 92647
- C. Program Name: Transitional Housing Program
- D. CDBG Amount Requested: \$45,000

E. Check the **ONE** category that best describes the proposed program

- | | |
|-----------------------------------------------------------------------|-------------------------------------------------------|
| <input type="checkbox"/> Elderly/Frail Elderly Services | <input type="checkbox"/> Youth Services |
| <input type="checkbox"/> Physically/Developmentally Disabled Services | <input type="checkbox"/> Crime Awareness |
| <input type="checkbox"/> Persons with HIV/AIDS Services | <input checked="" type="checkbox"/> Homeless Services |
| <input type="checkbox"/> Fair Housing Services | <input type="checkbox"/> Substance Abuse Services |
| <input type="checkbox"/> Severe Mental Illness Services | <input type="checkbox"/> Child Care Services |
| <input type="checkbox"/> Other Public Service (specify) _____ | <input type="checkbox"/> Health Services |

F. Is this application submitted by a coalition of organizations?

- Yes No

G. Is this application submitted by a faith-based organization?

- Yes No

H. Location of where service will be provided (i.e., specify if program is citywide, a street address, a school site): Multiple cities within Orange County

I. Person to contact regarding this application & program administration:

Name: William O'Connell Email Address: coletteschildren@aol.com
Telephone: 714-596-1380 Fax: 714-848-1866

J. Federal Tax ID Number: 91-1939140 K. DUNS Number: 14-736-8448

L. Official Authorized to Sign Contracts & Expend Funds:

Name: William O'Connell Title: Executive Director

2. APPLICATION SUMMARY

Provide a brief summary of how the proposed program will address a priority need in Costa Mesa, your agency's capacity/experience to carry out the activity & administering CDBG funds, and how CDBG grant funds will be used. If you are submitting a coalition application, discuss the role of coalition partners & how program & admin efforts will be coordinated.

As stated in the DRAFT City of Costa Mesa 2010-2014 Consolidated Plan, 'Based on the City's Needs Assessment, some of the housing/service needs of the homeless, persons with disabilities, and lower-income households are not being fully addressed. To meet the needs of these underserved populations, the City will allocate HOME and CDBG funding to programs that are specifically geared toward providing services to these households.' Additionally, the Homeless Priority Needs Strategy has been given a High Priority Need Rating in the plan, which also notes potential obstacles preventing the City from accomplishing goals, such as decreased service provider capacity. CCH has experienced growth and success during our 16 year history of providing homeless services, administering private and government funding, and accomplishing stated goals. We are well positioned to meet the City's needs as detailed in the Plan by providing decent housing, food, basic needs, and long term client sustainability.

3. COMMUNITY NEED

Provide data relevant to the need for the proposed program in Costa Mesa. Ensure information is specific to Costa Mesa and is supported by relevant data. Ensure you specifically address how the proposed program will impact the community need or City objectives.

The homeless issue in Orange County reaches all regions including the city of Costa Mesa. As noted in the 2009 PIT Homeless Count, Costa Mesa comprised 11.2% of the homeless population in Orange County. Costs associated with the homeless are higher with issues such as age, mental health, chronic disease, substance abuse, recurrent and persistent homelessness. Colette's Children's Home addresses these issues using the Continuum of Care Model to stabilize clients and ultimately lead them to self-sufficiency, thus reducing the fiscal impact of homelessness. In 2014, Colette's Children's Home had requests from over 4,287 homeless women and children. We housed and provided supportive services to 515 women and children. Of this amount, 40 homeless women and children came to Colette's Children's Home from the City of Costa Mesa. In our 16 year history, nearly 15% of all clients served originated from Costa Mesa. A partnership with Colette's Children's Home through the use of CDBG funds will assist the City in addressing the Homeless Priority Needs Strategy as outlined in the 2015-2019 Consolidated Plan and will decrease the overall cost of services provided by the City to its homeless residents.

4. ORGANIZATION CAPACITY & EXPERIENCE

- A. State your organization's experience to carry out the proposed program. Include information regarding length of time providing service, professional qualification of staff (include license, academic credentials, etc.) & other relevant information.

Colette's Children's Home has been in operation for 16 years. Our Executive Director, William O'Connell, has provided the vision and direction for the continuing growth of our organization. Mr. O'Connell and our Board of Directors have over 100 years experience working in this field. We currently have five full time case managers, 1 part time case manager, an intake coordinator, a life skills facilitator, a program supervisor, and a program manager to ensure an effective service delivery based on our unique model. Our staff is comprised of compassionate and professional individuals who possess Bachelor's Degrees in Human Services, Psychology, and Sociology, and Drug and Alcohol certifications. We meet the requirements contained in the Consolidated Plan Goal #HM3 as we have a proven ability to facilitate housing for households that require supportive services and interim transitional housing while they obtain life-skills to gain self-reliance. In addition, our internal goal of the percentage of households transitioning to permanent housing exceeds the goal set by the City in the Consolidate Plan.

- B. Summarize your organization's experience administering CDBG public service grant funds.

Colette's Children's Home has worked with the city of Costa Mesa for more than six fiscal years administering CDBG funds. We have also worked with the cities of Orange, Anaheim, and Westminster with CDBG and ESG funding. We have surpassed our goals and accomplishments on all CDBG grants received. In the CDBG's 2013-2014 fiscal year Colette's Children's home served 23 Costa Mesa persons at a total cost of \$74,750.00 We are appreciative of the City's desire to support existing local service agencies that provide transitional housing to homeless households.

C. If you have received CDBG funding from the City of Costa Mesa in past years, complete the table below for most recent years.

YEAR FUNDS RECEIVED	CDBG GRANT AMOUNT	NAME OF FUNDED PROGRAM
2013-2014	\$20,000	Transitional Housing Program
2011-2012	\$13,495	Transitional Housing Program
2009-2010	\$17,925	Transitional Housing Program

D. If previously funded by Costa Mesa CDBG, has your agency ever failed to expend all grant funds that were awarded? Yes No
 If "Yes," explain reasons: _____

E. If previously funded by Costa Mesa CDBG, has your agency ever failed to meet established contractual accomplishment goals? Yes No
 If "Yes," explain reasons: _____

F. If you have not received CDBG funding from Costa Mesa in the past, list three references for 3 grant fund providers that have funded the proposed program:

GRANT PROVIDER	GRANT PROVIDER CONTACT NAME TELEPHONE # & EMAIL	GRANT AMOUNT	DATES COVERED BY GRANT FUNDS
		\$	
		\$	
		\$	

G. Compliance with OMB Circular A-133 (Single Audit):

- In any of the past 3 years, has your agency expended more than \$500,000 in federal funds during a fiscal year? Yes No
- During this year(s), did your agency prepare a Single Audit compliant with OMB Circular A-133? Yes No If "Yes" please provide a copy of most recent Single Audit. If "No" please explain why a Single Audit was not prepared. _____

5. PROGRAM INFORMATION

A. Complete the following budget summary for the proposed program.

- | | |
|-----------------------------------------------------|--------------------|
| 1. 2015-2016 Costa Mesa CDBG Grant Funds Requested: | <u>\$45,000</u> |
| 2. Total 2015-2016 Program Budget: | <u>\$1,858,000</u> |

B. Detail how requested CDBG funds will be utilized (e.g., staff salaries, benefits; program supplies; insurance; direct client assistance, etc.)? Ensure that **Attachment B "Proposed Program Budget"** is reflective of this outline. Colette's Children's Home will leverage CDBG funds with other government and private funding to provide transitional housing to City of Costa Mesa homeless women and children. Specifically the funds will provide for case management staff salaries, supportive services including bus passes, food vouchers, child care, housing placement, job development assistance, and life skills classes. Funding will also be used to support shelter operations such as the cost of utilities, household supplies, repair and maintenance, and insurance.

C. What is the per unit cost to delivery of the proposed program? \$3,250.00/person

D. How does this cost per unit of service compare to other similar services?

As our capacity to serve has increased in proportion to the overall growth of the agency, Colette's Children's Home has achieved economies of scale allowing to maintain a low per unit cost of delivery. As a full service provider we have the ability to provide a complete spectrum of services to care for the individual needs of our targeted population. In addition to professional staff, we have developed valuable resources and partnerships within the community who provide an array of services at no cost to our agency or residents. In addition, Colette's Children's Home is able to offer value-added services beyond the traditional service plan scope through the generous support of private and corporate community donations.

E. Does the proposed program serve Veterans? (Note: Up to 10 additional rating points may be awarded to this application based on the percentage of Veterans served.) Yes No

If "Yes," what is the total percentage of Veteran clients served by the program? 0.37%

2. Will grant funding be requested for this program from any other funder to serve Costa Mesa residents?

Yes No

If "Yes" how much & will these grant funds be used to assist Costa Mesa Residents?

NAME OF FUNDER	GRANT AMOUNT REQUESTED	AMOUNT THAT WILL SERVE CM RESIDENTS
U.S. Department of HUD	\$914,000	\$37,000
Rescare	\$250,000	\$10,000
Children & Families Commission	\$105,000	\$4,000
Private & Corporate	\$339,000	\$13,320
Direct Public	\$250,000	\$10,000

Add additional sheets if necessary.

K. Is this a new program? Yes No If this is **not** a "New" program, how will this program be expanded from current program efforts?

CCH is constantly researching ways to better serve the homeless women and children of Orange County. We receive the Federal Register, which keeps us updated on any current or new laws pertaining to our mission. Clients complete a survey upon program graduation that explains their likes, dislikes, and changes about our program. Our Board of Directors meets regularly to discuss shelter operations and any needs to address. Finally, we always keep in touch with our private and corporate donors as well as volunteers.

A dominant consideration in our fund development strategy is to seek diversified sources of funding including grants from private foundations and corporations, hosting successful fundraisers, expanding our individual donor base, and developing cost effective permanent housing projects. We have been successful in this endeavor, expanding our foundation and corporate giving from FY 2011 to FY 2014 by 253%. We have also acquired two new sites for our emergency housing program and permanent housing program.

L. Will requested CDBG funds be used as "seed money" to create additional funding opportunities?

Yes No

M. Will requested CDBG funds be used to match funding requested for another funder? Yes No

If "Yes," provide information regarding the other grant source & match requirements. _____

6. HUD REQUIREMENTS

Provide the following information regarding the number of individuals to be served by the proposed program & your agency from 7/1/2015 through 6/30/2016:

- A. Number of unduplicated Costa Mesa residents the program will serve **with requested CDBG funds?**
18 Individuals.

What % of these individuals will be of low/moderate income? 100%

Note: HUD requires that each organization providing services to individuals with CDBG public service grant funds document the size, race/ethnicity & income of assisted households. Income documentation is not required for "presumed beneficiary" category clients; however, documentation of "presumed beneficiary" status is required. Presumed beneficiaries include: abused children, seniors (over 62 years of age), battered spouses, severely disabled adults, homeless persons, illiterate persons, persons with HIV/AIDS, migrant farm workers.

- B. Does the proposed program application/intake form collect all HUD-required information?
Yes No If "Yes," how is this information documented?

a. Self-Certification

b. Analysis of household income documents such as tax returns/pay checks

c. Program serves **presumed beneficiary** category List category Homeless

If "No," how will this information be collected & reported to the City? _____

- C. Submit a copy of the current or proposed program application/intake form with your original application submission package.

- D. If the proposed service assists the homeless, what percentage of clients are "chronic homeless?" 15%
 Not Applicable

*HUD defines **chronically homeless** as:*

(1) An individual who:

- (i) Is homeless & lives in a place not meant for human habitation, a safe haven, or in an emergency shelter &*
(ii) Has been homeless & living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least 1 year or on at least 4 separate occasions in the last 3 years, where each homeless occasion was at least 15 days &
(iii) Can be diagnosed with 1 or more of the following conditions: substance use disorder, serious mental illness, developmental disability, post-traumatic stress disorder, cognitive impairments resulting from brain injury, or chronic physical illness or disability;

(2) An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days & met all of the criteria in paragraph (1) before entering that facility; or

(3) A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (1), including a family whose composition has fluctuated while the head of household has been homeless.

- E. All CDBG-funded activities are required to provide **output** (i.e. number of individuals served) & **outcome** (i.e. anticipated benefit to program recipients) data. All CDBG-funded activities must meet one of HUD's "objectives" & "outcomes."

OBJECTIVE - Check the box (**only one**) that best applies to the proposed program:

- Suitable Living Environment – The activity is designed to benefit the community, families, or individuals by address issues in their living environment.
- Decent Affordable Housing – The activity is designed to cover a wide range of housing opportunities that meet individual family or community needs.
- Creating Economic Opportunities – The activity will generate economic development, commercial revitalization or job creation.

OUTCOMES - Check the box (**only one**) that best applies to the proposed program.

- Availability/Accessibility – The activity makes services, infrastructure, housing or shelter available/accessible to low- & moderate-income people, including individuals with disabilities.
- Affordability – The activity provides affordability in a variety of ways for low- & moderate-income people (includes creation or maintenance of affordable housing, basic infrastructure hook-ups or services).
- Sustainability (Promoting Livable or Viable Communities) – The activity aims to improve the community or neighborhoods, helps to make them livable or viable by providing benefits to low & moderate-income people, or by removing/eliminating slums/blighted areas.

- F. Regarding Objectives/Outcomes listed above, describe how success & effectiveness (i.e. **outcome**) of proposed services will be measured. Include the program definition of success/effectiveness, tools used to measure program success/effectiveness, the % of individuals served that will meet/exceeded the success/effectiveness threshold & how clients will be tracked to measure outcomes. If no system is in place, discuss steps to be taken to implement a performance measurement system.

The overarching goals for each participant household is a reduction in the duration and number of homeless episodes, an increase in household income through employment and mainstream benefits, and the transition from subsidized transitional housing for the homeless into self-sustaining permanent housing. In addition to standard case management tools, such as progress on individualized service plans, the agency tracks program effectiveness on an individual and agency wide basis through our Self-Sufficiency Matrix. The matrix scores, tracks, and measures, from baseline to post-graduation, the areas of housing, employment, life skills, ability to meet basic needs, transportation, physical and mental health, and sobriety. All data collected from program intake, participation, and post participation is reported using the county CMIS system.

7. COALITION APPLICATION INFORMATION (Maximum 10 Extra Rating Points)

NOTE: A coalition is defined as two or more agencies applying for CDBG public service grant funds with the goal of eliminating duplication of services & grant administration. Evidence of a formal Memorandum of Understanding or agreement between coalition agencies must be provided.

Additionally coalition points may be awarded to those applications that will work in partnership with the City to implement Homeless Task Force or neighborhood improvement initiatives.

CHECK BOX IF NOT APPLICABLE

A. List coalition members *(Not applicable if seeking points as partner with City initiatives):*

Lead Agency:
Member:
Member:
Member:
Member:

B. Describe the target population to be served by the coalition. *(If seeking points as a City initiatives partner, list target population.)* _____

C. Describe the services each member of the coalition will provide to coalition clients & how services will be coordinated, tracked & reported. *(If seeking points as a City initiatives partner, list services to be provided & how services will be coordinated with City efforts.)* _____

D. How is the effectiveness & success of coalition efforts measured? Provide data regarding coalition effectiveness/success for the past two years. *(Provide requested response if seeking points as a City initiatives partner.)* _____

E. How many clients will be served by coalition efforts during the 2015-2016 Program Year with requested CDBG funds? *(Provide requested response if seeking points as a City initiatives partner.)*

8. CERTIFICATION

I hereby certify that I am authorized to submit this application for CDBG public service grant funding provided by the City of Costa Mesa ("City") by the Board of Directors of Colette's Children's Home ("Agency"). If grant funds are granted, funds will be used solely to benefit low- and moderate-income Costa Mesa residents. Agency understands that general liability, auto liability insurance, and workers compensation insurance are required and will be provided per terms of a grant agreement to be executed between the City and the Agency. Agency understands that grant funds are provided on a reimbursement basis and will provide appropriate documentation to substantiate expenditures submitted for reimbursement. Grant funds will be administered pursuant to this agreement and consistent with applicable federal regulations. If the Agency fails to serve eligible Costa Mesa residents during the term of the contract, or fails to substantially attain projected accomplishments (defined as at least 75% of projected number of persons to be served), Agency will be required to repay all or a portion of funds already disbursed to the Agency by the City and/or forego receipt of additional grant funds. Agency also certifies that it is in compliance with all local zoning/land use regulations and possesses all required licenses and permits to operate/provide program.

Name: William O'Connell

Title: Executive Director

Signature

Date

ATTACHMENT A

PAST & PROJECTED CDBG-FUNDED PROGRAM ACCOMPLISHMENTS

Program Name: Transitional Housing Program (THP)

Do not use percentages
List actual number of unduplicated Costa Mesa residents served in past years or estimate number of unduplicated Costa Mesa residents to be served with requested CDBG funds

INCOME CATEGORY	2012-2013 ACTUAL NUMBER OF CM PERSONS SERVED	2013-2014 ACTUAL NUMBER OF CM PERSONS SERVED	2014-2015 PROJECTED NUMBER OF CM PERSONS TO BE SERVED	2015-2016 PROJECTED NUMBER OF CM PERSONS TO BE SERVED
MODERATE-INCOME 80% + MEDIAN INCOME				
LOW-INCOME 50%-80% MEDIAN INCOME				
VERY LOW-INCOME 30%-50% MEDIAN INCOME				
EXTREMELY LOW- INCOME 0%-30% MEDIAN INCOME	33	23	18	18
TOTAL	33	23	18	18

ATTACHMENT B
PROPOSED 2015-2016 PROGRAM BUDGET

Program Name: Transitional Housing Program (THP)

BUDGET CATEGORY	CDBG	OTHER	TOTAL
Agency Administration Staff Salaries & Benefits	\$0	\$159,500.00	\$159,500.00
Program Staff Salaries & Benefits	\$8,000.00	\$794,000.00	\$802,000.00
Program Supplies	\$0	\$23,000.00	\$23,000.00
Rent/Lease	\$0	\$223,000.00	\$223,000.00
Communications	\$0	\$23,000.00	\$23,000.00
Utilities	\$2,000.00	\$87,000.00	\$89,000.00
Insurance	\$2,500.00	\$32,500.00	\$35,000.00
Professional Services (Specify) Accounting/Audit	\$2,500.00	\$14,500.00	\$17,000.00
Other (Specify) Shelter Maintenance and supplies	\$9,000.00	\$83,000.00	\$92,000.00
Other (Specify) Housing Placement	\$6,000.00	\$10,000.00	\$16,000.00
Other (Specify) Supportive Services	\$15,000.00	\$286,500.00	\$301,500.00
Other (Specify) Operations	\$0	\$77,000.00	\$77,000.00
TOTAL	\$45,000.00	\$1,813,000.00	\$1,858,000.00

List Source of "Other" Program Funds to be use to Assist CM Residents

SOURCE OF OTHER PROGRAM FUNDS	AMOUNT OF OTHER PROGRAM FUNDS	FUNDS SECURED FOR FY 15-16 WITH A CONTRACT?
Federal Government Grant Funding	\$914,000.00	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
State Government Grant Funding	\$355,000.00	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Private and Corporate Funding	\$339,000.00	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Direct Public Support	\$100,000.00	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Fundraising Events	\$150,000.00	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
TOTAL	\$1,858,000.00	

ATTACHMENT C CDBG FUNDED PERSONNEL

CHECK BOX IF NOT APPLICABLE

LIST ONLY POSITIONS FOR WHICH YOU ARE REQUESTING CDBG FUNDING

AGENCY ADMINISTRATION

POSITION TITLE	ANNUAL SALARY	ANNUAL BENEFITS	TOTAL COMPENSATION	CDBG FUNDS REQUESTED	% OF TIME POSITION IS DEDICATED TO COSTA MESA CDBG ACTIVITY
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%

PROPOSED PROGRAM STAFF

POSITION TITLE	ANNUAL SALARY	ANNUAL BENEFITS	TOTAL COMPENSATION	CDBG FUNDS REQUESTED	% OF TIME POSITION IS DEDICATED TO COSTA MESA CDBG ACTIVITY
Case Manager	\$41,600	\$12,000	\$56,600	\$8,000	15%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%

PROPOSED PROGRAM CONTRACT STAFF

POSITION TITLE	ANNUAL SALARY	ANNUAL BENEFITS	TOTAL COMPENSATION	CDBG FUNDS REQUESTED	% OF TIME POSITION IS DEDICATED TO COSTA MESA CDBG ACTIVITY
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%



**CITY OF COSTA MESA
2015-2016 COMMUNITY DEVELOPMENT BLOCK GRANT
PUBLIC SERVICE GRANT APPLICATION**

Application is due 4:00 PM January 20, 2015

Late Applications will not be accepted

Submit 1 original application & back up documentation to:

Mike Linares

Housing & Community Development

77 Fair Drive, Costa Mesa CA 92628

AND

Email the completed application to:

mike.linares@costamesaca.gov

To be considered for funding a complete application & documents listed below must be submitted by the due date/time. Hard copy & electronic copy must be submitted by the due date/time.

Check each item included in your application package - ensure an authorized representative signs the application certification. Ensure all required text fields & applicable boxes are completed or checked (*click on applicable box to insert text or check mark; "Tab" from field to field; avoid using hard returns within text boxes*). Narrative text fields are limited in space so ensure responses are concise.

**Do not submit testimonials, letters of support, or program literature
MODIFIED APPLICATIONS WILL NOT BE ACCEPTED**

Organization Name: Council on Aging Orange County

Program Name: Long Term Care Ombudsman Program

CDBG Amount Requested: \$15,000

-Application
-Attachment A: Past & Projected Accomplishments
-Attachment B: Proposed Budget
-Attachment C: CDBG Funded Personnel

Submit the following materials as PDF files on a CD-Rom

-Proposed Program Application or Intake Sheet
-IRS Tax Exempt Documentation
-Current Board of Directors Roster
-Most Recent Financial Audit & 990 Tax Filing

APPLICANT GENERAL INFORMATION

A. Organization Legal Name: Council on Aging Orange County

B. Mailing Address: 1971 E. 4th Street Suite 200 Santa Ana, CA 92705

C. Program Name: Long Term Care Ombudsman Program

D. CDBG Amount Requested: \$15,000

E. Check the **ONE** category that best describes the proposed program

- | | |
|-----------------------------------------------------------------------|---------------------------------------------------|
| <input checked="" type="checkbox"/> Elderly/Frail Elderly Services | <input type="checkbox"/> Youth Services |
| <input type="checkbox"/> Physically/Developmentally Disabled Services | <input type="checkbox"/> Crime Awareness |
| <input type="checkbox"/> Persons with HIV/AIDS Services | <input type="checkbox"/> Homeless Services |
| <input type="checkbox"/> Fair Housing Services | <input type="checkbox"/> Substance Abuse Services |
| <input type="checkbox"/> Severe Mental Illness Services | <input type="checkbox"/> Child Care Services |
| <input type="checkbox"/> Other Public Service (specify) _____ | <input type="checkbox"/> Health Services |

F. Is this application submitted by a coalition of organizations?

- Yes No

G. Is this application submitted by a faith-based organization?

- Yes No

H. Location of where service will be provided (i.e., specify if program is citywide, a street address, a school site): CDBG funds will only be used for residents living in Costa Mesa Long-Term Care facilities. Ombudsman services are provided throughout Orange County

I. Person to contact regarding this application & program administration:

Name: Kathleen Weidner Email Address: kweidner@coaoc.org

Telephone: (714)479-0107 x 214 Fax: (714) 479-0234

J. Federal Tax ID Number: 95-287089

K. DUNS Number: 053284159

L. Official Authorized to Sign Contracts & Expend Funds:

Name: Kathleen Weidner, Esq

Title: LTC Ombudsman Program Director

2. APPLICATION SUMMARY

Provide a brief summary of how the proposed program will address a priority need in Costa Mesa, your agency's capacity/experience to carry out the activity & administering CDBG funds, and how CDBG grant funds will be used. If you are submitting a coalition application, discuss the role of coalition partners & how program & admin efforts will be coordinated. The Council on Aging Long-Term Care (LTC) Ombudsman program provides advocacy services to frail elderly dependent adults living in certified Long-Term Care facilities in the City of Costa Mesa. The program benefits low and moderate income persons. This program is the ONLY program serving the exclusive needs of the elderly and disabled persons living in LTC facilities.

The Council on Aging has sponsored the Ombudsman Program since 1976. The program mission is to promote independence, self-determination and dignity for those no longer able to care for themselves. Sixty percent of the complaints received by Ombudsmen are uncovered as a result of regular, unannounced visits to care facilities.

Funding will provide salary and benefits for the LTC advocate assigned to serve the residents living in Costa Mesa facilities. This will increase frequency of unannounced visits to the 45 facilities and provide added resources and education for facility staff, resident families and the public.

3. COMMUNITY NEED

Provide data relevant to the need for the proposed program in Costa Mesa. Ensure information is specific to Costa Mesa and is supported by relevant data. Ensure you specifically address how the proposed program will impact the community need or City objectives. Costa Mesa's 45 Long-Term care facilities house over 760 frail, elderly and dependent adults. All of these residents will benefit by Ombudsman advocacy even if not personally counted as unduplicated with statistics. Data suggests that for every incident of abuse or neglect reported, at least five cases go unreported. The Long-Term Care Ombudsman is committed to an increased communication with law enforcement, and is planning programs to educate the public as well as family members and facility caregivers regarding known or suspected elder abuse. The service of the Ombudsman will directly benefit low/moderate income individuals residing in Costa Mesa long-term care facilities. The Ombudsman program is the only agency that regularly visits all nursing homes and residential care facilities; the only advocate for the rights of the elderly, long-term care residents. As needed, Ombudsmen refer to an appropriate licensing agency, who in fact, is the enforcing agency. As of December, 2014 there is an Ombudsman assigned to each of the 986 facilities in Orange County..

4. ORGANIZATION CAPACITY & EXPERIENCE

- A. State your organization's experience to carry out the proposed program. Include information regarding length of time providing service, professional qualification of staff (include license, academic credentials, etc.) & other relevant information. The goals of the Long-Term Care Ombudsman Program are to help those residents living in licensed skilled nursing and residential care facilities to maintain or improve their quality of life. This is accomplished through advocacy, mediation, complaint investigation, complaint resolution and, if indicated, appropriate referral. The Ombudsman Program is staffed with (1) a Long-Term Care Ombudsman Program Director, (2) a Long-Term Care Ombudsman Field Services Director, (3) a Long-Term Care Ombudsman Trainor/Recruitment Coordinator, (4) 26 staff Ombudsmen - (5 full time and 21 part time), and (5) 70 volunteer Ombudsmen. All Ombudsmen trainees are required to complete a minimum of 36 hours classroom training followed by an internship program before becoming certified by the California Department of Aging. Following certification and facility assignments, Ombudsmen are required to attend monthly regional meetings as well as monthly or bi-monthly in-service training.
- B. Summarize your organization's experience administering CDBG public service grant funds. The Council on Aging Orange County has been serving the aging community in a responsible, fiscally sound way since 1973. It has sponsored the Long-Term Care Ombudsman Program since 1976. Staffing remains consistent with average tenure -7 yrs. The Long Term Care Ombudsman Program is the only program serving the exclusive needs of elderly and disabled persons living in LTC facilities. The work we do is conducted by trained & Certified Ombudsman volunteers. With CDBG funds we are able to employ a part time Ombudsman to work exclusively for the City of Mission Viejo. Ombudsman presence and work accomplished will increase facilities visited and complaints received, reviewed & resolved.

- C. If you have received CDBG funding from the City of Costa Mesa in past years, complete the table below for most recent years.

YEAR FUNDS RECEIVED	CDBG GRANT AMOUNT	NAME OF FUNDED PROGRAM
2014	\$9,000	Long-Term Care Ombudsman Program
2013	\$5,000	Long-Term Care Ombudsman Program
2011	\$8,085	Long-Term Care Ombudsman Program

- D. If previously funded by Costa Mesa CDBG, has your agency ever failed to expend all grant funds that were awarded? Yes No

If "Yes," explain reasons:

- E. If previously funded by Costa Mesa CDBG, has your agency ever failed to meet established contractual accomplishment goals? Yes No

If "Yes," explain reasons: During fiscal year 2009-2010 the Scope of Work projection of 50 unduplicated persons to be served was not met. During the 3rd & 4th quarter of that year the Staff Ombudsman for the City of Costa Mesa was on medical leave and the new Ombudsman was being trained. The training period involved more unannounced facility visits thus detecting and resolving concerns before they became reportable problems.

- F. If you have not received CDBG funding from Costa Mesa in the past, list three references for 3 grant fund providers that have funded the proposed program:

GRANT PROVIDER	GRANT PROVIDER CONTACT NAME TELEPHONE # & EMAIL	GRANT AMOUNT	DATES COVERED BY GRANT FUNDS
		\$	
		\$	
		\$	

- G. Compliance with OMB Circular A-133 (Single Audit):

- In any of the past 3 years, has your agency expended more than \$500,000 in federal funds during a fiscal year? Yes No
- During this year(s), did your agency prepare a Single Audit compliant with OMB Circular A-133? Yes No If "Yes" please provide a copy of most recent Single Audit. If "No" please explain why a Single Audit was not prepared. Audit included with this application

5. PROGRAM INFORMATION

A. Complete the following budget summary for the proposed program.

- | | |
|-----------------------------------------------------|------------------|
| 1. 2015-2016 Costa Mesa CDBG Grant Funds Requested: | <u>\$15,000</u> |
| 2. Total 2015-2016 Program Budget: | <u>\$770,500</u> |

B. Detail how requested CDBG funds will be utilized (e.g., staff salaries, benefits; program supplies; insurance; direct client assistance, etc.)? Ensure that **Attachment B "Proposed Program Budget"** is reflective of this outline. The requested funds will be utilized to pay part-time salary and benefits to the Costa Mesa Certified Field Ombudsman. This individual will make regular unannounced visits to the 45 Long-Term Care facilities serving 763 frail/elderly in the City of Costa Mesa.

C. What is the per unit cost to delivery of the proposed program? \$15.00/person

D. How does this cost per unit of service compare to other similar services? Because services provided by the Long-Term Care Ombudsman are unique, there is no similar service that might serve as a basis for comparison. The cost of this service for residents of Costa Mesa is comparable to costs of providing these same services to other cities in Orange County.

E. Does the proposed program serve Veterans? (Note: Up to 10 additional rating points may be awarded to this application based on the percentage of Veterans served.) Yes No

If "Yes," what is the total percentage of Veteran clients served by the program? 16%

2. Will grant funding be requested for this program from any other funder to serve Costa Mesa residents?

Yes No

If "Yes" how much & will these grant funds be used to assist Costa Mesa Residents?

NAME OF FUNDER	GRANT AMOUNT REQUESTED	AMOUNT THAT WILL SERVE CM RESIDENTS
Pacific life Grant	\$26,000	\$3,640
	\$	\$
	\$	\$
	\$	\$
Total:	\$26,000	\$3,640

Add additional sheets if necessary.

K. Is this a new program? Yes No If this is **not** a "New" program, how will this program be expanded from current program efforts? Supplemental funding from the cities we serve allows Ombudsman (resident advocates) to make more frequent unannounced visits to facilities. The Long-Term Care Ombudsman is committed to an increased communication with law enforcement and is planning programs to educate the public as well as facility caregivers and family members regarding known or suspected elder abuse. Data suggests that for every incident of abuse or neglect reported, at least five cases go unreported. The Ombudsman program is the only agency that regularly visits all nursing homes and residential care facilities; the only advocate for the rights of the elderly, long term care residents. As needed, Ombudsmen will refer to an appropriate licensing agency, who in fact, is the enforcing agency. As of December, 2014 there is an Ombudsman assigned to each of the 986 facilities in Orange County..

L. Will requested CDBG funds be used as "seed money" to create additional funding opportunities?

Yes No

M. Will requested CDBG funds be used to match funding requested for another funder? Yes No

If "Yes," provide information regarding the other grant source & match requirements. _____

6. HUD REQUIREMENTS

Provide the following information regarding the number of individuals to be served by the proposed program & your agency from 7/1/2015 through 6/30/2016:

- A. Number of unduplicated Costa Mesa residents the program will serve **with requested CDBG funds?**
40 Individuals.

What % of these individuals will be of low/moderate income? 100%

Note: HUD requires that each organization providing services to individuals with CDBG public service grant funds document the size, race/ethnicity & income of assisted households. Income documentation is not required for "presumed beneficiary" category clients; however, documentation of "presumed beneficiary" status is required. Presumed beneficiaries include: abused children, seniors (over 62 years of age), battered spouses, severely disabled adults, homeless persons, illiterate persons, persons with HIV/AIDS, migrant farm workers.

- B. Does the proposed program application/intake form collect all HUD-required information?

Yes No If "Yes," how is this information documented?

a. Self-Certification

b. Analysis of household income documents such as tax returns/pay checks

c. Program serves **presumed beneficiary** category List category seniors(over 62 yrs)

If "No," how will this information be collected & reported to the City? _____

- C. Submit a copy of the current or proposed program application/intake form with your original application submission package.

- D. If the proposed service assists the homeless, what percentage of clients are "chronic homeless?"
_____% Not Applicable

*HUD defines **chronically homeless** as:*

(1) An individual who:

- (i) Is homeless & lives in a place not meant for human habitation, a safe haven, or in an emergency shelter &*
(ii) Has been homeless & living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least 1 year or on at least 4 separate occasions in the last 3 years, where each homeless occasion was at least 15 days &
(iii) Can be diagnosed with 1 or more of the following conditions: substance use disorder, serious mental illness, developmental disability, post-traumatic stress disorder, cognitive impairments resulting from brain injury, or chronic physical illness or disability;

(2) An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days & met all of the criteria in paragraph (1) before entering that facility; or

(3) A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (1), including a family whose composition has fluctuated while the head of household has been homeless.

- E. All CDBG-funded activities are required to provide **output** (i.e. number of individuals served) & **outcome** (i.e. anticipated benefit to program recipients) data. All CDBG-funded activities must meet one of HUD's "objectives" & "outcomes."

OBJECTIVE - Check the box (**only one**) that best applies to the proposed program:

- Suitable Living Environment – The activity is designed to benefit the community, families, or individuals by address issues in their living environment.
- Decent Affordable Housing – The activity is designed to cover a wide range of housing opportunities that meet individual family or community needs.
- Creating Economic Opportunities – The activity will generate economic development, commercial revitalization or job creation.

OUTCOMES - Check the box (**only one**) that best applies to the proposed program.

- Availability/Accessibility – The activity makes services, infrastructure, housing or shelter available/accessible to low- & moderate-income people, including individuals with disabilities.
- Affordability – The activity provides affordability in a variety of ways for low- & moderate-income people (includes creation or maintenance of affordable housing, basic infrastructure hook-ups or services).
- Sustainability (Promoting Livable or Viable Communities) – The activity aims to improve the community or neighborhoods, helps to make them livable or viable by providing benefits to low & moderate-income people, or by removing/eliminating slums/blighted areas.

- F. Regarding Objectives/Outcomes listed above, describe how success & effectiveness (i.e. **outcome**) of proposed services will be measured. Include the program definition of success/effectiveness, tools used to measure program success/effectiveness, the % of individuals served that will meet/exceeded the success/effectiveness threshold & how clients will be tracked to measure outcomes. If no system is in place, discuss steps to be taken to implement a performance measurement system. The effectiveness of the program is measured by OUTCOMES found on the lower portion of the Intake Form attached (Ombudsman Complaint/Concern Report) Ombudsmen evaluate whether their actions had a "positive impact" in one of seven outcome categories, or if they were "unable to impact" these areas. The Outcome areas are: 1) Quality of life, 2) Appropriate placement, 3) Physical environment, 4) Quality of care, 5) Financial issues, 6) Privacy rights and 7) End of life issues.

7. COALITION APPLICATION INFORMATION (Maximum 10 Extra Rating Points)

NOTE: A coalition is defined as two or more agencies applying for CDBG public service grant funds with the goal of eliminating duplication of services & grant administration. Evidence of a formal Memorandum of Understanding or agreement between coalition agencies must be provided.

Additionally coalition points may be awarded to those applications that will work in partnership with the City to implement Homeless Task Force or neighborhood improvement initiatives.

CHECK BOX IF NOT APPLICABLE

A. List coalition members *(Not applicable if seeking points as partner with City initiatives):*

Lead Agency:
Member:
Member:
Member:
Member:

B. Describe the target population to be served by the coalition. *(If seeking points as a City initiatives partner, list target population.)* _____

C. Describe the services each member of the coalition will provide to coalition clients & how services will be coordinated, tracked & reported. *(If seeking points as a City initiatives partner, list services to be provided & how services will be coordinated with City efforts.)* _____

D. How is the effectiveness & success of coalition efforts measured? Provide data regarding coalition effectiveness/success for the past two years. *(Provide requested response if seeking points as a City initiatives partner.)* _____

E. How many clients will be served by coalition efforts during the 2015-2016 Program Year with requested CDBG funds? *(Provide requested response if seeking points as a City initiatives partner.)*

8. CERTIFICATION

I hereby certify that I am authorized to submit this application for CDBG public service grant funding provided by the City of Costa Mesa ("City") by the Board of Directors of (Council on Aging Orange County) ("Agency"). If grant funds are granted, funds will be used solely to benefit low- and moderate-income Costa Mesa residents. Agency understands that general liability, auto liability insurance, and workers compensation insurance are required and will be provided per terms of a grant agreement to be executed between the City and the Agency. Agency understands that grant funds are provided on a reimbursement basis and will provide appropriate documentation to substantiate expenditures submitted for reimbursement. Grant funds will be administered pursuant to this agreement and consistent with applicable federal regulations. If the Agency fails to serve eligible Costa Mesa residents during the term of the contract, or fails to substantially attain projected accomplishments (defined as at least 75% of projected number of persons to be served), Agency will be required to repay all or a portion of funds already disbursed to the Agency by the City and/or forego receipt of additional grant funds. Agency also certifies that it is in compliance with all local zoning/land use regulations and possesses all required licenses and permits to operate/provide program.

Name: Kathleen Weidner

Title: Long Term Care Ombudsman Program Director

Signature

Date

ATTACHMENT A

PAST & PROJECTED CDBG-FUNDED PROGRAM ACCOMPLISHMENTS

Program Name: Long Term Care Ombudsman Program

Do not use percentages
List actual number of unduplicated Costa Mesa residents served in past years or estimate number of unduplicated Costa Mesa residents to be served with requested CDBG funds

INCOME CATEGORY	2012-2013 ACTUAL NUMBER OF CM PERSONS SERVED	2013-2014 ACTUAL NUMBER OF CM PERSONS SERVED	2014-2015 PROJECTED NUMBER OF CM PERSONS TO BE SERVED	2015-2016 PROJECTED NUMBER OF CM PERSONS TO BE SERVED
MODERATE-INCOME 80% + MEDIAN INCOME	0	0	0	0
LOW-INCOME 50%-80% MEDIAN INCOME	8	9	10	11
VERY LOW-INCOME 30%-50% MEDIAN INCOME	14	25	28	29
EXTREMELY LOW- INCOME 0%-30% MEDIAN INCOME	0	0	0	0
TOTAL	22	34	38	40[§]

[§] Total "Projected to be Served" should equal number of unduplicated Costa Mesa Residents to be served with CDBG grant funds listed previously in your application.

ATTACHMENT B
PROPOSED 2015-2016 PROGRAM BUDGET

Program Name: Long Term Care Ombudsman Program

BUDGET CATEGORY	CDBG	OTHER	TOTAL
Agency Administration Staff Salaries & Benefits	\$	\$70,000.00	\$70,000.00
Program Staff Salaries & Benefits	\$15,000.00	\$592,028.00	\$607,028.00
Program Supplies	\$	\$11,880.00	\$11,880.00
Rent/Lease	\$	\$	\$
Communications	\$	\$7,000.00	\$7,000.00
Utilities	\$	\$	\$
Insurance	\$	\$35,000.00	\$35,000.00
Professional Services (Specify) Training/conferences	\$	\$12,000.00	\$12,000
Other (Specify) IT Support/ Audit	\$	\$7,500.00	\$7,500.00
Other (Specify) Miliage reimbursement	\$	\$9,579.00	\$9,579.00
Other (Specify) Telephone	\$	\$5,150.00	\$5,150.00
Other (Specify)	\$	\$	\$
TOTAL	\$15,000.00	\$755,500.00	\$770,500.00

List Source of "Other" Program Funds to be use to Assist CM Residents

SOURCE OF OTHER PROGRAM FUNDS	AMOUNT OF OTHER PROGRAM FUNDS	FUNDS SECURED FOR FY 15-16 WITH A CONTRACT?
Federal & State Funds	\$429,000.00	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
City/Local Funds	\$78,000.00	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Grants	\$245,000.00	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Contributions/ Participant Fees	\$3,500.00	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	\$	Yes <input type="checkbox"/> No <input type="checkbox"/>
TOTAL	\$755,500.00	

ATTACHMENT C CDBG FUNDED PERSONNEL

CHECK BOX IF NOT APPLICABLE

LIST ONLY POSITIONS FOR WHICH YOU ARE REQUESTING CDBG FUNDING

AGENCY ADMINISTRATION

POSITION TITLE	ANNUAL SALARY	ANNUAL BENEFITS	TOTAL COMPENSATION	CDBG FUNDS REQUESTED	% OF TIME POSITION IS DEDICATED TO COSTA MESA CDBG ACTIVITY
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%

PROPOSED PROGRAM STAFF

POSITION TITLE	ANNUAL SALARY	ANNUAL BENEFITS	TOTAL COMPENSATION	CDBG FUNDS REQUESTED	% OF TIME POSITION IS DEDICATED TO COSTA MESA CDBG ACTIVITY
Certified Long Term Care Ombudsman	\$19,159.00	\$3,381.00	\$22,540	\$15,000	100.00%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%

PROPOSED PROGRAM CONTRACT STAFF

POSITION TITLE	ANNUAL SALARY	ANNUAL BENEFITS	TOTAL COMPENSATION	CDBG FUNDS REQUESTED	% OF TIME POSITION IS DEDICATED TO COSTA MESA CDBG ACTIVITY
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%



**CITY OF COSTA MESA
2015-2016 COMMUNITY DEVELOPMENT BLOCK GRANT
PUBLIC SERVICE GRANT APPLICATION**

Application is due 4:00 PM January 20, 2015

Late Applications will not be accepted

Submit 1 original application & back up documentation to:

Mike Linares

Housing & Community Development

77 Fair Drive, Costa Mesa CA 92628

AND

Email the completed application to:

mike.linares@costamesaca.gov

To be considered for funding a complete application & documents listed below must be submitted by the due date/time. Hard copy & electronic copy must be submitted by the due date/time.

Check each item included in your application package - ensure an authorized representative signs the application certification. Ensure all required text fields & applicable boxes are completed or checked (*click on applicable box to insert text or check mark; "Tab" from field to field; avoid using hard returns within text boxes*). Narrative text fields are limited in space so ensure responses are concise.

**Do not submit testimonials, letters of support, or program literature
MODIFIED APPLICATIONS WILL NOT BE ACCEPTED**

Organization Name: Community SeniorServ, Inc.

Program Name: Congregate Meals Program

CDBG Amount Requested: \$20,000

-Application
-Attachment A: Past & Projected Accomplishments
-Attachment B: Proposed Budget
-Attachment C: CDBG Funded Personnel

Submit the following materials as PDF files on a CD-Rom

-Proposed Program Application or Intake Sheet
-IRS Tax Exempt Documentation
-Current Board of Directors Roster
-Most Recent Financial Audit & 990 Tax Filing

APPLICANT GENERAL INFORMATION

A. Organization Legal Name: Community SeniorServ, Inc.

B. Mailing Address: 1200 N. Knollwood Circle, Anaheim, CA 92801

C. Program Name: Congregate Meal Program

D. CDBG Amount Requested: \$20,000

E. Check the **ONE** category that best describes the proposed program

- | | |
|-----------------------------------------------------------------------|---------------------------------------------------|
| <input checked="" type="checkbox"/> Elderly/Frail Elderly Services | <input type="checkbox"/> Youth Services |
| <input type="checkbox"/> Physically/Developmentally Disabled Services | <input type="checkbox"/> Crime Awareness |
| <input type="checkbox"/> Persons with HIV/AIDS Services | <input type="checkbox"/> Homeless Services |
| <input type="checkbox"/> Fair Housing Services | <input type="checkbox"/> Substance Abuse Services |
| <input type="checkbox"/> Severe Mental Illness Services | <input type="checkbox"/> Child Care Services |
| <input type="checkbox"/> Other Public Service (specify) _____ | <input type="checkbox"/> Health Services |

F. Is this application submitted by a coalition of organizations?

- Yes No

G. Is this application submitted by a faith-based organization?

- Yes No

H. Location of where service will be provided (i.e., specify if program is citywide, a street address, a school site): Costa Mesa Senior Center, 695 West 19th Street, Costa Mesa, CA 92627

I. Person to contact regarding this application & program administration:

Name: Janeth Velazquez, MPH Email Address: jvelazquez@seniorserv.org
Telephone: 714-823-3289 Fax: 714-821-0197

J. Federal Tax ID Number: 95-2771715

K. DUNS Number: 08-497-5739

L. Official Authorized to Sign Contracts & Expend Funds:

Name: Holly Hagler Title: President and CEO

2. APPLICATION SUMMARY

Provide a brief summary of how the proposed program will address a priority need in Costa Mesa, your agency's capacity/experience to carry out the activity & administering CDBG funds, and how CDBG grant funds will be used. If you are submitting a coalition application, discuss the role of coalition partners & how program & admin efforts will be coordinated. Community SeniorServ's (CSS) primary goals are to improve the quality of life for older adults, creating a safety net to include health, nutrition and independence, and promoting a healthy well-being for seniors to age with dignity. CSS has over 40 years of experience serving seniors 60 years and older with nutritional meals in Orange County. CSS sponsors 26 community lunch sites and serves 1.5 million meals a year for both congregate and home delivered meal programs and serves more than 11, 000 seniors a year.

CSS administers 12 CDBG grants from other cities and continues to receive high marks on all annual audits conducted by City Administrators. The CDBG funds will be utilized to purchase raw food to provide meals and nutrition services at the lunch program in the senior center.

3. COMMUNITY NEED

Provide data relevant to the need for the proposed program in Costa Mesa. Ensure information is specific to Costa Mesa and is supported by relevant data. Ensure you specifically address how the proposed program will impact the community need or City objectives. The Congregate Lunch Program allows seniors, 60 years and older, to come to the Costa Mesa Senior Center to create lasting friendships, socialize, participate in various activities and enjoy a donation-based nutritional meal, Monday through Friday. The Congregate Lunch Program's main goal is to alleviate isolation and poor nutrition among seniors, 60 years and older, and provide them the opportunity to afford access to other services, along with a safe and friendly environment to enjoy. The CDBG funding for the Congregate Lunch Program will assist in offsetting the raw food cost for meals served to seniors at the Costa Mesa Senior Center.

4. ORGANIZATION CAPACITY & EXPERIENCE

- A. State your organization's experience to carry out the proposed program. Include information regarding length of time providing service, professional qualification of staff (include license, academic credentials, etc.) & other relevant information. Community SeniorServ (CSS) has over 40 years of experience serving older adults. CSS has an annual budget of \$12 million and serves 1.5 million meals a year (5,000 meals a day) to more than 11,000 seniors. CSS has achieved the highest level (Gold Status) of food safety and handling by HACCP (Hazard Analysis Critical Control Points) through the State of California. CSS staff are highly experienced professionals, providing quality programs and services to seniors in Orange County. The following is a list of qualified staff that work directly with clients in Costa Mesa: 1) Anna Hamada, Registered Dietician overseeing all aspects of nutrition and food safety; 2) Janeth Velazquez, MPH, Senior Director of Social Services overseeing the department; 3) Meka Brown, MA in Human Services, Social Services Manager overseeing the Congregate Lunch and HDM sites and Case Management; 4) Terry Mullins, Site Manager overseeing the Congregate Lunch program with several years of experience working with older adults. In addition to our highly experienced professional staff, CSS is contingent on volunteers each year to help successfully provide lunch and assist in various events for the Costa Mesa Senior Center Lunch program.
- B. Summarize your organization's experience administering CDBG public service grant funds. For over 20 years, CSS has received and successfully utilized CDBG funding from various other cities in Orange County. Presently, the agency receives CDBG funding from 13 cities in Orange County and dispurses monies from funding to provide services to seniors 60 years and older. CSS looks forward to the continued partnership with the City of Costa Mesa to ensure seniors have the opportunity to enjoy themselves at the lunch program, promoting a healthy well-being and aging with dignity.

- C. If you have received CDBG funding from the City of Costa Mesa in past years, complete the table below for most recent years.

YEAR FUNDS RECEIVED	CDBG GRANT AMOUNT	NAME OF FUNDED PROGRAM
2012	\$12,500	Congregate Meal Program
2013	\$12,500	Congregate Meal Program
2014	\$20,000	Congregate Meal Program

- D. If previously funded by Costa Mesa CDBG, has your agency ever failed to expend all grant funds that were awarded? Yes No
 If "Yes," explain reasons: _____

- E. If previously funded by Costa Mesa CDBG, has your agency ever failed to meet established contractual accomplishment goals? Yes No
 If "Yes," explain reasons: _____

- F. If you have not received CDBG funding from Costa Mesa in the past, list three references for 3 grant fund providers that have funded the proposed program:

GRANT PROVIDER	GRANT PROVIDER CONTACT NAME TELEPHONE # & EMAIL	GRANT AMOUNT	DATES COVERED BY GRANT FUNDS
		\$	
		\$	
		\$	

- G. Compliance with OMB Circular A-133 (Single Audit):

- In any of the past 3 years, has your agency expended more than \$500,000 in federal funds during a fiscal year? Yes No
- During this year(s), did your agency prepare a Single Audit compliant with OMB Circular A-133? Yes No If "Yes" please provide a copy of most recent Single Audit. If "No" please explain why a Single Audit was not prepared. _____

5. PROGRAM INFORMATION

A. Complete the following budget summary for the proposed program.

- | | |
|-----------------------------------------------------|--------------------|
| 1. 2015-2016 Costa Mesa CDBG Grant Funds Requested: | <u>\$20,000</u> |
| 2. Total 2015-2016 Program Budget: | <u>\$3,057,469</u> |

B. Detail how requested CDBG funds will be utilized (e.g., staff salaries, benefits; program supplies; insurance; direct client assistance, etc.)? Ensure that **Attachment B "Proposed Program Budget"** is reflective of this outline. All CDBG funds will be utilized to purchase raw food only.

C. What is the per unit cost to delivery of the proposed program? \$11.20/person

D. How does this cost per unit of service compare to other similar services? There is no other agency in Costa Mesa offering the Congregate Lunch Program. Our program is offered at a donation basis and no individual is turned away due to their inability to donate.

E. Does the proposed program serve Veterans? (Note: Up to 10 additional rating points may be awarded to this application based on the percentage of Veterans served.) Yes No

If "Yes," what is the total percentage of Veteran clients served by the program? 10.00%

2. Will grant funding be requested for this program from any other funder to serve Costa Mesa residents?

Yes No

If "Yes" how much & will these grant funds be used to assist Costa Mesa Residents?

NAME OF FUNDER	GRANT AMOUNT REQUESTED	AMOUNT THAT WILL SERVE CM RESIDENTS
Federal Title III Funding	\$	\$68,923
NSIP Funds	\$223,203	\$11,160
State Funds	\$179,016	\$8,951
Special Nutrition Funds	\$88,214	\$4,411
Safety Net Grants	\$36,123	\$1,806

Add additional sheets if necessary.

K. Is this a new program? Yes No If this is **not** a "New" program, how will this program be expanded from current program efforts? The Congregate Lunch Program at the Senior Center continually expands by doing special events monthly to outreach to new seniors that may not be aware of the donation based lunch program. This has been found to be the most effective outreach plan in having new seniors join the program and become familiar with city services that they may not be aware of.

L. Will requested CDBG funds be used as "seed money" to create additional funding opportunities?

Yes No

M. Will requested CDBG funds be used to match funding requested for another funder? Yes No

If "Yes," provide information regarding the other grant source & match requirements. _____

6. HUD REQUIREMENTS

Provide the following information regarding the number of individuals to be served by the proposed program & your agency from 7/1/2015 through 6/30/2016:

- A. Number of unduplicated Costa Mesa residents the program will serve **with requested CDBG funds?**
200 Individuals.

What % of these individuals will be of low/moderate income? 99%

Note: HUD requires that each organization providing services to individuals with CDBG public service grant funds document the size, race/ethnicity & income of assisted households. Income documentation is not required for "presumed beneficiary" category clients; however, documentation of "presumed beneficiary" status is required. Presumed beneficiaries include: abused children, seniors (over 62 years of age), battered spouses, severely disabled adults, homeless persons, illiterate persons, persons with HIV/AIDS, migrant farm workers.

- B. Does the proposed program application/intake form collect all HUD-required information?
Yes No If "Yes," how is this information documented?

a. Self-Certification

b. Analysis of household income documents such as tax returns/pay checks

c. Program serves **presumed beneficiary** category List category Seniors

If "No," how will this information be collected & reported to the City? _____

- C. Submit a copy of the current or proposed program application/intake form with your original application submission package.

- D. If the proposed service assists the homeless, what percentage of clients are "chronic homeless?"
 % Not Applicable

*HUD defines **chronically homeless** as:*

(1) An individual who:

(i) Is homeless & lives in a place not meant for human habitation, a safe haven, or in an emergency shelter &

(ii) Has been homeless & living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least 1 year or on at least 4 separate occasions in the last 3 years, where each homeless occasion was at least 15 days &

(iii) Can be diagnosed with 1 or more of the following conditions: substance use disorder, serious mental illness, developmental disability, post-traumatic stress disorder, cognitive impairments resulting from brain injury, or chronic physical illness or disability;

(2) An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days & met all of the criteria in paragraph (1) before entering that facility; or

(3) A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (1), including a family whose composition has fluctuated while the head of household has been homeless.

- E. All CDBG-funded activities are required to provide **output** (i.e. number of individuals served) & **outcome** (i.e. anticipated benefit to program recipients) data. All CDBG-funded activities must meet one of HUD's "objectives" & "outcomes."

OBJECTIVE - Check the box (**only one**) that best applies to the proposed program:

- Suitable Living Environment – The activity is designed to benefit the community, families, or individuals by address issues in their living environment.
- Decent Affordable Housing – The activity is designed to cover a wide range of housing opportunities that meet individual family or community needs.
- Creating Economic Opportunities – The activity will generate economic development, commercial revitalization or job creation.

OUTCOMES - Check the box (**only one**) that best applies to the proposed program.

- Availability/Accessibility – The activity makes services, infrastructure, housing or shelter available/accessible to low- & moderate-income people, including individuals with disabilities.
- Affordability – The activity provides affordability in a variety of ways for low- & moderate-income people (includes creation or maintenance of affordable housing, basic infrastructure hook-ups or services).
- Sustainability (Promoting Livable or Viable Communities) – The activity aims to improve the community or neighborhoods, helps to make them livable or viable by providing benefits to low & moderate-income people, or by removing/eliminating slums/blighted areas.

- F. Regarding Objectives/Outcomes listed above, describe how success & effectiveness (i.e. **outcome**) of proposed services will be measured. Include the program definition of success/effectiveness, tools used to measure program success/effectiveness, the % of individuals served that will meet/exceeded the success/effectiveness threshold & how clients will be tracked to measure outcomes. If no system is in place, discuss steps to be taken to implement a performance measurement system. Community SeniorServ serves approximately 1,400 participants every weekday with nutritious lunches at 26 Congregate Lunch sites in Orange County. A recent outcome study resulted in 68% of seniors reporting the lunch program improved their quality of life; 59% stated their physical health improved because of the program; 81% reported they would be home and isolated from others if they did not attend the lunch program; 95% now have more friends, including 48% that have significantly more friends as a result of attending the lunch program; and 52% feel more connected to their community and city since joining the program. And last, many of our seniors serve on the advisory council to advocate on behalf of their fellow seniors for the improvement of the lunch program at their centers.

7. COALITION APPLICATION INFORMATION (Maximum 10 Extra Rating Points)

NOTE: A coalition is defined as two or more agencies applying for CDBG public service grant funds with the goal of eliminating duplication of services & grant administration. Evidence of a formal Memorandum of Understanding or agreement between coalition agencies must be provided.

Additionally coalition points may be awarded to those applications that will work in partnership with the City to implement Homeless Task Force or neighborhood improvement initiatives.

CHECK BOX IF NOT APPLICABLE

A. List coalition members *(Not applicable if seeking points as partner with City initiatives):*

Lead Agency:
Member:
Member:
Member:
Member:

B. Describe the target population to be served by the coalition. *(If seeking points as a City initiatives partner, list target population.)* _____

C. Describe the services each member of the coalition will provide to coalition clients & how services will be coordinated, tracked & reported. *(If seeking points as a City initiatives partner, list services to be provided & how services will be coordinated with City efforts.)* _____

D. How is the effectiveness & success of coalition efforts measured? Provide data regarding coalition effectiveness/success for the past two years. *(Provide requested response if seeking points as a City initiatives partner.)* _____

E. How many clients will be served by coalition efforts during the 2015-2016 Program Year with requested CDBG funds? *(Provide requested response if seeking points as a City initiatives partner.)*

8. CERTIFICATION

I hereby certify that I am authorized to submit this application for CDBG public service grant funding provided by the City of Costa Mesa ("City") by the Board of Directors of Community SeniorServ, Inc. ("Agency"). If grant funds are granted, funds will be used solely to benefit low- and moderate-income Costa Mesa residents. Agency understands that general liability, auto liability insurance, and workers compensation insurance are required and will be provided per terms of a grant agreement to be executed between the City and the Agency. Agency understands that grant funds are provided on a reimbursement basis and will provide appropriate documentation to substantiate expenditures submitted for reimbursement. Grant funds will be administered pursuant to this agreement and consistent with applicable federal regulations. If the Agency fails to serve eligible Costa Mesa residents during the term of the contract, or fails to substantially attain projected accomplishments (defined as at least 75% of projected number of persons to be served), Agency will be required to repay all or a portion of funds already disbursed to the Agency by the City and/or forego receipt of additional grant funds. Agency also certifies that it is in compliance with all local zoning/land use regulations and possesses all required licenses and permits to operate/provide program.

Name: Holly Hagler

Title: President and CEO

Signature

Date

ATTACHMENT A

PAST & PROJECTED CDBG-FUNDED PROGRAM ACCOMPLISHMENTS

Program Name: Congregate Lunch Program

Do not use percentages
List actual number of unduplicated Costa Mesa residents served in past years or estimate number of unduplicated Costa Mesa residents to be served with requested CDBG funds

INCOME CATEGORY	2012-2013 ACTUAL NUMBER OF CM PERSONS SERVED	2013-2014 ACTUAL NUMBER OF CM PERSONS SERVED	2014-2015 PROJECTED NUMBER OF CM PERSONS TO BE SERVED	2015-2016 PROJECTED NUMBER OF CM PERSONS TO BE SERVED
MODERATE-INCOME 80% + MEDIAN INCOME	7	5	6	6
LOW-INCOME 50%-80% MEDIAN INCOME	9	6	4	4
VERY LOW-INCOME 30%-50% MEDIAN INCOME	35	25	20	20
EXTREMELY LOW- INCOME 0%-30% MEDIAN INCOME	217	254	170	170
TOTAL	268	290	200	200 [§]

[§] Total "Projected to be Served" should equal number of unduplicated Costa Mesa Residents to be served with CDBG grant funds listed previously in your application.

ATTACHMENT B
PROPOSED 2015-2016 PROGRAM BUDGET

Program Name: Congregate Lunch Program

BUDGET CATEGORY	CDBG	OTHER	TOTAL
Agency Administration Staff Salaries & Benefits	\$	\$177,152.00	\$177,152.00
Program Staff Salaries & Benefits	\$	\$1,088,220.00	\$1,088,220.00
Program Supplies	\$	\$146,077.00	\$146,077.00
Rent/Lease	\$	\$71,460.00	\$71,460.00
Communications	\$	\$63,160.00	\$63,160.00
Utilities	\$	\$47,762.00	\$47,762.00
Insurance	\$	\$32,100.00	\$32,100.00
Professional Services (Specify) Consulting/Audit	\$	\$97,265.00	\$97,265.00
Other (Specify)	\$	\$	\$
Other (Specify) Raw Food	\$20,000.00	\$566,928.00	\$586,928.00
Other (Specify) Travel/Train/Vehic/Equip/Build	\$	\$180,587.00	\$180,587.00
Other (Specify) Office/Outreach	\$	\$41,758.00	\$41,758.00
TOTAL	\$20,000.00	\$2,512,469.00	\$2,532,469.00

List Source of "Other" Program Funds to be use to Assist CM Residents

SOURCE OF OTHER PROGRAM FUNDS	AMOUNT OF OTHER PROGRAM FUNDS	FUNDS SECURED FOR FY 15-16 WITH A CONTRACT?
Federal Title III Funding/State Funding	\$1,645,686.00	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
USDA - NSIP Funds	\$223,203.00	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Other City Funding	\$185,000.00	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Senior Donations	\$420,000.00	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Safety Net Grants	\$38,580.00	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
TOTAL	\$2,512,469.00	

ATTACHMENT C CDBG FUNDED PERSONNEL

CHECK BOX IF NOT APPLICABLE

LIST ONLY POSITIONS FOR WHICH YOU ARE REQUESTING CDBG FUNDING

AGENCY ADMINISTRATION

POSITION TITLE	ANNUAL SALARY	ANNUAL BENEFITS	TOTAL COMPENSATION	CDBG FUNDS REQUESTED	% OF TIME POSITION IS DEDICATED TO COSTA MESA CDBG ACTIVITY
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%

PROPOSED PROGRAM STAFF

POSITION TITLE	ANNUAL SALARY	ANNUAL BENEFITS	TOTAL COMPENSATION	CDBG FUNDS REQUESTED	% OF TIME POSITION IS DEDICATED TO COSTA MESA CDBG ACTIVITY
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%

PROPOSED PROGRAM CONTRACT STAFF

POSITION TITLE	ANNUAL SALARY	ANNUAL BENEFITS	TOTAL COMPENSATION	CDBG FUNDS REQUESTED	% OF TIME POSITION IS DEDICATED TO COSTA MESA CDBG ACTIVITY
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%



**CITY OF COSTA MESA
2015-2016 COMMUNITY DEVELOPMENT BLOCK GRANT
PUBLIC SERVICE GRANT APPLICATION**

Application is due 4:00 PM January 20, 2015

Late Applications will not be accepted

Submit 1 original application & back up documentation to:

Mike Linares

Housing & Community Development

77 Fair Drive, Costa Mesa CA 92628

AND

Email the completed application to:

mike.linares@costamesaca.gov

To be considered for funding a complete application & documents listed below must be submitted by the due date/time. Hard copy & electronic copy must be submitted by the due date/time.

Check each item included in your application package - ensure an authorized representative signs the application certification. Ensure all required text fields & applicable boxes are completed or checked (*click on applicable box to insert text or check mark; "Tab" from field to field; avoid using hard returns within text boxes*). Narrative text fields are limited in space so ensure responses are concise.

**Do not submit testimonials, letters of support, or program literature
MODIFIED APPLICATIONS WILL NOT BE ACCEPTED**

Organization Name: Community SeniorServ, Inc.

Program Name: Home Delivered Meals Program

CDBG Amount Requested: \$20,000

-Application
-Attachment A: Past & Projected Accomplishments
-Attachment B: Proposed Budget
-Attachment C: CDBG Funded Personnel

Submit the following materials as PDF files on a CD-Rom

-Proposed Program Application or Intake Sheet
-IRS Tax Exempt Documentation
-Current Board of Directors Roster
-Most Recent Financial Audit & 990 Tax Filing

APPLICANT GENERAL INFORMATION

A. Organization Legal Name: Community SeniorServ, Inc.

B. Mailing Address: 1200 N. Knollwood Circle, Anaheim, CA 92801

C. Program Name: Home Delivered Meal Program

D. CDBG Amount Requested: \$20,000

E. Check the **ONE** category that best describes the proposed program

- | | |
|-----------------------------------------------------------------------|---------------------------------------------------|
| <input checked="" type="checkbox"/> Elderly/Frail Elderly Services | <input type="checkbox"/> Youth Services |
| <input type="checkbox"/> Physically/Developmentally Disabled Services | <input type="checkbox"/> Crime Awareness |
| <input type="checkbox"/> Persons with HIV/AIDS Services | <input type="checkbox"/> Homeless Services |
| <input type="checkbox"/> Fair Housing Services | <input type="checkbox"/> Substance Abuse Services |
| <input type="checkbox"/> Severe Mental Illness Services | <input type="checkbox"/> Child Care Services |
| <input type="checkbox"/> Other Public Service (specify) _____ | <input type="checkbox"/> Health Services |

F. Is this application submitted by a coalition of organizations?

- Yes No

G. Is this application submitted by a faith-based organization?

- Yes No

H. Location of where service will be provided (i.e., specify if program is citywide, a street address, a school site): Citywide

I. Person to contact regarding this application & program administration:

Name: Janeth Velazquez, MPH Email Address: jvelazquez@seniorserv.org

Telephone: 714-823-3289 Fax: 714-821-0197

J. Federal Tax ID Number: 95-2771715

K. DUNS Number: 08-497-5739

L. Official Authorized to Sign Contracts & Expend Funds:

Name: Holly Hagler Title: President and CEO

2. APPLICATION SUMMARY

Provide a brief summary of how the proposed program will address a priority need in Costa Mesa, your agency's capacity/experience to carry out the activity & administering CDBG funds, and how CDBG grant funds will be used. If you are submitting a coalition application, discuss the role of coalition partners & how program & admin efforts will be coordinated. The primary goal of Community SeniorServ (CSS) is to improve the quality of life for older adults and their families by creating a safety net to include health, nutrition and supportive services to enhance independence, promote a healthy well-being and age in dignity. CSS aims at the reduction of seniors prematurely being institutionalized in Orange County.

The agency has over 40 years of experience serving seniors 60 years and older with home delivered meals and will continue to achieve in exemplary service delivery in providing food and nutritional services to seniors in Orange County. CSS has successfully utilized other cities CDBG fundings in Orange County over the last 20 years. This CDBG funding will allow CSS to purchase raw food to continue to provide meals and nutrition services to Costa Mesa seniors, 60 years and older, that are unable to prepare meals, homebound and frail.

3. COMMUNITY NEED

Provide data relevant to the need for the proposed program in Costa Mesa. Ensure information is specific to Costa Mesa and is supported by relevant data. Ensure you specifically address how the proposed program will impact the community need or City objectives. The Home Delivered Meal (HDM) program provide seniors 3-meals daily, 5 days a week to homebound, frail and socially isolated seniors living in Orange County. The HDM program is more than just a meal; seniors receive Case Management including, but not limited to quarterly home visits and telephone contact with an assigned Case Manager, and receive access to supportive services such as In-Home B and Home Safety.

4. ORGANIZATION CAPACITY & EXPERIENCE

- A. State your organization's experience to carry out the proposed program. Include information regarding length of time providing service, professional qualification of staff (include license, academic credentials, etc.) & other relevant information. With over 40 years of experience serving older adults, Community SeniorServ has an annual budget of \$12 million and serves 1.5 million meals a year (5,000 meals a day) to more than 11,000 seniors. CSS has achieved the highest level (Gold Status) of food safety and handling by Hazard Analysis Critical Control Points (HACCP) through the State of California. CSS staff are highly experienced professionals, providing quality programs and services to seniors in Orange County. The following is a list of qualified staff that work directly with clients in Costa Mesa: 1) Anna Hamada, Registered Dietician overseeing all aspects of nutrition and food safety; 2) Janeth Velazquez, MPH, Senior Director of Social Services overseeing the department; 3) Meka Brown, MA in Human Services, Social Services Manager overseeing the Congregate Lunch and HDM sites and Case Management; 4) Kathy McDougall, BS in Human Services, Case Manager with over 6 years of experience in case management principles, working with older adults; 5) Carol Warga, HDM Coordinator overseeing the coordination of meals delivery and over 8 years experience providing direct services to older adults. In addition to our highly experienced professional staff, CSS is contingent on volunteers each year for meals delivery in Costa Mesa.
- B. Summarize your organization's experience administering CDBG public service grant funds. For over 20 years, CSS has received and successfully utilized CDBG funding from other various cities in Orange County. Presently, the agency receives CDBG funding from 13 cities in Orange County and dispurse monies from funding to provide services to seniors 60 years and older.

- C. If you have received CDBG funding from the City of Costa Mesa in past years, complete the table below for most recent years.

YEAR FUNDS RECEIVED	CDBG GRANT AMOUNT	NAME OF FUNDED PROGRAM
2012	\$15,000	Home Delivered Meals
2013	\$15,000	Home Delivered Meals
2014	\$20,000	Home Delivered Meals

- D. If previously funded by Costa Mesa CDBG, has your agency ever failed to expend all grant funds that were awarded? Yes No
 If "Yes," explain reasons: _____

- E. If previously funded by Costa Mesa CDBG, has your agency ever failed to meet established contractual accomplishment goals? Yes No
 If "Yes," explain reasons: _____

- F. If you have not received CDBG funding from Costa Mesa in the past, list three references for 3 grant fund providers that have funded the proposed program:

GRANT PROVIDER	GRANT PROVIDER CONTACT NAME TELEPHONE # & EMAIL	GRANT AMOUNT	DATES COVERED BY GRANT FUNDS
		\$	
		\$	
		\$	

- G. Compliance with OMB Circular A-133 (Single Audit):

- In any of the past 3 years, has your agency expended more than \$500,000 in federal funds during a fiscal year? Yes No
- During this year(s), did your agency prepare a Single Audit compliant with OMB Circular A-133? Yes No If "Yes" please provide a copy of most recent Single Audit. If "No" please explain why a Single Audit was not prepared. _____

5. PROGRAM INFORMATION

A. Complete the following budget summary for the proposed program.

- 1. 2015-2016 Costa Mesa CDBG Grant Funds Requested: \$20,000
- 2. Total 2015-2016 Program Budget: \$3,485,741

B. Detail how requested CDBG funds will be utilized (e.g., staff salaries, benefits; program supplies; insurance; direct client assistance, etc.)? Ensure that **Attachment B “Proposed Program Budget”** is reflective of this outline. All CDBG funds will be utilized for raw food only.

C. What is the per unit cost to delivery of the proposed program? \$5.52/person

D. How does this cost per unit of service compare to other similar services? Community SeniorServ is the only home delivered meals program that is donation based for seniors. Our meal program prepares and provide seniors breakfast, lunch and dinner, five days a week along with Case Management, Home Safety, In-Home B services and community referrals. Other comparable meals services are fee-based such as Susan's Healthy Gourmet (\$11.14 per meal) and DineWise (\$10.23 per meal).

E. Does the proposed program serve Veterans? (Note: Up to 10 additional rating points may be awarded to this application based on the percentage of Veterans served.) Yes No
If “Yes,” what is the total percentage of Veteran clients served by the program? 16.00%

2. Will grant funding be requested for this program from any other funder to serve Costa Mesa residents?

Yes No

If "Yes" how much & will these grant funds be used to assist Costa Mesa Residents?

NAME OF FUNDER	GRANT AMOUNT REQUESTED	AMOUNT THAT WILL SERVE CM RESIDENTS
Federal Title III Funding	\$	\$118,429
NSIP Funds	\$627,571	\$40,165
State Funds	\$179,016	\$11,867
Special Nutrition Funds	\$51,891	\$3,321
Safety Net Grants	\$113,129	\$7240

Add additional sheets if necessary.

K. Is this a new program? Yes No If this is **not** a "New" program, how will this program be expanded from current program efforts? The HDM program conducts outreach in the community to bring awareness to seniors that may benefit from receiving meals. We are adding new people and expanding our routes if we need to add more clients regardless of their ability to donate to the program.

L. Will requested CDBG funds be used as "seed money" to create additional funding opportunities?

Yes No

M. Will requested CDBG funds be used to match funding requested for another funder? Yes No

If "Yes," provide information regarding the other grant source & match requirements. _____

6. HUD REQUIREMENTS

Provide the following information regarding the number of individuals to be served by the proposed program & your agency from 7/1/2015 through 6/30/2016:

- A. Number of unduplicated Costa Mesa residents the program will serve **with requested CDBG funds?**
90 Individuals.

What % of these individuals will be of low/moderate income? 100%

Note: HUD requires that each organization providing services to individuals with CDBG public service grant funds document the size, race/ethnicity & income of assisted households. Income documentation is not required for "presumed beneficiary" category clients; however, documentation of "presumed beneficiary" status is required. Presumed beneficiaries include: abused children, seniors (over 62 years of age), battered spouses, severely disabled adults, homeless persons, illiterate persons, persons with HIV/AIDS, migrant farm workers.

- B. Does the proposed program application/intake form collect all HUD-required information?
Yes No If "Yes," how is this information documented?

a. Self-Certification

b. Analysis of household income documents such as tax returns/pay checks

c. Program serves **presumed beneficiary** category List category Seniors

If "No," how will this information be collected & reported to the City? _____

- C. Submit a copy of the current or proposed program application/intake form with your original application submission package.

- D. If the proposed service assists the homeless, what percentage of clients are "chronic homeless?"
_____% Not Applicable

*HUD defines **chronically homeless** as:*

(1) An individual who:

(i) Is homeless & lives in a place not meant for human habitation, a safe haven, or in an emergency shelter &

(ii) Has been homeless & living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least 1 year or on at least 4 separate occasions in the last 3 years, where each homeless occasion was at least 15 days &

(iii) Can be diagnosed with 1 or more of the following conditions: substance use disorder, serious mental illness, developmental disability, post-traumatic stress disorder, cognitive impairments resulting from brain injury, or chronic physical illness or disability;

(2) An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days & met all of the criteria in paragraph (1) before entering that facility; or

(3) A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (1), including a family whose composition has fluctuated while the head of household has been homeless.

- E. All CDBG-funded activities are required to provide **output** (i.e. number of individuals served) & **outcome** (i.e. anticipated benefit to program recipients) data. All CDBG-funded activities must meet one of HUD's "objectives" & "outcomes."

OBJECTIVE - Check the box (**only one**) that best applies to the proposed program:

- Suitable Living Environment – The activity is designed to benefit the community, families, or individuals by address issues in their living environment.
- Decent Affordable Housing – The activity is designed to cover a wide range of housing opportunities that meet individual family or community needs.
- Creating Economic Opportunities – The activity will generate economic development, commercial revitalization or job creation.

OUTCOMES - Check the box (**only one**) that best applies to the proposed program.

- Availability/Accessibility – The activity makes services, infrastructure, housing or shelter available/accessible to low- & moderate-income people, including individuals with disabilities.
- Affordability – The activity provides affordability in a variety of ways for low- & moderate-income people (includes creation or maintenance of affordable housing, basic infrastructure hook-ups or services).
- Sustainability (Promoting Livable or Viable Communities) – The activity aims to improve the community or neighborhoods, helps to make them livable or viable by providing benefits to low & moderate-income people, or by removing/eliminating slums/blighted areas.

- F. Regarding Objectives/Outcomes listed above, describe how success & effectiveness (i.e. **outcome**) of proposed services will be measured. Include the program definition of success/effectiveness, tools used to measure program success/effectiveness, the % of individuals served that will meet/exceeded the success/effectiveness threshold & how clients will be tracked to measure outcomes. If no system is in place, discuss steps to be taken to implement a performance measurement system. The success and effectiveness of the HDM program is measured in three components: 1-Case Management Assessments; quarterly assessments conducted by clients assigned Case Manager to consult and review benefits of the program and supportive services, recertifiy eligibility and clients informational changes needed; 2- Annual and monthly quality assurance of meals for clients to complete surveys monthly, meals delivery and meals services; 3- Performance based outcomes are measured by an assessment tool to gather and analyze data for the number and length of hospitalizations, weight, access to supportive services and overall well-being of clients. The results have shown 34% reduction in clients hospitalized and 62% in length of stay, weight gain average of two pounds, 14% more referrals in supportive services and 20% increase in sense of well-being.

7. COALITION APPLICATION INFORMATION (Maximum 10 Extra Rating Points)

NOTE: A coalition is defined as two or more agencies applying for CDBG public service grant funds with the goal of eliminating duplication of services & grant administration. Evidence of a formal Memorandum of Understanding or agreement between coalition agencies must be provided.

Additionally coalition points may be awarded to those applications that will work in partnership with the City to implement Homeless Task Force or neighborhood improvement initiatives.

CHECK BOX IF NOT APPLICABLE

A. List coalition members *(Not applicable if seeking points as partner with City initiatives):*

Lead Agency:
Member:
Member:
Member:
Member:

B. Describe the target population to be served by the coalition. *(If seeking points as a City initiatives partner, list target population.)* _____

C. Describe the services each member of the coalition will provide to coalition clients & how services will be coordinated, tracked & reported. *(If seeking points as a City initiatives partner, list services to be provided & how services will be coordinated with City efforts.)* _____

D. How is the effectiveness & success of coalition efforts measured? Provide data regarding coalition effectiveness/success for the past two years. *(Provide requested response if seeking points as a City initiatives partner.)* _____

E. How many clients will be served by coalition efforts during the 2015-2016 Program Year with requested CDBG funds? *(Provide requested response if seeking points as a City initiatives partner.)*

8. CERTIFICATION

I hereby certify that I am authorized to submit this application for CDBG public service grant funding provided by the City of Costa Mesa ("City") by the Board of Directors of {Community SeniorServ, Inc.} ("Agency"). If grant funds are granted, funds will be used solely to benefit low- and moderate-income Costa Mesa residents. Agency understands that general liability, auto liability insurance, and workers compensation insurance are required and will be provided per terms of a grant agreement to be executed between the City and the Agency. Agency understands that grant funds are provided on a reimbursement basis and will provide appropriate documentation to substantiate expenditures submitted for reimbursement. Grant funds will be administered pursuant to this agreement and consistent with applicable federal regulations. If the Agency fails to serve eligible Costa Mesa residents during the term of the contract, or fails to substantially attain projected accomplishments (defined as at least 75% of projected number of persons to be served), Agency will be required to repay all or a portion of funds already disbursed to the Agency by the City and/or forego receipt of additional grant funds. Agency also certifies that it is in compliance with all local zoning/land use regulations and possesses all required licenses and permits to operate/provide program.

Name: Holly Hagler

Title: President and CEO

Signature

Date

ATTACHMENT A

PAST & PROJECTED CDBG-FUNDED PROGRAM ACCOMPLISHMENTS

Program Name: Home Delivered Meals

Do not use percentages
List actual number of unduplicated Costa Mesa residents served in past years or estimate number of unduplicated Costa Mesa residents to be served with requested CDBG funds

INCOME CATEGORY	2012-2013 ACTUAL NUMBER OF CM PERSONS SERVED	2013-2014 ACTUAL NUMBER OF CM PERSONS SERVED	2014-2015 PROJECTED NUMBER OF CM PERSONS TO BE SERVED	2015-2016 PROJECTED NUMBER OF CM PERSONS TO BE SERVED
MODERATE-INCOME 80% + MEDIAN INCOME	1	1	5	5
LOW-INCOME 50%-80% MEDIAN INCOME	9	2	7	7
VERY LOW-INCOME 30%-50% MEDIAN INCOME	18	8	14	14
EXTREMELY LOW- INCOME 0%-30% MEDIAN INCOME	81	72	64	64
TOTAL	109	83	90	90 [§]

[§] Total "Projected to be Served" should equal number of unduplicated Costa Mesa Residents to be served with CDBG grant funds listed previously in your application.

ATTACHMENT B

PROPOSED 2015-2016 PROGRAM BUDGET

Program Name: Home Delivered Meal Program

BUDGET CATEGORY	CDBG	OTHER	TOTAL
Agency Administration Staff Salaries & Benefits	\$	\$189,988.00	\$189,988.00
Program Staff Salaries & Benefits	\$	\$1,167,066.00	\$1,167,066.00
Program Supplies	\$	\$199,849.00	\$199,849.00
Rent/Lease	\$	\$98,160.00	\$98,160.00
Communications	\$	\$69,265.00	\$69,265.00
Utilities	\$	\$57,025.00	\$57,025.00
Insurance	\$	\$35,406.00	\$35,406.00
Professional Services (Specify) Consulting/Audit	\$	\$132,730.00	\$132,730.00
Other (Specify)	\$	\$	\$
Other (Specify) Raw Food	\$20,000.00	\$1,034,358.00	\$1,054,358.00
Other (Specify) Travel/Train/Vehic/Equip/Build	\$	\$209,185.00	\$209,185.00
Other (Specify) Office/Outreach	\$	\$52,188.00	\$52,188.00
TOTAL	\$20,000.00	\$3,245,220.00	\$3,265,220.00

List Source of "Other" Program Funds to be use to Assist CM Residents

SOURCE OF OTHER PROGRAM FUNDS	AMOUNT OF OTHER PROGRAM FUNDS	FUNDS SECURED FOR FY 15-16 WITH A CONTRACT?
Federal Title III Funding/State Funding	\$2,035,866.00	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
USDA - NSIP Funds and Special Nutrition Funds	\$679,462.00	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Other City Funding	\$160,000.00	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Senior Donations	\$250,000.00	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Safety Net Grants	\$139,892.00	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
TOTAL	\$3,265,220.00	

ATTACHMENT C CDBG FUNDED PERSONNEL

CHECK BOX IF NOT APPLICABLE

LIST ONLY POSITIONS FOR WHICH YOU ARE REQUESTING CDBG FUNDING

AGENCY ADMINISTRATION

POSITION TITLE	ANNUAL SALARY	ANNUAL BENEFITS	TOTAL COMPENSATION	CDBG FUNDS REQUESTED	% OF TIME POSITION IS DEDICATED TO COSTA MESA CDBG ACTIVITY
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%

PROPOSED PROGRAM STAFF

POSITION TITLE	ANNUAL SALARY	ANNUAL BENEFITS	TOTAL COMPENSATION	CDBG FUNDS REQUESTED	% OF TIME POSITION IS DEDICATED TO COSTA MESA CDBG ACTIVITY
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%

PROPOSED PROGRAM CONTRACT STAFF

POSITION TITLE	ANNUAL SALARY	ANNUAL BENEFITS	TOTAL COMPENSATION	CDBG FUNDS REQUESTED	% OF TIME POSITION IS DEDICATED TO COSTA MESA CDBG ACTIVITY
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%



**CITY OF COSTA MESA
2015-2016 COMMUNITY DEVELOPMENT BLOCK GRANT
PUBLIC SERVICE GRANT APPLICATION**

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Mike Linares

Housing & Community Development

77 Fair Drive, Costa Mesa CA 92628

AND

Email the completed application to:

mike.linares@costamesaca.gov

To be considered for funding a complete application & documents listed below must be submitted by the due date/time. Hard copy & electronic copy must be submitted by the due date/time.

Check each item included in your application package - ensure an authorized representative signs the application certification. Ensure all required text fields & applicable boxes are completed or checked (*click on applicable box to insert text or check mark; "Tab" from field to field; avoid using hard returns within text boxes*). Narrative text fields are limited in space so ensure responses are concise.

**Do not submit testimonials, letters of support, or program literature
MODIFIED APPLICATIONS WILL NOT BE ACCEPTED**

Organization Name: ELWYN CALIFORNIA

Program Name: CASE MANAGEMENT/EMPLOYMENT SERVICES

CDBG Amount Requested: \$30,000

-Application
-Attachment A: Past & Projected Accomplishments
-Attachment B: Proposed Budget
-Attachment C: CDBG Funded Personnel

Submit the following materials as PDF files on a CD-Rom

-Proposed Program Application or Intake Sheet
-IRS Tax Exempt Documentation
-Current Board of Directors Roster
-Most Recent Financial Audit & 990 Tax Filing

APPLICANT GENERAL INFORMATION

A. Organization Legal Name: ELWYN CALIFORNIA

B. Mailing Address: 18325 MT BALDY CIRCLE FOUNTAIN VALLEY CA 92708

C. Program Name: CASE MANAGEMENT/EMPLOYMENT SERVICES

D. CDBG Amount Requested: \$30,000.00

E. Check the **ONE** category that best describes the proposed program

- | | |
|----------------------------------------------------------------------------------|---------------------------------------------------|
| <input type="checkbox"/> Elderly/Frail Elderly Services | <input type="checkbox"/> Youth Services |
| <input checked="" type="checkbox"/> Physically/Developmentally Disabled Services | <input type="checkbox"/> Crime Awareness |
| <input type="checkbox"/> Persons with HIV/AIDS Services | <input type="checkbox"/> Homeless Services |
| <input type="checkbox"/> Fair Housing Services | <input type="checkbox"/> Substance Abuse Services |
| <input type="checkbox"/> Severe Mental Illness Services | <input type="checkbox"/> Child Care Services |
| <input type="checkbox"/> Other Public Service (specify) _____ | <input type="checkbox"/> Health Services |

F. Is this application submitted by a coalition of organizations?

- Yes No

G. Is this application submitted by a faith-based organization?

- Yes No

H. Location of where service will be provided (i.e., specify if program is citywide, a street address, a school site): CASE MANAGEMENT SERVCIES ARE PROVIDED AT OUR FOUNTAIN VALLEY LOCATION AND EMPLOYMENT SERVICES ARE PROVIDED AT JOB SITES

I. Person to contact regarding this application & program administration:

Name: HENRY MICHALES Email Address: MICHAELSH@ELWYN.ORG

Telephone: 714-557-6313X38222 Fax: 714-963-2961

J. Federal Tax ID Number: 26-1855027

K. DUNS Number: 02-424-9462

K. Official Authorized to Sign Contracts & Expend Funds:

Name: MARSHA SADNIK Title: DIRECTOR OF OPERATIONS

2. APPLICATION SUMMARY

Provide a brief summary of how the proposed program will address a priority need in Costa Mesa, your agency's capacity/experience to carry out the activity & administering CDBG funds, and how CDBG grant funds will be used. If you are submitting a coalition application, discuss the role of coalition partners & how program & admin efforts will be coordinated. Since 1974 Elwyn California has provided a range of employment services to assist adults with developmental disabilities to increase their independence, enhance their participation in their community, and decrease their dependence on government subsidy. Adults with disabilities, including those who are residents of Costa Mesa, experience much higher rates of unemployment/underemployment than their peers without disabilities: the need to earn wages and find employment is critical for this group of individuals to achieve greater independence and exercise their civil rights. Elwyn California has successfully managed CDBG funds from Costa Mesa for this purpose for many years. Funds will be used to help pay the salary for staff responsible for case management. Case Management is a core service in many of our programs for adults with disabilities.

3. COMMUNITY NEED

Provide data relevant to the need for the proposed program in Costa Mesa. Ensure information is specific to Costa Mesa and is supported by relevant data. Ensure you specifically address how the proposed program will impact the community need or City objectives. The clients of Elwyn California, as well as the City of Costa Mesa, can benefit from CDBG funds to address their employment needs. Elwyn provides supported employment services to adults with disabilities by assisting them with placement into their jobs in the community and providing job coaching services on a regular basis to ensure their success and that they keep their job. Elwyn also provides training services to the disabled in the work activity program, adult day program, and a community integration program by offering them paid work opportunities during the training process, as well as volunteer opportunities in the community in an integrated environment. The overall goal of our programs is employment and community integration, thus assisting with unemployment in the city of Costa Mesa and offering businesses in the city an increase in skilled employees, assistance and to provide employment opportunities to help the 42 disabled community members of the City of Costa Mesa

4. ORGANIZATION CAPACITY & EXPERIENCE

- A. State your organization's experience to carry out the proposed program. Include information regarding length of time providing service, professional qualification of staff (include license, academic credentials, etc.) & other relevant information. Elwyn Californi has served adults with developmental disabilities since 1974. Our employment services programs are fully accredited by CARF, The Accreditation Commission; our most recent accreditation survey was conducted in 2014 in which we were awarded the maximum three-year accreditation level. Our long-term, dedicated staff members include individuals with masters degrees, bachelors degrees, and years of experience to qualify them to provide employment services for this special population.
- B. Summarize your organization's experience administering CDBG public service grant funds. Elwyn California has received CDBG funding from the City of Costa Mesa for several years and has successfully managed the funds. The City of Fountain Valley also awarded CDBG funding to Elwyn California in fiscal year 2011-2015. Reports are submitted on time and funds expended as proposed.

- C. If you have received CDBG funding from the City of Costa Mesa in past years, complete the table below for most recent years.

YEAR FUNDS RECEIVED	CDBG GRANT AMOUNT	NAME OF FUNDED PROGRAM
2013	\$10,000	EMPLOYMENT SERVICES
2012	\$7,000	EMPLOYMENT SERVICES
2011	\$13,494	EMPLOYMENT OPTIONS

- D. If previously funded by Costa Mesa CDBG, has your agency ever failed to expend all grant funds that were awarded? Yes No
 If "Yes," explain reasons: _____

- E. If previously funded by Costa Mesa CDBG, has your agency ever failed to meet established contractual accomplishment goals? Yes No
 If "Yes," explain reasons: _____

- F. If you have not received CDBG funding from Costa Mesa in the past, list three references for 3 grant fund providers that have funded the proposed program:

GRANT PROVIDER	GRANT PROVIDER CONTACT NAME TELEPHONE # & EMAIL	GRANT AMOUNT	DATES COVERED BY GRANT FUNDS
		\$	
		\$	
		\$	

- G. Compliance with OMB Circular A-133 (Single Audit):

- In any of the past 3 years, has your agency expended more than \$500,000 in federal funds during a fiscal year? Yes No
- During this year(s), did your agency prepare a Single Audit compliant with OMB Circular A-133? Yes No If "Yes" please provide a copy of most recent Single Audit. If "No" please explain why a Single Audit was not prepared. _____

5. PROGRAM INFORMATION

A. Complete the following budget summary for the proposed program.

- 1. 2015-2016 Costa Mesa CDBG Grant Funds Requested: \$30,000
- 2. Total 2015-2016 Program Budget: \$1,597,000.

B. Detail how requested CDBG funds will be utilized (e.g., staff salaries, benefits; program supplies; insurance; direct client assistance, etc.)? Ensure that **Attachment B “Proposed Program Budget”** is reflective of this outline. Staff salary and benefits

C. What is the per unit cost to delivery of the proposed program? \$10,171.00/person

D. How does this cost per unit of service compare to other similar services? It is comparable

E. Does the proposed program serve Veterans? (Note: Up to 10 additional rating points may be awarded to this application based on the percentage of Veterans served.) Yes No

If “Yes,” what is the total percentage of Veteran clients served by the program? _____ %

G. Provide the following information regarding full-time, part-time, contract & volunteer staff that will be utilized to provide the proposed service. (If CDBG funds are requested for any personnel costs, **Attachment C “CDBG Funded Personnel”** must be completed).

Full-Time Staff: 15
 Contract Staff: 2

Part-Time Staff: 8
 Volunteers: 4

H. What percentage of the organization’s total budget is spent on fundraising & overall administration?
8.10%

I. Provide the following information regarding the number of unduplicated clients that will be served by the proposed program:

1. Total number of unduplicated clients, **regardless of city of residence** that will be service by the program between 7/1/2015 & 6/30/2016? 152 Individuals
2. Total number of unduplicated **Costa Mesa clients** that the program will serve by the program between 7/1/15 & 6/30/16? 39 Individuals
3. What is the **total** proposed program budget for FY 2014-2015? \$1,597,000.00
4. What % of the total program budget will be used to serve unduplicated Costa Mesa residents?
26.80%

J. Budget Leveraging

1. Will CDBG or other grant funding be requested for this program from any other city or the County?
 Yes No ‡

If “Yes” how much & will these grant funds be used to assist Costa Mesa Residents?

NAME OF AGENCY	CDBG/GRANT AMOUNT REQUESTED	AMOUNT THAT WILL SERVE CM RESIDENTS
CITY OF FOUNTAIN VALLEY	\$5,000	\$0
	\$	\$
	\$	\$

Add additional sheets if necessary.

‡ Ensure that these amounts are also listed in “ATTACHMENT B PROPOSED 2015-2016 PROGRAM BUDGET.”

2. Will grant funding be requested for this program from any other funder to serve Costa Mesa residents?

Yes No

If "Yes" how much & will these grant funds be used to assist Costa Mesa Residents?

NAME OF FUNDER	GRANT AMOUNT REQUESTED	AMOUNT THAT WILL SERVE CM RESIDENTS
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$

Add additional sheets if necessary.

K. Is this a new program? Yes No If this is **not** a "New" program, how will this program be expanded from current program efforts? It will allow us to enhance our ability to provide case management, like personal counseling, assessing emerging needs related to health, safety, and behavioral needs; and motivational support to continue to work hard to achieve goals.

L. Will requested CDBG funds be used as "seed money" to create additional funding opportunities?

Yes No

M. Will requested CDBG funds be used to match funding requested for another funder? Yes No

If "Yes," provide information regarding the other grant source & match requirements. _____

6. HUD REQUIREMENTS

Provide the following information regarding the number of individuals to be served by the proposed program & your agency from 7/1/2015 through 6/30/2016:

- A. Number of unduplicated Costa Mesa residents the program will serve **with requested CDBG funds?**
42 Individuals.

What % of these individuals will be of low/moderate income? 100%

Note: HUD requires that each organization providing services to individuals with CDBG public service grant funds document the size, race/ethnicity & income of assisted households. Income documentation is not required for "presumed beneficiary" category clients; however, documentation of "presumed beneficiary" status is required. Presumed beneficiaries include: abused children, seniors (over 62 years of age), battered spouses, severely disabled adults, homeless persons, illiterate persons, persons with HIV/AIDS, migrant farm workers.

- B. Does the proposed program application/intake form collect all HUD-required information?
Yes No If "Yes," how is this information documented?

a. Self-Certification

b. Analysis of household income documents such as tax returns/pay checks

c. Program serves **presumed beneficiary** category List category Disabled

If "No," how will this information be collected & reported to the City? _____

- C. Submit a copy of the current or proposed program application/intake form with your original application submission package.

- D. If the proposed service assists the homeless, what percentage of clients are "chronic homeless?"
_____% Not Applicable

*HUD defines **chronically homeless** as:*

(1) An individual who:

(i) Is homeless & lives in a place not meant for human habitation, a safe haven, or in an emergency shelter &

(ii) Has been homeless & living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least 1 year or on at least 4 separate occasions in the last 3 years, where each homeless occasion was at least 15 days &

(iii) Can be diagnosed with 1 or more of the following conditions: substance use disorder, serious mental illness, developmental disability, post-traumatic stress disorder, cognitive impairments resulting from brain injury, or chronic physical illness or disability;

(2) An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days & met all of the criteria in paragraph (1) before entering that facility; or

(3) A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (1), including a family whose composition has fluctuated while the head of household has been homeless.

- E. All CDBG-funded activities are required to provide **output** (i.e. number of individuals served) & **outcome** (i.e. anticipated benefit to program recipients) data. All CDBG-funded activities must meet one of HUD's "objectives" & "outcomes."

OBJECTIVE - Check the box (**only one**) that best applies to the proposed program:

- Suitable Living Environment – The activity is designed to benefit the community, families, or individuals by address issues in their living environment.
- Decent Affordable Housing – The activity is designed to cover a wide range of housing opportunities that meet individual family or community needs.
- Creating Economic Opportunities – The activity will generate economic development, commercial revitalization or job creation.

OUTCOMES - Check the box (**only one**) that best applies to the proposed program.

- Availability/Accessibility – The activity makes services, infrastructure, housing or shelter available/accessible to low- & moderate-income people, including individuals with disabilities.
- Affordability – The activity provides affordability in a variety of ways for low- & moderate-income people (includes creation or maintenance of affordable housing, basic infrastructure hook-ups or services).
- Sustainability (Promoting Livable or Viable Communities) – The activity aims to improve the community or neighborhoods, helps to make them livable or viable by providing benefits to low & moderate-income people, or by removing/eliminating slums/blighted areas.

- F. Regarding Objectives/Outcomes listed above, describe how success & effectiveness (i.e. **outcome**) of proposed services will be measured. Include the program definition of success/effectiveness, tools used to measure program success/effectiveness, the % of individuals served that will meet/exceeded the success/effectiveness threshold & how clients will be tracked to measure outcomes. If no system is in place, discuss steps to be taken to implement a performance measurement system. Elwyn California has a long-standing outcome measurement system in place to measure the effectiveness of our programs & services based on the achievements & input of the people we serve. In our Work Activity Employment Services program we measure the amount of time consumers spend in paid work, achievement of individual rehabilitation goals, consumer satisfaction, and transition to community based employment. In our Community Based Employment Services programs we measure the number of job placements each month, consumer satisfaction, and job retention. Data is collected monthly and analyzed for trends on a quarterly basis. An Annual Report of Outcomes is distributed widely. The targets for these measures are: A) 50% paid work, B) 75% achievement of rehabilitation goals, C) Work Activity Program participants to transition to community based employment, D) 90% retention of employment.

7. COALITION APPLICATION INFORMATION (Maximum 10 Extra Rating Points)

NOTE: A coalition is defined as two or more agencies applying for CDBG public service grant funds with the goal of eliminating duplication of services & grant administration. Evidence of a formal Memorandum of Understanding or agreement between coalition agencies must be provided.

Additionally coalition points may be awarded to those applications that will work in partnership with the City to implement Homeless Task Force or neighborhood improvement initiatives.

CHECK BOX IF NOT APPLICABLE

A. List coalition members *(Not applicable if seeking points as partner with City initiatives):*

Lead Agency:
Member:
Member:
Member:
Member:

B. Describe the target population to be served by the coalition. *(If seeking points as a City initiatives partner, list target population.)* _____

C. Describe the services each member of the coalition will provide to coalition clients & how services will be coordinated, tracked & reported. *(If seeking points as a City initiatives partner, list services to be provided & how services will be coordinated with City efforts.)* _____

D. How is the effectiveness & success of coalition efforts measured? Provide data regarding coalition effectiveness/success for the past two years. *(Provide requested response if seeking points as a City initiatives partner.)* _____

E. How many clients will be served by coalition efforts during the 2015-2016 Program Year with requested CDBG funds? *(Provide requested response if seeking points as a City initiatives partner.)*

8. CERTIFICATION

I hereby certify that I am authorized to submit this application for CDBG public service grant funding provided by the City of Costa Mesa ("City") by the Board of Directors of Elwyn California ("Agency"). If grant funds are granted, funds will be used solely to benefit low- and moderate-income Costa Mesa residents. Agency understands that general liability, auto liability insurance, and workers compensation insurance are required and will be provided per terms of a grant agreement to be executed between the City and the Agency. Agency understands that grant funds are provided on a reimbursement basis and will provide appropriate documentation to substantiate expenditures submitted for reimbursement. Grant funds will be administered pursuant to this agreement and consistent with applicable federal regulations. If the Agency fails to serve eligible Costa Mesa residents during the term of the contract, or fails to substantially attain projected accomplishments (defined as at least 75% of projected number of persons to be served), Agency will be required to repay all or a portion of funds already disbursed to the Agency by the City and/or forego receipt of additional grant funds. Agency also certifies that it is in compliance with all local zoning/land use regulations and possesses all required licenses and permits to operate/provide program.

Name: MARSHA SADNIK

Title: DIRECTOR OF OPERATIONS

Signature

Date

ATTACHMENT A

PAST & PROJECTED CDBG-FUNDED PROGRAM ACCOMPLISHMENTS

Program Name: CASE MANAGEMENT/EMPLOYMENT SERVICES

Do not use percentages
List actual number of unduplicated Costa Mesa residents served in past years or estimate number of unduplicated Costa Mesa residents to be served with requested CDBG funds

INCOME CATEGORY	2012-2013 ACTUAL NUMBER OF CM PERSONS SERVED	2013-2014 ACTUAL NUMBER OF CM PERSONS SERVED	2014-2015 PROJECTED NUMBER OF CM PERSONS TO BE SERVED	2015-2016 PROJECTED NUMBER OF CM PERSONS TO BE SERVED
MODERATE-INCOME 80% + MEDIAN INCOME				
LOW-INCOME 50%-80% MEDIAN INCOME				
VERY LOW-INCOME 30%-50% MEDIAN INCOME				
EXTREMELY LOW- INCOME 0%-30% MEDIAN INCOME	37	39	39	42
TOTAL	37	39	39	42 [§]

[§] Total "Projected to be Served" should equal number of unduplicated Costa Mesa Residents to be served with CDBG grant funds listed previously in your application.

ATTACHMENT B

PROPOSED 2015-2016 PROGRAM BUDGET

Program Name: CASE MANAGEMENT/EMPLOYMENT SERVICES

BUDGET CATEGORY	CDBG	OTHER	TOTAL
Agency Administration Staff Salaries & Benefits	\$	\$160,550.00	\$160,550.00
Program Staff Salaries & Benefits	\$30,000.00	\$924,670.00	\$954,670.00
Program Supplies	\$	\$60,200.00	\$60,200.00
Rent/Lease	\$	\$9,880.00	\$9,880.00
Communications	\$	\$90,600.00	\$90,600.00
Utilities	\$	\$35,000.00	\$35,000.00
Insurance	\$	\$18,900.00	\$18,900.00
Professional Services (Specify) IT SUPPORT	\$	\$35,000.00	\$35,000.00
Other (Specify) CLIENT WAGES/BENEFIT	\$	\$145,200.00	\$145,200.00
Other (Specify) REPAIR/MAINTENANCE	\$	\$30,000.00	\$30,000.00
Other (Specify) TRANSPORTATION	\$	\$22,000.00	\$22,000.00
Other (Specify) SUPPORT SERVICES	\$	\$35,000.00	\$35,000.00
TOTAL	\$30,000.00	\$1,567,000.00	\$1,597,000.00

List Source of "Other" Program Funds to be use to Assist CM Residents

SOURCE OF OTHER PROGRAM FUNDS	AMOUNT OF OTHER PROGRAM FUNDS	FUNDS SECURED FOR FY 15-16 WITH A CONTRACT?
FEDERAL FEES FOR SERVICES	\$78,000.00	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
STATE FEES FOR SERVICES	\$930,500.00	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
COMMERCIAL CONTRACTS	\$518,500.00	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
FUNDRAISING	\$70,000.00	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	\$	Yes <input type="checkbox"/> No <input type="checkbox"/>
TOTAL	\$1,567,000.00	

ATTACHMENT C CDBG FUNDED PERSONNEL

CHECK BOX IF NOT APPLICABLE

LIST ONLY POSITIONS FOR WHICH YOU ARE REQUESTING CDBG FUNDING

AGENCY ADMINISTRATION

POSITION TITLE	ANNUAL SALARY	ANNUAL BENEFITS	TOTAL COMPENSATION	CDBG FUNDS REQUESTED	% OF TIME POSITION IS DEDICATED TO COSTA MESA CDBG ACTIVITY
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%

PROPOSED PROGRAM STAFF

POSITION TITLE	ANNUAL SALARY	ANNUAL BENEFITS	TOTAL COMPENSATION	CDBG FUNDS REQUESTED	% OF TIME POSITION IS DEDICATED TO COSTA MESA CDBG ACTIVITY
CASE MANAGER	\$37,440.00	\$15,474.00	\$52,914.00	\$14,000.00	26.80%
PROGRAM MANAGER	\$42,494.00	\$17,563.00	\$60,057.00	\$16,000.00	26.80%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%

PROPOSED PROGRAM CONTRACT STAFF

POSITION TITLE	ANNUAL SALARY	ANNUAL BENEFITS	TOTAL COMPENSATION	CDBG FUNDS REQUESTED	% OF TIME POSITION IS DEDICATED TO COSTA MESA CDBG ACTIVITY
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%



**CITY OF COSTA MESA
2015-2016 COMMUNITY DEVELOPMENT BLOCK GRANT
PUBLIC SERVICE GRANT APPLICATION**

Application is due 4:00 PM January 20, 2015

Late Applications will not be accepted

Submit 1 original application & back up documentation to:

Mike Linares

Housing & Community Development

77 Fair Drive, Costa Mesa CA 92628

AND

Email the completed application to:

mike.linares@costamesaca.gov

To be considered for funding a complete application & documents listed below must be submitted by the due date/time. Hard copy & electronic copy must be submitted by the due date/time.

Check each item included in your application package - ensure an authorized representative signs the application certification. Ensure all required text fields & applicable boxes are completed or checked (*click on applicable box to insert text or check mark; "Tab" from field to field; avoid using hard returns within text boxes*). Narrative text fields are limited in space so ensure responses are concise.

**Do not submit testimonials, letters of support, or program literature
MODIFIED APPLICATIONS WILL NOT BE ACCEPTED**

Organization Name: Fair Housing Foundation

Program Name: Fair Housing Program

CDBG Amount Requested: \$21,000

-Application
-Attachment A: Past & Projected Accomplishments
-Attachment B: Proposed Budget
-Attachment C: CDBG Funded Personnel

Submit the following materials as PDF files on a CD-Rom

-Proposed Program Application or Intake Sheet
-IRS Tax Exempt Documentation
-Current Board of Directors Roster
-Most Recent Financial Audit & 990 Tax Filing

APPLICANT GENERAL INFORMATION

A. Organization Legal Name: Fair Housing Foundation

B. Mailing Address: 3605 Long Beach Blvd., #302, Long Beach, CA 90807

C. Program Name: Fair Housing Program

D. CDBG Amount Requested: \$21,000

E. Check the **ONE** category that best describes the proposed program

- | | |
|-----------------------------------------------------------------------|---------------------------------------------------|
| <input type="checkbox"/> Elderly/Frail Elderly Services | <input type="checkbox"/> Youth Services |
| <input type="checkbox"/> Physically/Developmentally Disabled Services | <input type="checkbox"/> Crime Awareness |
| <input type="checkbox"/> Persons with HIV/AIDS Services | <input type="checkbox"/> Homeless Services |
| <input checked="" type="checkbox"/> Fair Housing Services | <input type="checkbox"/> Substance Abuse Services |
| <input type="checkbox"/> Severe Mental Illness Services | <input type="checkbox"/> Child Care Services |
| <input type="checkbox"/> Other Public Service (specify) _____ | <input type="checkbox"/> Health Services |

F. Is this application submitted by a coalition of organizations?

- Yes No

G. Is this application submitted by a faith-based organization?

- Yes No

H. Location of where service will be provided (i.e., specify if program is citywide, a street address, a school site): Direct client services provided via our toll free 800-446-3247 number, at either our Long Beach or Santa Ana offices, Walk-in Clinics at City Hall.

I. Person to contact regarding this application & program administration:

Name: Barbara Shull Email Address: bshull@fhfca.org

Telephone: 800-446-3247 x 1100 Fax: 562-857-4408

J. Federal Tax ID Number: 95-6122678

K. DUNS Number: 148307068

L. Official Authorized to Sign Contracts & Expend Funds:

Name: Barbara Shull Title: Executive Director

2. APPLICATION SUMMARY

Provide a brief summary of how the proposed program will address a priority need in Costa Mesa, your agency's capacity/experience to carry out the activity & administering CDBG funds, and how CDBG grant funds will be used. If you are submitting a coalition application, discuss the role of coalition partners & how program & admin efforts will be coordinated. The Fair Housing Foundation's (FHF) Fair Housing Program Affirmatively Furthers Fair Housing as outlined in HUD's Fair Housing Planning Guide and requirement to meet the National Objective to benefit low and moderate income persons. FHF's Fair Housing Program addresses the high priority Fair Housing need as identified in the City of Costa Mesa's Consolidated plan.

FHF currently provides a comprehensive Fair Housing Program to a total of 22 cities, 11 in Orange County and 11 in Los Angeles County. Without exceptions, FHF meets or exceeds the outcomes and objectives of each contract.

FHF's ability to administer CDBG funds is evident in 20 years of annual financial audits reporting no findings, concerns or recommendations. In fact FHF is used as an example of how to run a non-profit organization by the accounting firm of Maginnis, Knechtel & McIntyre LLP.

FHF utilizes the CDBG funds for salaries, benefits, space, communications, insurance, supplies, testing fees, and consultants.

3. COMMUNITY NEED

Provide data relevant to the need for the proposed program in Costa Mesa. Ensure information is specific to Costa Mesa and is supported by relevant data. Ensure you specifically address how the proposed program will impact the community need or City objectives. The need to Affirmatively Further Fair Housing is evident based on data for the 2014-15 fiscal year for the City of Costa Mesa. As a result of FHF's Fair Housing Program, 358 Costa Mesa residents and housing providers received direct client services including 24 allegations of housing discrimination of which 7 bonafide fair housing cases were opened. The affected protected classes included disability, familial status, and National Origin.

Based on the same data, 94% (336) of the 358 Costa Mesa clients served, were of low and very low income.

FHF provided 2 Certificate Management Trainings, 2 Community (tenant) Workshops, 2 Housing Industry (landlord) Workshops, successfully educating 26 individuals and provided 510 individuals with fair housing and landlord tenant information.

FHF's proposed Fair Housing Program will continue to have a positive impact on meeting the high priority Fair Housing needs for the City of Costa Mesa, Affirmatively Furthering Fair Housing as required by HUD and meeting the National Objective of benefiting low and moderate income persons in Costa Mesa.

4. ORGANIZATION CAPACITY & EXPERIENCE

- A. State your organization's experience to carry out the proposed program. Include information regarding length of time providing service, professional qualification of staff (include license, academic credentials, etc.) & other relevant information. FHF is a non-profit corporation formed in 1964 and dedicated to eliminating discrimination in housing and promoting equal access to housing choices for everyone. FHF has been continuously providing fair housing services to municipalities for 50 years. Currently FHF provides a comprehensive and viable Fair Housing Program to the cities of Bellflower, Buena Park, Compton, Costa Mesa, Downey, Fullerton, Garden Grove, Gardena, Huntington Beach, Huntington Park, Irvine, Long Beach, Lynwood, Mission Viejo, Newport Beach, Norwalk, Orange, Paramount, San Clemente, South Gate, and Tustin. The staff consists of the Executive Director, a Program Manager, a Fair Housing Specialist, an Outreach Coordinator, a Case Analyst, a Program Specialist, a Senior Housing Counselor, and Outreach and Housing Assistant, and a Program Assistant. Four (4) staff are bilingual in Spanish, one (1) staff is bilingual in Vietnamese, and one (1) an ASL Interpreter. A contract with Certified Languages International provides real time interpreting in 86 additional languages. With the tenure average of 13 years, this stability allows for continued growth both professionally and programmatically. This is extremely necessary in order to continue to focus on meeting the every changing needs of the community and the City. The distinct departments of Discrimination, General Housing, Education and Outreach, and Administration provides for an environment of building expertise within each department. The Executive Director, with 24 years of service, has provided consistent leadership enabling FHF to become one of the largest and most formidable fair housing organizations in Southern California. Since 2011, FHF is a primary grantee for multiple confidential Research Grants from the Urban Institute in DC.
- B. Summarize your organization's experience administering CDBG public service grant funds. FHF, as a 501(c) (3) corporation, accepts, uses, and complies with the accounting practices set forth by federal regulations at 24 CFR part 85 and OMB Circular number A-87, A-110, A-122 and A-128. FHF complies with the Single Audit Act and OMB Circular A-133 audit requirements and receives an outside independent financial audit yearly. As seen in the attached 2012/2013 audit report, FHF for the 20th year running cites no conditions, no findings, and no instances of noncompliance. The auditing firm of Maginis, Knechtel, and McIntyre, LLP uses FHF an example of fiscal compliance in the non-profit atmosphere. With 22 cities monitoring FHF, both program and fiscal, FHF has not received a single finding in over 20 years.

- C. If you have received CDBG funding from the City of Costa Mesa in past years, complete the table below for most recent years.

YEAR FUNDS RECEIVED	CDBG GRANT AMOUNT	NAME OF FUNDED PROGRAM
2014	\$21,000	Fair Housing Program
2013	\$21,000	Fair Housing Program
2012	\$21,000	Fair Housing Program

- D. If previously funded by Costa Mesa CDBG, has your agency ever failed to expend all grant funds that were awarded? Yes No
 If "Yes," explain reasons: _____

- E. If previously funded by Costa Mesa CDBG, has your agency ever failed to meet established contractual accomplishment goals? Yes No
 If "Yes," explain reasons: _____

- F. If you have not received CDBG funding from Costa Mesa in the past, list three references for 3 grant fund providers that have funded the proposed program:

GRANT PROVIDER	GRANT PROVIDER CONTACT NAME TELEPHONE # & EMAIL	GRANT AMOUNT	DATES COVERED BY GRANT FUNDS
		\$	
		\$	
		\$	

- G. Compliance with OMB Circular A-133 (Single Audit):

- In any of the past 3 years, has your agency expended more than \$500,000 in federal funds during a fiscal year? Yes No
- During this year(s), did your agency prepare a Single Audit compliant with OMB Circular A-133? Yes No If "Yes" please provide a copy of most recent Single Audit. If "No" please explain why a Single Audit was not prepared. _____

5. PROGRAM INFORMATION

A. Complete the following budget summary for the proposed program.

- 1. 2015-2016 Costa Mesa CDBG Grant Funds Requested: \$21,000
- 2. Total 2015-2016 Program Budget: \$23,100

B. Detail how requested CDBG funds will be utilized (e.g., staff salaries, benefits; program supplies; insurance; direct client assistance, etc.)? Ensure that **Attachment B “Proposed Program Budget”** is reflective of this outline. FHF utilizes CDBG funds to accomplishg the objectives and goals of the Fair Housing Program including: salaries, benefits, rent, communications, mileage, insurance, consultants, staff development, testins, general office supplies, printing, outreach, and advertising.

C. What is the per unit cost to delivery of the proposed program? \$24.05/person

D. How does this cost per unit of service compare to other similar services? Less than average

E. Does the proposed program serve Veterans? (Note: Up to 10 additional rating points may be awarded to this application based on the percentage of Veterans served.) Yes No

If “Yes,” what is the total percentage of Veteran clients served by the program? 2.00%

2. Will grant funding be requested for this program from any other funder to serve Costa Mesa residents?

Yes No

If "Yes" how much & will these grant funds be used to assist Costa Mesa Residents?

NAME OF FUNDER	GRANT AMOUNT REQUESTED	AMOUNT THAT WILL SERVE CM RESIDENTS
Urban Institute	\$49,556	\$2,100
	\$	\$
	\$	\$
	\$	\$
	\$	\$

Add additional sheets if necessary.

K. Is this a new program? Yes No If this is **not** a "New" program, how will this program be expanded from current program efforts? Increased public awareness and therefore Direct Client Services.

L. Will requested CDBG funds be used as "seed money" to create additional funding opportunities? Yes No

M. Will requested CDBG funds be used to match funding requested for another funder? Yes No If "Yes," provide information regarding the other grant source & match requirements. _____

6. HUD REQUIREMENTS

Provide the following information regarding the number of individuals to be served by the proposed program & your agency from 7/1/2015 through 6/30/2016:

- A. Number of unduplicated Costa Mesa residents the program will serve **with requested CDBG funds?**
673 Individuals.

What % of these individuals will be of low/moderate income? 85+%

Note: HUD requires that each organization providing services to individuals with CDBG public service grant funds document the size, race/ethnicity & income of assisted households. Income documentation is not required for "presumed beneficiary" category clients; however, documentation of "presumed beneficiary" status is required. Presumed beneficiaries include: abused children, seniors (over 62 years of age), battered spouses, severely disabled adults, homeless persons, illiterate persons, persons with HIV/AIDS, migrant farm workers.

- B. Does the proposed program application/intake form collect all HUD-required information?
Yes No If "Yes," how is this information documented?

a. Self-Certification

b. Analysis of household income documents such as tax returns/pay checks

c. Program serves **presumed beneficiary** category List category _____

If "No," how will this information be collected & reported to the City? _____

- C. Submit a copy of the current or proposed program application/intake form with your original application submission package.

- D. If the proposed service assists the homeless, what percentage of clients are "chronic homeless?"
_____% Not Applicable

*HUD defines **chronically homeless** as:*

(1) An individual who:

(i) Is homeless & lives in a place not meant for human habitation, a safe haven, or in an emergency shelter &

(ii) Has been homeless & living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least 1 year or on at least 4 separate occasions in the last 3 years, where each homeless occasion was at least 15 days &

(iii) Can be diagnosed with 1 or more of the following conditions: substance use disorder, serious mental illness, developmental disability, post-traumatic stress disorder, cognitive impairments resulting from brain injury, or chronic physical illness or disability;

(2) An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days & met all of the criteria in paragraph (1) before entering that facility; or

(3) A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (1), including a family whose composition has fluctuated while the head of household has been homeless.

- E. All CDBG-funded activities are required to provide **output** (i.e. number of individuals served) & **outcome** (i.e. anticipated benefit to program recipients) data. All CDBG-funded activities must meet one of HUD's "objectives" & "outcomes."

OBJECTIVE - Check the box (**only one**) that best applies to the proposed program:

- Suitable Living Environment – The activity is designed to benefit the community, families, or individuals by address issues in their living environment.
- Decent Affordable Housing – The activity is designed to cover a wide range of housing opportunities that meet individual family or community needs.
- Creating Economic Opportunities – The activity will generate economic development, commercial revitalization or job creation.

OUTCOMES - Check the box (**only one**) that best applies to the proposed program.

- Availability/Accessibility – The activity makes services, infrastructure, housing or shelter available/accessible to low- & moderate-income people, including individuals with disabilities.
- Affordability – The activity provides affordability in a variety of ways for low- & moderate-income people (includes creation or maintenance of affordable housing, basic infrastructure hook-ups or services).
- Sustainability (Promoting Livable or Viable Communities) – The activity aims to improve the community or neighborhoods, helps to make them livable or viable by providing benefits to low & moderate-income people, or by removing/eliminating slums/blighted areas.

- F. Regarding Objectives/Outcomes listed above, describe how success & effectiveness (i.e. **outcome**) of proposed services will be measured. Include the program definition of success/effectiveness, tools used to measure program success/effectiveness, the % of individuals served that will meet/exceeded the success/effectiveness threshold & how clients will be tracked to measure outcomes. If no system is in place, discuss steps to be taken to implement a performance measurement system. FHF utilizes four (4) systems to ensure objectives are specific and measureable. The 1st, is an extensive Fair Housing Case Management database which captures a multitude of information pertaining to every client, property, and complaint since 1997. The 2nd, is an Education and Outreach Database which captures the date, time, staff, list of attendees, address, literature distributed and a narrative of every outreach activity conducted since 1994. The 3rd, is a Program Outcome Based Analysis Reporting tool (POBART) developed in 2010 to track and monitor activities, inputs, and outputs. The 4th, is our relationship and communication with City staff and Consultants which ensures FHF's success in meeting the needs and expectations of the City and community at large. FHF utilizes all four (4) components continuously to adapt, improve, and increase the effectiveness of our Program.

7. COALITION APPLICATION INFORMATION (Maximum 10 Extra Rating Points)

NOTE: A coalition is defined as two or more agencies applying for CDBG public service grant funds with the goal of eliminating duplication of services & grant administration. Evidence of a formal Memorandum of Understanding or agreement between coalition agencies must be provided.

Additionally coalition points may be awarded to those applications that will work in partnership with the City to implement Homeless Task Force or neighborhood improvement initiatives.

CHECK BOX IF NOT APPLICABLE

A. List coalition members *(Not applicable if seeking points as partner with City initiatives):*

Lead Agency:
Member:
Member:
Member:
Member:

B. Describe the target population to be served by the coalition. *(If seeking points as a City initiatives partner, list target population.)* _____

C. Describe the services each member of the coalition will provide to coalition clients & how services will be coordinated, tracked & reported. *(If seeking points as a City initiatives partner, list services to be provided & how services will be coordinated with City efforts.)* _____

D. How is the effectiveness & success of coalition efforts measured? Provide data regarding coalition effectiveness/success for the past two years. *(Provide requested response if seeking points as a City initiatives partner.)* _____

E. How many clients will be served by coalition efforts during the 2015-2016 Program Year with requested CDBG funds? *(Provide requested response if seeking points as a City initiatives partner.)*

8. CERTIFICATION

I hereby certify that I am authorized to submit this application for CDBG public service grant funding provided by the City of Costa Mesa ("City") by the Board of Directors of Fair Housing Foundation ("Agency"). If grant funds are granted, funds will be used solely to benefit low- and moderate-income Costa Mesa residents. Agency understands that general liability, auto liability insurance, and workers compensation insurance are required and will be provided per terms of a grant agreement to be executed between the City and the Agency. Agency understands that grant funds are provided on a reimbursement basis and will provide appropriate documentation to substantiate expenditures submitted for reimbursement. Grant funds will be administered pursuant to this agreement and consistent with applicable federal regulations. If the Agency fails to serve eligible Costa Mesa residents during the term of the contract, or fails to substantially attain projected accomplishments (defined as at least 75% of projected number of persons to be served), Agency will be required to repay all or a portion of funds already disbursed to the Agency by the City and/or forego receipt of additional grant funds. Agency also certifies that it is in compliance with all local zoning/land use regulations and possesses all required licenses and permits to operate/provide program.

Name: Barbara Shull

Title: Executive Director

Signature

Date

ATTACHMENT A

PAST & PROJECTED CDBG-FUNDED PROGRAM ACCOMPLISHMENTS

Program Name: Fair Housing Program

Do not use percentages
List actual number of unduplicated Costa Mesa residents served in past years or estimate number of unduplicated Costa Mesa residents to be served with requested CDBG funds

INCOME CATEGORY	2012-2013 ACTUAL NUMBER OF CM PERSONS SERVED	2013-2014 ACTUAL NUMBER OF CM PERSONS SERVED	2014-2015 PROJECTED NUMBER OF CM PERSONS TO BE SERVED	2015-2016 PROJECTED NUMBER OF CM PERSONS TO BE SERVED
MODERATE-INCOME 80% + MEDIAN INCOME	2	12	26	26
LOW-INCOME 50%-80% MEDIAN INCOME	25	10	48	48
VERY LOW-INCOME 30%-50% MEDIAN INCOME	110	99	76	76
EXTREMELY LOW- INCOME 0%-30% MEDIAN INCOME	184	237	223	223
TOTAL	321	358	373	373 [§]

[§] Total "Projected to be Served" should equal number of unduplicated Costa Mesa Residents to be served with CDBG grant funds listed previously in your application.

ATTACHMENT B
PROPOSED 2015-2016 PROGRAM BUDGET

Program Name: Fair Housing Program

BUDGET CATEGORY	CDBG	OTHER	TOTAL
Agency Administration Staff Salaries & Benefits	\$4,362.00	\$0.00	\$4,362.00
Program Staff Salaries & Benefits	\$14,911.00	\$0.00	\$14,911.00
Program Supplies	\$556.00	\$748.00	\$1,304.00
Rent/Lease	\$544.00	\$626.00	\$1,170.00
Communications	\$160.00	\$184.00	\$344.00
Utilities	\$0.00	\$0.00	\$0.00
Insurance	\$82.00	\$94.00	\$176.00
Professional Services (Specify)	\$	\$	\$
Other (Specify) Mileage	\$68.00	\$0.00	\$68.00
Other (Specify) Consultants	\$317.00	\$364.00	\$681.00
Other (Specify) Tester Trainings	\$0.00	\$84.00	\$84.00
Other (Specify)	\$	\$	\$
TOTAL	\$21,000.00	\$2,100.00	\$23,100.00

List Source of "Other" Program Funds to be use to Assist CM Residents

SOURCE OF OTHER PROGRAM FUNDS	AMOUNT OF OTHER PROGRAM FUNDS	FUNDS SECURED FOR FY 15-16 WITH A CONTRACT?
Urban Insistute	\$2,100.00	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	\$	Yes <input type="checkbox"/> No <input type="checkbox"/>
	\$	Yes <input type="checkbox"/> No <input type="checkbox"/>
	\$	Yes <input type="checkbox"/> No <input type="checkbox"/>
	\$	Yes <input type="checkbox"/> No <input type="checkbox"/>
TOTAL	\$	

ATTACHMENT C CDBG FUNDED PERSONNEL

CHECK BOX IF NOT APPLICABLE

LIST ONLY POSITIONS FOR WHICH YOU ARE REQUESTING CDBG FUNDING

AGENCY ADMINISTRATION

POSITION TITLE	ANNUAL SALARY	ANNUAL BENEFITS	TOTAL COMPENSATION	CDBG FUNDS REQUESTED	% OF TIME POSITION IS DEDICATED TO COSTA MESA CDBG ACTIVITY
Executive Director	\$102,355.00	\$27,071.00	\$129,426.00	\$4,362.00	3.37%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%

PROPOSED PROGRAM STAFF

POSITION TITLE	ANNUAL SALARY	ANNUAL BENEFITS	TOTAL COMPENSATION	CDBG FUNDS REQUESTED	% OF TIME POSITION IS DEDICATED TO COSTA MESA CDBG ACTIVITY
Program Manager	\$60,924.00	\$12,794.00	\$73,718.00	\$951,201.00	1.29%
Fair Housing Specialist	\$50,916.00	\$10,692.00	\$61,608.00	\$2,951.00	4.79%
Outreach Coordinator	\$50,916.00	\$10,692.00	\$61,608.00	\$2,951.00	4.79%
Program Specialist	\$50,100.00	\$10,521.00	\$60,621.00	\$782.00	1.29%
Case Analyst	\$42,996.00	\$9,029.00	\$52,025.00	\$2,492.00	4.79%

PROPOSED PROGRAM CONTRACT STAFF

POSITION TITLE	ANNUAL SALARY	ANNUAL BENEFITS	TOTAL COMPENSATION	CDBG FUNDS REQUESTED	% OF TIME POSITION IS DEDICATED TO COSTA MESA CDBG ACTIVITY
ADDITIONAL PROGRAM STAFF	\$	\$	\$	\$	%
Senior Housing Counselor	\$38,628.00	\$8,112.00	\$46,740.00	\$2,239.00	4.79%
Outreach & Housing Assistant	\$30,000.00	\$6,300.00	\$36,300.00	\$1,739.00	4.79%
Program Assist	\$37,440.00	\$3,744.00	\$41,184.00	\$531.00	1.29%
Testers = multiple	\$120,000.00	\$12,000.00	\$132,000.00	\$275.00	0.21%



**CITY OF COSTA MESA
2015-2016 COMMUNITY DEVELOPMENT BLOCK GRANT
PUBLIC SERVICE GRANT APPLICATION**

Application is due 4:00 PM January 20, 2015

Late Applications will not be accepted

Submit 1 original application & back up documentation to:

Mike Linares

Housing & Community Development

77 Fair Drive, Costa Mesa CA 92628

AND

Email the completed application to:

mike.linares@costamesaca.gov

To be considered for funding a complete application & documents listed below must be submitted by the due date/time. Hard copy & electronic copy must be submitted by the due date/time.

Check each item included in your application package - ensure an authorized representative signs the application certification. Ensure all required text fields & applicable boxes are completed or checked (*click on applicable box to insert text or check mark; "Tab" from field to field; avoid using hard returns within text boxes*). Narrative text fields are limited in space so ensure responses are concise.

**Do not submit testimonials, letters of support, or program literature
MODIFIED APPLICATIONS WILL NOT BE ACCEPTED**

Organization Name: Families Forward

Program Name: Housing Program

CDBG Amount Requested: \$10,000

-Application
-Attachment A: Past & Projected Accomplishments
-Attachment B: Proposed Budget
-Attachment C: CDBG Funded Personnel

Submit the following materials as PDF files on a CD-Rom

-Proposed Program Application or Intake Sheet
-IRS Tax Exempt Documentation
-Current Board of Directors Roster
-Most Recent Financial Audit & 990 Tax Filing

APPLICANT GENERAL INFORMATION

A. Organization Legal Name: Families Forward

B. Mailing Address: 8 Thomas, Irvine, CA 92618

C. Program Name: Housing Program

D. CDBG Amount Requested: \$10,000

E. Check the **ONE** category that best describes the proposed program

- | | |
|-----------------------------------------------------------------------|-------------------------------------------------------|
| <input type="checkbox"/> Elderly/Frail Elderly Services | <input type="checkbox"/> Youth Services |
| <input type="checkbox"/> Physically/Developmentally Disabled Services | <input type="checkbox"/> Crime Awareness |
| <input type="checkbox"/> Persons with HIV/AIDS Services | <input checked="" type="checkbox"/> Homeless Services |
| <input type="checkbox"/> Fair Housing Services | <input type="checkbox"/> Substance Abuse Services |
| <input type="checkbox"/> Severe Mental Illness Services | <input type="checkbox"/> Child Care Services |
| <input type="checkbox"/> Other Public Service (specify) _____ | <input type="checkbox"/> Health Services |

F. Is this application submitted by a coalition of organizations?

Yes No

G. Is this application submitted by a faith-based organization?

Yes No

H. Location of where service will be provided (i.e., specify if program is citywide, a street address, a school site): Orange County

I. Person to contact regarding this application & program administration:

Name: Jillian Miller Email Address: jmiller@families-forward.org

Telephone: 949-716-2727 Fax: 949-552-2731

J. Federal Tax ID Number: 33-0086043

K. DUNS Number: 61-009-3825

L. Official Authorized to Sign Contracts & Expend Funds:

Name: Margie Wakeham Title: Executive Director

2. APPLICATION SUMMARY

Provide a brief summary of how the proposed program will address a priority need in Costa Mesa, your agency's capacity/experience to carry out the activity & administering CDBG funds, and how CDBG grant funds will be used. If you are submitting a coalition application, discuss the role of coalition partners & how program & admin efforts will be coordinated. Since 1984, Families Forward has helped homeless families with minor-aged children in Orange County transition from crisis to financial stability and self-sufficiency. We have grown in response to community need with 28 transitional homes in Irvine and Lake Forest and access to dozens of rental units in partnership with apartment communities across Orange County. Case Managers work with parents to set individualized goals, guiding each family toward economic independence. Through supportive services, including counseling, career coaching, life skills education, access to food pantry, and assistance with childcare, healthcare and transportation, families regain self-sufficiency. Because of a lack of emergency shelters, we prioritize serving literally homeless families with an urgency to get parents and children into safe, stable environments. Families Forward will work with Costa Mesa Community Outreach Workers and other area agencies to identify and house homeless Costa Mesa families.

3. COMMUNITY NEED

Provide data relevant to the need for the proposed program in Costa Mesa. Ensure information is specific to Costa Mesa and is supported by relevant data. Ensure you specifically address how the proposed program will impact the community need or City objectives. In Orange County, 30,500 school-aged children are homeless or unstably housed. In addition, 50% of Orange County students or 250,408 individuals qualified for free and reduced priced lunch, a number widely viewed as a proxy for the number of children at or near the poverty line. The US Census estimates in 2013 about 15% of Costa Mesa residents or nearly 17,000 individuals were below poverty level. At the same time, there is a significant lack of affordable housing in Orange County. California Housing Partnership recently reported a shortfall of 118,895 homes affordable for Orange County's low-income households. While median rents increased by 19% between 2000 and 2012, median income for this population declined by 10%. In fact, a minimum wage worker must work 126 hours per week to rent an average one-bedroom apartment. Families can lose their housing with any unforeseen expense or disruption. Families Forward works with literally homeless families by first addressing the immediate need for housing and then creating a plan the family can sustain after completing the program. Based on current capacity, our Housing Program serves approximately 90 families (about 325 adults and children) annually. During the past year, 90% of the families completed the program in secure, stable housing. To address the specific needs in Costa Mesa, Families Forward plans to collaborate with Community Outreach Workers, to identify homeless Costa Mesa families who would benefit from our program.

4. ORGANIZATION CAPACITY & EXPERIENCE

- A. State your organization's experience to carry out the proposed program. Include information regarding length of time providing service, professional qualification of staff (include license, academic credentials, etc.) & other relevant information. For 30 years, Families Forward has existed to help low-income families achieve and maintain self-sufficiency through housing, food, counseling, education and other support services. Beginning with five rented apartments in Irvine, Families Forward now has access to a multitude of housing resources across Orange County to serve homeless families directly or in collaboration with other agencies. Families Forward has a long-standing reputation for high quality delivery of service that enables each individual family to build a plan toward independence and stability with high success rates. Participating clients are required to meet with case managers at least once per month to confirm their progress towards goals and maintain a monthly budget. In addition, housing clients are given weekly food allocations, one-on-one career coaching, counseling sessions, free access to acute health services as needed and financial support to solve childcare and transportation challenges. The overarching goal of the Housing Program is for at least 85% of clients to maintain stable housing one year after leaving the program and last year more than 90% of Families Forward graduating clients achieved this goal. Families Forward Housing Program staff include Marsha Burgess, Director of Programs, with 25 years experience managing community service programs, Elizabeth Andrade, Housing Program Manager, who manages our comprehensive case management process including working collaboratively across Orange County with other agencies addressing homelessness and Madelynn Montoya, Housing Resource Administrator, a California Certified Residential Manager who builds relationships with apartment communities and works with families to determine realistic housing options.
- B. Summarize your organization's experience administering CDBG public service grant funds. Families Forward has 30 years experience in utilizing and administering public funds. Our organization receives funds from local, county and federal government entities. Currently we administer multiple CDBG grants from several cities in Orange County, allowing us to provide services to low-income families throughout the county. Program and Fund Development staff monitor usage of all funding sources and provide quarterly reporting. Families Forward has been subject to A-133 audits in the past and the most recent in FY2011-12 resulted in no findings. In all cases of government funding, Families Forward has met stated outcome requirements and acted as a responsible steward of grant monies.

- C. If you have received CDBG funding from the City of Costa Mesa in past years, complete the table below for most recent years.

YEAR FUNDS RECEIVED	CDBG GRANT AMOUNT	NAME OF FUNDED PROGRAM
	\$	
	\$	
	\$	

- D. If previously funded by Costa Mesa CDBG, has your agency ever failed to expend all grant funds that were awarded? Yes No
 If "Yes," explain reasons: _____

- E. If previously funded by Costa Mesa CDBG, has your agency ever failed to meet established contractual accomplishment goals? Yes No
 If "Yes," explain reasons: _____

- F. If you have not received CDBG funding from Costa Mesa in the past, list three references for 3 grant fund providers that have funded the proposed program:

GRANT PROVIDER	GRANT PROVIDER CONTACT NAME TELEPHONE # & EMAIL	GRANT AMOUNT	DATES COVERED BY GRANT FUNDS
Irvine CDBG	Steve Holtz, 949-724-7452, sholtz@ci.irvine.ca.us	\$17,053	2014-15
Newport Beach CDBG	Jim Campbell 949-644-3210, jcampbell@newportbeachca.gov	\$10,000	2014-15
Bank of America	Cathy Paredes, 951-274-4046, c.paredes@bankofamerica.com	\$15,000	2014-15

- G. Compliance with OMB Circular A-133 (Single Audit):

- In any of the past 3 years, has your agency expended more than \$500,000 in federal funds during a fiscal year? Yes No
- During this year(s), did your agency prepare a Single Audit compliant with OMB Circular A-133? Yes No If "Yes" please provide a copy of most recent Single Audit. If "No" please explain why a Single Audit was not prepared. _____

5. PROGRAM INFORMATION

A. Complete the following budget summary for the proposed program.

- | | |
|-----------------------------------------------------|--------------------|
| 1. 2015-2016 Costa Mesa CDBG Grant Funds Requested: | <u>\$10,000</u> |
| 2. Total 2015-2016 Program Budget: | <u>\$1,612,188</u> |

B. Detail how requested CDBG funds will be utilized (e.g., staff salaries, benefits; program supplies; insurance; direct client assistance, etc.)? Ensure that **Attachment B "Proposed Program Budget"** is reflective of this outline. One of the most important factors contributing to Families Forward client success is the development of individualized family plans to clearly identify specific steps to achieve economic independence and stability. These plans are developed as part of our comprehensive case management approach. The Costa Mesa CDBG funds will be used to help fund staff salaries for the Housing Program Manager and a Case Manager who will collaborate with Costa Mesa Community Outreach Workers on referred Costa Mesa families.

C. What is the per unit cost to delivery of the proposed program? \$5,000.00/person

D. How does this cost per unit of service compare to other similar services? Families Forward believes that \$5,000 per person to house and transition an individual from homelessness to self-sufficiency demonstrates an efficient use of program funding.

E. Does the proposed program serve Veterans? (Note: Up to 10 additional rating points may be awarded to this application based on the percentage of Veterans served.) Yes No
If "Yes," what is the total percentage of Veteran clients served by the program? 1.20%

2. Will grant funding be requested for this program from any other funder to serve Costa Mesa residents?

Yes No

If "Yes" how much & will these grant funds be used to assist Costa Mesa Residents?

NAME OF FUNDER	GRANT AMOUNT REQUESTED	AMOUNT THAT WILL SERVE CM RESIDENTS
HUD and Cfc OC	\$302,500	\$12,000
Private Foundations	\$530,427	\$20,000
General Contributions	\$415,261	\$16,000
In-Kind Contributions	\$324,000	\$12,000
Other City CDBG Funds	\$30,000	\$0

Add additional sheets if necessary.

K. Is this a new program? Yes No If this is **not** a "New" program, how will this program be expanded from current program efforts? Families Forward continues to see increasing demand for housing programs for homeless, Orange County families with minor age children, largely due to the high cost of housing relative to many families' ability to earn a living wage. On an annual basis we serve about 90 families or about 325 individuals but each year we assist a completely new group of families that face devastation and need assistance. Specifically, with the Costa Mesa CDBG funds, Families Forward plans to expand our focus in working with referrals from Costa Mesa Community Outreach Workers to assist homeless and motel families based in Costa Mesa. We have worked with Costa Mesa Community Outreach Workers informally in the past and have accepted referred families into our program with previous success. Also, these CDBG funds will help to continue to significantly expand our ability to deliver services across Orange County through formal partnerships with apartment communities for Rapid Re-housing programs.

L. Will requested CDBG funds be used as "seed money" to create additional funding opportunities? Yes No

M. Will requested CDBG funds be used to match funding requested for another funder? Yes No If "Yes," provide information regarding the other grant source & match requirements. _____

6. HUD REQUIREMENTS

Provide the following information regarding the number of individuals to be served by the proposed program & your agency from 7/1/2015 through 6/30/2016:

- A. Number of unduplicated Costa Mesa residents the program will serve **with requested CDBG funds?**
14 Individuals.

What % of these individuals will be of low/moderate income? 100%

Note: HUD requires that each organization providing services to individuals with CDBG public service grant funds document the size, race/ethnicity & income of assisted households. Income documentation is not required for "presumed beneficiary" category clients; however, documentation of "presumed beneficiary" status is required. Presumed beneficiaries include: abused children, seniors (over 62 years of age), battered spouses, severely disabled adults, homeless persons, illiterate persons, persons with HIV/AIDS, migrant farm workers.

- B. Does the proposed program application/intake form collect all HUD-required information?
Yes No If "Yes," how is this information documented?

a. Self-Certification

b. Analysis of household income documents such as tax returns/pay checks

c. Program serves **presumed beneficiary** category List category Homeless Persons

If "No," how will this information be collected & reported to the City? _____

- C. Submit a copy of the current or proposed program application/intake form with your original application submission package.

- D. If the proposed service assists the homeless, what percentage of clients are "chronic homeless?" 0%
 Not Applicable

*HUD defines **chronically homeless** as:*

(1) An individual who:

- (i) Is homeless & lives in a place not meant for human habitation, a safe haven, or in an emergency shelter &*
(ii) Has been homeless & living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least 1 year or on at least 4 separate occasions in the last 3 years, where each homeless occasion was at least 15 days &
(iii) Can be diagnosed with 1 or more of the following conditions: substance use disorder, serious mental illness, developmental disability, post-traumatic stress disorder, cognitive impairments resulting from brain injury, or chronic physical illness or disability;

(2) An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days & met all of the criteria in paragraph (1) before entering that facility; or

(3) A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (1), including a family whose composition has fluctuated while the head of household has been homeless.

- E. All CDBG-funded activities are required to provide **output** (i.e. number of individuals served) & **outcome** (i.e. anticipated benefit to program recipients) data. All CDBG-funded activities must meet one of HUD's "objectives" & "outcomes."

OBJECTIVE - Check the box (**only one**) that best applies to the proposed program:

- Suitable Living Environment – The activity is designed to benefit the community, families, or individuals by address issues in their living environment.
- Decent Affordable Housing – The activity is designed to cover a wide range of housing opportunities that meet individual family or community needs.
- Creating Economic Opportunities – The activity will generate economic development, commercial revitalization or job creation.

OUTCOMES - Check the box (**only one**) that best applies to the proposed program.

- Availability/Accessibility – The activity makes services, infrastructure, housing or shelter available/accessible to low- & moderate-income people, including individuals with disabilities.
- Affordability – The activity provides affordability in a variety of ways for low- & moderate-income people (includes creation or maintenance of affordable housing, basic infrastructure hook-ups or services).
- Sustainability (Promoting Livable or Viable Communities) – The activity aims to improve the community or neighborhoods, helps to make them livable or viable by providing benefits to low & moderate-income people, or by removing/eliminating slums/blighted areas.

- F. Regarding Objectives/Outcomes listed above, describe how success & effectiveness (i.e. **outcome**) of proposed services will be measured. Include the program definition of success/effectiveness, tools used to measure program success/effectiveness, the % of individuals served that will meet/exceeded the success/effectiveness threshold & how clients will be tracked to measure outcomes. If no system is in place, discuss steps to be taken to implement a performance measurement system. The overarching objective is to assist homeless families in achieving self-sufficiency and stability for their children. Each family is assigned a Case Manager and develops an individual family plan. The overall Housing Program goals are 85% of families will secure and maintain stable housing after graduation, 75% of parents will increase their annual income to maintain stability for their children, 85% of adult participants achieve one or more goals outlined in their family plan. To measure and track progress, case managers collect data through client self-reports, case management reports, income documentation, monthly budgets and progress on individual goals. All services and outcomes are tracked in a client data system, ClientTrack. In addition, data is entered into an HMIS compliant client database. 6 and 12 months after graduation, case managers conduct follow-up client interviews.

7. COALITION APPLICATION INFORMATION (Maximum 10 Extra Rating Points)

NOTE: A coalition is defined as two or more agencies applying for CDBG public service grant funds with the goal of eliminating duplication of services & grant administration. Evidence of a formal Memorandum of Understanding or agreement between coalition agencies must be provided.

Additionally coalition points may be awarded to those applications that will work in partnership with the City to implement Homeless Task Force or neighborhood improvement initiatives.

CHECK BOX IF NOT APPLICABLE

A. List coalition members *(Not applicable if seeking points as partner with City initiatives):*

Lead Agency:
Member:
Member:
Member:
Member:

B. Describe the target population to be served by the coalition. *(If seeking points as a City initiatives partner, list target population.)* Families Forward wants to expand our relationship with Costa Mesa Community Outreach Workers to identify and assist homeless and motel families with minor aged children currently residing in Costa Mesa.

C. Describe the services each member of the coalition will provide to coalition clients & how services will be coordinated, tracked & reported. *(If seeking points as a City initiatives partner, list services to be provided & how services will be coordinated with City efforts.)* Families Forward would accept qualified, referred Costa Mesa families into our Housing Program to provide interim housing and build a plan to regain self-sufficiency and housing stability for families. Families Forward plans to participate in regular communication with Costa Mesa staff to report on the progress of any families referred to and accepted into our Housing Program.

D. How is the effectiveness & success of coalition efforts measured? Provide data regarding coalition effectiveness/success for the past two years. *(Provide requested response if seeking points as a City initiatives partner.)* With CDBG funding, Families Forward will be able to provide monthly updates on the number of Costa Mesa families referred, the number of families accepted into the program, program progress for those who are accepted and housing status after graduation from the Families Forward Housing Program.

E. How many clients will be served by coalition efforts during the 2015-2016 Program Year with requested CDBG funds? *(Provide requested response if seeking points as a City initiatives partner.)* 14

8. CERTIFICATION

I hereby certify that I am authorized to submit this application for CDBG public service grant funding provided by the City of Costa Mesa ("City") by the Board of Directors of Families Foward ("Agency"). If grant funds are granted, funds will be used solely to benefit low- and moderate-income Costa Mesa residents. Agency understands that general liability, auto liability insurance, and workers compensation insurance are required and will be provided per terms of a grant agreement to be executed between the City and the Agency. Agency understands that grant funds are provided on a reimbursement basis and will provide appropriate documentation to substantiate expenditures submitted for reimbursement. Grant funds will be administered pursuant to this agreement and consistent with applicable federal regulations. If the Agency fails to serve eligible Costa Mesa residents during the term of the contract, or fails to substantially attain projected accomplishments (defined as at least 75% of projected number of persons to be served), Agency will be required to repay all or a portion of funds already disbursed to the Agency by the City and/or forego receipt of additional grant funds. Agency also certifies that it is in compliance with all local zoning/land use regulations and possesses all required licenses and permits to operate/provide program.

Name: Margie Wakeham

Title: Executive Director

Signature

Date

ATTACHMENT A

PAST & PROJECTED CDBG-FUNDED PROGRAM ACCOMPLISHMENTS

Program Name: Families Forward Housing Program

Do not use percentages
List actual number of unduplicated Costa Mesa residents served in past years or estimate number of unduplicated Costa Mesa residents to be served with requested CDBG funds

INCOME CATEGORY	2012-2013 ACTUAL NUMBER OF CM PERSONS SERVED	2013-2014 ACTUAL NUMBER OF CM PERSONS SERVED	2014-2015 PROJECTED NUMBER OF CM PERSONS TO BE SERVED	2015-2016 PROJECTED NUMBER OF CM PERSONS TO BE SERVED
MODERATE-INCOME 80% + MEDIAN INCOME				
LOW-INCOME 50%-80% MEDIAN INCOME				
VERY LOW-INCOME 30%-50% MEDIAN INCOME				10
EXTREMELY LOW- INCOME 0%-30% MEDIAN INCOME				4
TOTAL	0	0	0	14 [§]

[§] Total "Projected to be Served" should equal number of unduplicated Costa Mesa Residents to be served with CDBG grant funds listed previously in your application.

ATTACHMENT B
PROPOSED 2015-2016 PROGRAM BUDGET

Program Name: Families Forward Housing Program

BUDGET CATEGORY	CDBG	OTHER	TOTAL
Agency Administration Staff Salaries & Benefits	\$	\$	\$
Program Staff Salaries & Benefits	\$10,000.00	\$664,227.00	\$674,227.00
Program Supplies	\$	\$15,493.00	\$15,493.00
Rent/Lease	\$	\$251,968.00	\$251,968.00
Communications	\$	\$	\$
Utilities	\$	\$	\$
Insurance	\$	\$	\$
Professional Services (Specify)	\$	\$	\$
Other (Specify) Rental Assistance	\$	\$210,000.00	\$210,000.00
Other (Specify) Client Expense	\$	\$136,500.00	\$136,500.00
Other (Specify) In-kind Goods/Services	\$	\$324,000.00	\$324,000.00
Other (Specify)	\$	\$	\$
TOTAL	\$10,000.00	\$1,602,188.00	\$1,612,188.00

List Source of "Other" Program Funds to be use to Assist CM Residents

SOURCE OF OTHER PROGRAM FUNDS	AMOUNT OF OTHER PROGRAM FUNDS	FUNDS SECURED FOR FY 15-16 WITH A CONTRACT?
HUD and CFC OC	\$302,500.00	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Private Foundations	\$530,427.00	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
General Contributions	\$415,261.00	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
In-kind Contributions	\$324,000.00	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Other City CDBG funds	\$30,000.00	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
TOTAL	\$1,602,188.00	

ATTACHMENT C CDBG FUNDED PERSONNEL

CHECK BOX IF NOT APPLICABLE

LIST ONLY POSITIONS FOR WHICH YOU ARE REQUESTING CDBG FUNDING

AGENCY ADMINISTRATION

POSITION TITLE	ANNUAL SALARY	ANNUAL BENEFITS	TOTAL COMPENSATION	CDBG FUNDS REQUESTED	% OF TIME POSITION IS DEDICATED TO COSTA MESA CDBG ACTIVITY
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%

PROPOSED PROGRAM STAFF

POSITION TITLE	ANNUAL SALARY	ANNUAL BENEFITS	TOTAL COMPENSATION	CDBG FUNDS REQUESTED	% OF TIME POSITION IS DEDICATED TO COSTA MESA CDBG ACTIVITY
Housing Program Manager	\$50,000.00	\$9,000.00	\$59,000.00	\$0.00	5.00%
Case Manager	\$40,000.00	\$7,200.00	\$47,200.00	\$10,000.00	5.00%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%

PROPOSED PROGRAM CONTRACT STAFF

POSITION TITLE	ANNUAL SALARY	ANNUAL BENEFITS	TOTAL COMPENSATION	CDBG FUNDS REQUESTED	% OF TIME POSITION IS DEDICATED TO COSTA MESA CDBG ACTIVITY
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%



**CITY OF COSTA MESA
2015-2016 COMMUNITY DEVELOPMENT BLOCK GRANT
PUBLIC SERVICE GRANT APPLICATION**

Application is due 4:00 PM January 20, 2015

Late Applications will not be accepted

Submit 1 original application & back up documentation to:

Mike Linares

Housing & Community Development

77 Fair Drive, Costa Mesa CA 92628

AND

Email the completed application to:

mike.linares@costamesaca.gov

To be considered for funding a complete application & documents listed below must be submitted by the due date/time. Hard copy & electronic copy must be submitted by the due date/time.

Check each item included in your application package - ensure an authorized representative signs the application certification. Ensure all required text fields & applicable boxes are completed or checked (*click on applicable box to insert text or check mark; "Tab" from field to field; avoid using hard returns within text boxes*). Narrative text fields are limited in space so ensure responses are concise.

**Do not submit testimonials, letters of support, or program literature
MODIFIED APPLICATIONS WILL NOT BE ACCEPTED**

Organization Name: Mercy House Living Centers

Program Name: Mercy House Homeless Prevention and Rapid Re-Housing

CDBG Amount Requested: \$40,000

-Application
-Attachment A: Past & Projected Accomplishments
-Attachment B: Proposed Budget
-Attachment C: CDBG Funded Personnel

Submit the following materials as PDF files on a CD-Rom

-Proposed Program Application or Intake Sheet
-IRS Tax Exempt Documentation
-Current Board of Directors Roster
-Most Recent Financial Audit & 990 Tax Filing

APPLICANT GENERAL INFORMATION

A. Organization Legal Name: Mercy House Living Centers

B. Mailing Address: PO Box 1905 Santa Ana, CA 92702

C. Program Name: Mercy House Homeless Prevention and Rapid Re-Housing

D. CDBG Amount Requested: \$40,000

E. Check the **ONE** category that best describes the proposed program

- | | |
|-----------------------------------------------------------------------|-------------------------------------------------------|
| <input type="checkbox"/> Elderly/Frail Elderly Services | <input type="checkbox"/> Youth Services |
| <input type="checkbox"/> Physically/Developmentally Disabled Services | <input type="checkbox"/> Crime Awareness |
| <input type="checkbox"/> Persons with HIV/AIDS Services | <input checked="" type="checkbox"/> Homeless Services |
| <input type="checkbox"/> Fair Housing Services | <input type="checkbox"/> Substance Abuse Services |
| <input type="checkbox"/> Severe Mental Illness Services | <input type="checkbox"/> Child Care Services |
| <input type="checkbox"/> Other Public Service (specify) _____ | <input type="checkbox"/> Health Services |

F. Is this application submitted by a coalition of organizations?

- Yes No

G. Is this application submitted by a faith-based organization?

- Yes No

H. Location of where service will be provided (i.e., specify if program is citywide, a street address, a school site): Funds from Costa Mesa CDBG will be used to provide services to Costa Mesa residents citywide from Mercy House offices in Santa Ana.

I. Person to contact regarding this application & program administration:

Name: Timothy Huynh Email Address: timothyh@mercyhouse.net

Telephone: (714) 836-7188 x109 Fax: (714) 836-7901

J. Federal Tax ID Number: 33-0315864

K. DUNS Number: 87-979-7165

L. Official Authorized to Sign Contracts & Expend Funds:

Name: Larry Haynes Title: Executive Director

2. APPLICATION SUMMARY

Provide a brief summary of how the proposed program will address a priority need in Costa Mesa, your agency's capacity/experience to carry out the activity & administering CDBG funds, and how CDBG grant funds will be used. If you are submitting a coalition application, discuss the role of coalition partners & how program & admin efforts will be coordinated. Mercy House's Costa Mesa Homeless Prevention and Rapid Re-Housing program combats homelessness by stemming the flow of households into homelessness and by creating pathways out of homelessness for those in need. If chosen for this award, funds provided by the Costa Mesa CDBG grant will be used to provide: homeless outreach services; housing search and placement services; housing stability counseling; ongoing case management, and short-term financial assistance in order to house or maintain housing for homeless or at-risk Costa Mesa residents. Mercy House will work directly with Costa Mesa City Staff to provide targeted services to Costa Mesa residents in order to prevent or end their homelessness and invest in long-term housing stability.

3. COMMUNITY NEED

Provide data relevant to the need for the proposed program in Costa Mesa. Ensure information is specific to Costa Mesa and is supported by relevant data. Ensure you specifically address how the proposed program will impact the community need or City objectives. The 2010-2014 Costa Mesa Consolidated Plan identifies Homeless Services as a High Priority Need. Regular engagement with the homeless in Costa Mesa demonstrates this need: ongoing assistance in Lions Park and Donald Dugan Library by the Orange County Health Care Agency and local non-profits have resulted in more than 180 engagements with mentally ill homeless persons. During our last program year, from July 1, 2013 - June 30, 2014 our Homeless Prevention and Rapid Re-Housing Program, with the support of Costa Mesa CDBG and other funding sources, was able to prevent or end the homelessness of 7 Costa Mesa city residents. This program year, Costa Mesa CDBG funds will be used to prevent or end the homelessness of 7 additional Costa Mesa City residents in need.

4. ORGANIZATION CAPACITY & EXPERIENCE

- A. State your organization's experience to carry out the proposed program. Include information regarding length of time providing service, professional qualification of staff (include license, academic credentials, etc.) & other relevant information. Mercy House's Homeless Prevention Program pioneered homeless prevention services in Orange County, we have been providing homeless prevention services through our program for over 15 years. In 2009, Mercy House was chosen as one of two expert agencies to partner with the City of Costa Mesa to operate the Costa Mesa HPRP program. This program provided both Homeless Prevention services as well as innovative Rapid Re-Housing services for the sole benefit of Costa Mesa residents, establishing Mercy House as one of the first agencies in Orange County to provide Rapid Re-Housing services in the City of Costa Mesa. Mercy House's depth of experience in providing these services in the City of Costa Mesa is unmatched, our staff work closely with Costa Mesa City staff, to outreach to clients and connect them to the services they need in order to move forward out of homelessness.

In addition to years of experience providing these services, Mercy House's leadership is engaged and invested in homeless prevention and rapid re-housing as strategies for going beyond managing homelessness to ending it. Larry Haynes, our Executive Director, was the head of Costa Mesa's Homeless Taskforce, and recognizes the important role of these strategies in ending homelessness. As a member of Orange County's Commission to End Homelessness' Executive Committee, Larry chairs the Implementation Group on Homeless Prevention and guides the County's dialogue on homeless prevention, shaping the future of homeless services in our community.

Mercy House's homeless prevention and rapid re-housing staff are also deeply experienced providing these services within the City of Costa Mesa. Our accounting staff have over 15 years experience overseeing public grants, including CDBG funds from multiple jurisdictions such as Costa Mesa.

- B. Summarize your organization's experience administering CDBG public service grant funds. Throughout our history, Mercy House has been graciously awarded CDBG funds from multiple jurisdictions including the City of Costa Mesa, and has always been good stewards of those funds, meeting all spending and reporting deadlines on a timely manner. Mercy House completes an annual financial audit with an outside auditing firm in compliance with OMB Circular A-133. As a result of our financial management, diligent reporting, and the success of our programs, Mercy House remains in good standing with all of our funders.

- C. If you have received CDBG funding from the City of Costa Mesa in past years, complete the table below for most recent years.

YEAR FUNDS RECEIVED	CDBG GRANT AMOUNT	NAME OF FUNDED PROGRAM
2014	\$20,000	Homeless Prevention and Rapid Re-Housing
2013	\$15,000	Homeless Prevention and Rapid Re-Housing
2012	\$19,002	Costa Mesa Homeless Prevention

- D. If previously funded by Costa Mesa CDBG, has your agency ever failed to expend all grant funds that were awarded? Yes No
 If "Yes," explain reasons: N/A

- E. If previously funded by Costa Mesa CDBG, has your agency ever failed to meet established contractual accomplishment goals? Yes No
 If "Yes," explain reasons: N/A

- F. If you have not received CDBG funding from Costa Mesa in the past, list three references for 3 grant fund providers that have funded the proposed program:

GRANT PROVIDER	GRANT PROVIDER CONTACT NAME TELEPHONE # & EMAIL	GRANT AMOUNT	DATES COVERED BY GRANT FUNDS
N/A	N/A	\$0	N/A
N/A	N/A	\$0	N/A
N/A	N/A	\$0	N/A

- G. Compliance with OMB Circular A-133 (Single Audit):

- In any of the past 3 years, has your agency expended more than \$500,000 in federal funds during a fiscal year? Yes No
- During this year(s), did your agency prepare a Single Audit compliant with OMB Circular A-133? Yes No If "Yes" please provide a copy of most recent Single Audit. If "No" please explain why a Single Audit was not prepared. N/A

5. PROGRAM INFORMATION

A. Complete the following budget summary for the proposed program.

- 1. 2015-2016 Costa Mesa CDBG Grant Funds Requested: \$40,000
- 2. Total 2015-2016 Program Budget: \$657,227

B. Detail how requested CDBG funds will be utilized (e.g., staff salaries, benefits; program supplies; insurance; direct client assistance, etc.)? Ensure that **Attachment B “Proposed Program Budget”** is reflective of this outline. \$26,000 will be budgeted toward direct client services including temporary financial assistance; \$10,000 will be budgeted toward case manager salaries; and \$4,000 will be budgeted toward administrative expenses vital to the daily operations of the program.

C. What is the per unit cost to delivery of the proposed program? \$2000/person

D. How does this cost per unit of service compare to other similar services? The cost per unit of services is calculated considering financial assistance per household over an average of three months financial assistance, with an average household size of three. The cost is inclusive of overhead and staffing costs. The cost per unit of service in keeping an individual stably housed is significantly less than the alternative costs of a person transitioning out of homelessness through transitional and emergency shelters, which is as much as \$24,000 according to a study released in 2014; Rapid Re-Housing and Homeless Prevention costs as much as \$20,000 less per person to prevent or end homelessness.

E. Does the proposed program serve Veterans? (Note: Up to 10 additional rating points may be awarded to this application based on the percentage of Veterans served.) Yes No
If “Yes,” what is the total percentage of Veteran clients served by the program? 5.00%

2. Will grant funding be requested for this program from any other funder to serve Costa Mesa residents?
 Yes No

If "Yes" how much & will these grant funds be used to assist Costa Mesa Residents?

NAME OF FUNDER	GRANT AMOUNT REQUESTED	AMOUNT THAT WILL SERVE CM RESIDENTS
EFSP	\$45,000	\$1,000
Private Foundations	\$154,477	\$1,000
	\$	\$
	\$	\$
	\$	\$

Add additional sheets if necessary.

- K. Is this a new program? Yes No If this is **not** a "New" program, how will this program be expanded from current program efforts? By nature, Mercy House's Homeless Prevention and Rapid Re-Housing program's volume of services is directly proportional to the resources that are available to the program. In this way, funds from the City of Costa Mesa CDBG directly increase the volume of services that can be provided to clients in Costa Mesa.
- L. Will requested CDBG funds be used as "seed money" to create additional funding opportunities?
 Yes No
- M. Will requested CDBG funds be used to match funding requested for another funder? Yes No
 If "Yes," provide information regarding the other grant source & match requirements. Santa Ana ESG, one of the funding sources for Mercy House's Rapid Re-Housing and Homeless Prevention Program, requires dollar for dollar matching, funds from Costa Mesa CDBG are considered eligible, and if awarded, would be used as matching funds for the ESG grants.

6. HUD REQUIREMENTS

Provide the following information regarding the number of individuals to be served by the proposed program & your agency from 7/1/2015 through 6/30/2016:

- A. Number of unduplicated Costa Mesa residents the program will serve **with requested CDBG funds?**
20 Individuals.

What % of these individuals will be of low/moderate income? 100%

Note: HUD requires that each organization providing services to individuals with CDBG public service grant funds document the size, race/ethnicity & income of assisted households. Income documentation is not required for "presumed beneficiary" category clients; however, documentation of "presumed beneficiary" status is required. Presumed beneficiaries include: abused children, seniors (over 62 years of age), battered spouses, severely disabled adults, homeless persons, illiterate persons, persons with HIV/AIDS, migrant farm workers.

- B. Does the proposed program application/intake form collect all HUD-required information?
Yes No If "Yes," how is this information documented?

a. Self-Certification

b. Analysis of household income documents such as tax returns/pay checks

c. Program serves **presumed beneficiary** category List category Homeless

If "No," how will this information be collected & reported to the City? N/A

- C. Submit a copy of the current or proposed program application/intake form with your original application submission package.

- D. If the proposed service assists the homeless, what percentage of clients are "chronic homeless?" 10%
 Not Applicable

*HUD defines **chronically homeless** as:*

(1) An individual who:

(i) Is homeless & lives in a place not meant for human habitation, a safe haven, or in an emergency shelter &

(ii) Has been homeless & living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least 1 year or on at least 4 separate occasions in the last 3 years, where each homeless occasion was at least 15 days &

(iii) Can be diagnosed with 1 or more of the following conditions: substance use disorder, serious mental illness, developmental disability, post-traumatic stress disorder, cognitive impairments resulting from brain injury, or chronic physical illness or disability;

(2) An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days & met all of the criteria in paragraph (1) before entering that facility; or

(3) A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (1), including a family whose composition has fluctuated while the head of household has been homeless.

- E. All CDBG-funded activities are required to provide **output** (i.e. number of individuals served) & **outcome** (i.e. anticipated benefit to program recipients) data. All CDBG-funded activities must meet one of HUD's "objectives" & "outcomes."

OBJECTIVE - Check the box (**only one**) that best applies to the proposed program:

- Suitable Living Environment – The activity is designed to benefit the community, families, or individuals by address issues in their living environment.
- Decent Affordable Housing – The activity is designed to cover a wide range of housing opportunities that meet individual family or community needs.
- Creating Economic Opportunities – The activity will generate economic development, commercial revitalization or job creation.

OUTCOMES - Check the box (**only one**) that best applies to the proposed program.

- Availability/Accessibility – The activity makes services, infrastructure, housing or shelter available/accessible to low- & moderate-income people, including individuals with disabilities.
- Affordability – The activity provides affordability in a variety of ways for low- & moderate-income people (includes creation or maintenance of affordable housing, basic infrastructure hook-ups or services).
- Sustainability (Promoting Livable or Viable Communities) – The activity aims to improve the community or neighborhoods, helps to make them livable or viable by providing benefits to low & moderate-income people, or by removing/eliminating slums/blighted areas.

- F. Regarding Objectives/Outcomes listed above, describe how success & effectiveness (i.e. **outcome**) of proposed services will be measured. Include the program definition of success/effectiveness, tools used to measure program success/effectiveness, the % of individuals served that will meet/exceeded the success/effectiveness threshold & how clients will be tracked to measure outcomes. If no system is in place, discuss steps to be taken to implement a performance measurement system. The objective of the Homeless Prevention and Rapid Re-Housing Program is to prevent or end the homelessness of those we serve through the provision of short term financial assistance and supportive services. We consider a case successful when the household remains stably housed for one year after financial assistance is completed. Follow up meetings are scheduled at 30 days, 90 days, 180 days, and one year after financial assistance is provided in order to track and evaluate success. In home case management and other services are offered at these times in order to ensure that continued housing stability is achieved. Based on past program evaluation we anticipate that over 90% of households served by this program will be successful.

7. COALITION APPLICATION INFORMATION (Maximum 10 Extra Rating Points)

NOTE: A coalition is defined as two or more agencies applying for CDBG public service grant funds with the goal of eliminating duplication of services & grant administration. Evidence of a formal Memorandum of Understanding or agreement between coalition agencies must be provided.

Additionally coalition points may be awarded to those applications that will work in partnership with the City to implement Homeless Task Force or neighborhood improvement initiatives.

CHECK BOX IF NOT APPLICABLE

A. List coalition members *(Not applicable if seeking points as partner with City initiatives):*

Lead Agency: N/A
Member: N/A
Member: N/A
Member: N/A
Member: N/A

B. Describe the target population to be served by the coalition. *(If seeking points as a City initiatives partner, list target population.)* The target populations of this program are the homeless and households at risk of homelessness with Costa Mesa residency ties as defined by the Costa Mesa Homeless Taskforce.

C. Describe the services each member of the coalition will provide to coalition clients & how services will be coordinated, tracked & reported. *(If seeking points as a City initiatives partner, list services to be provided & how services will be coordinated with City efforts.)* Mercy House will provide homeless prevention and rapid re-housing services including rental and deposit assistance, ongoing case management, housing search and placement services, benefits referrals, and financial coaching. Mercy House will coordinate the provision of these services with Costa Mesa City staff who will conduct outreach to the homeless in Costa Mesa and provide direct referrals for these clients to Mercy House. Services provided will be tracked and reported using the HMIS system.

D. How is the effectiveness & success of coalition efforts measured? Provide data regarding coalition effectiveness/success for the past two years. *(Provide requested response if seeking points as a City initiatives partner.)* The effectiveness and success of the coalition are measured by the volume of clients that the City refers to Mercy House's program and are served. In the past two years, Mercy House has the goals of our Costa Mesa programs serving, 11 (10 projected) clients in 2012-13 and 7 (7 projected) clients in 2013-14. Mercy House anticipates serving 10 clients this year, and has already served 9.

E. How many clients will be served by coalition efforts during the 2015-2016 Program Year with requested CDBG funds? *(Provide requested response if seeking points as a City initiatives partner.)* 20

8. CERTIFICATION

I hereby certify that I am authorized to submit this application for CDBG public service grant funding provided by the City of Costa Mesa ("City") by the Board of Directors of Mercy House Living Centers ("Agency"). If grant funds are granted, funds will be used solely to benefit low- and moderate-income Costa Mesa residents. Agency understands that general liability, auto liability insurance, and workers compensation insurance are required and will be provided per terms of a grant agreement to be executed between the City and the Agency. Agency understands that grant funds are provided on a reimbursement basis and will provide appropriate documentation to substantiate expenditures submitted for reimbursement. Grant funds will be administered pursuant to this agreement and consistent with applicable federal regulations. If the Agency fails to serve eligible Costa Mesa residents during the term of the contract, or fails to substantially attain projected accomplishments (defined as at least 75% of projected number of persons to be served), Agency will be required to repay all or a portion of funds already disbursed to the Agency by the City and/or forego receipt of additional grant funds. Agency also certifies that it is in compliance with all local zoning/land use regulations and possesses all required licenses and permits to operate/provide program.

Name: Larry Haynes

Title: Executive Director

Signature

Date

ATTACHMENT A

PAST & PROJECTED CDBG-FUNDED PROGRAM ACCOMPLISHMENTS

Program Name: Mercy House Homeless Prevention and Rapid Re-Housing Program

Do not use percentages
List actual number of unduplicated Costa Mesa residents served in past years or estimate number of unduplicated Costa Mesa residents to be served with requested CDBG funds

INCOME CATEGORY	2012-2013 ACTUAL NUMBER OF CM PERSONS SERVED	2013-2014 ACTUAL NUMBER OF CM PERSONS SERVED	2014-2015 PROJECTED NUMBER OF CM PERSONS TO BE SERVED	2015-2016 PROJECTED NUMBER OF CM PERSONS TO BE SERVED
MODERATE-INCOME 80% + MEDIAN INCOME	0	0	0	0
LOW-INCOME 50%-80% MEDIAN INCOME	0	0	0	0
VERY LOW-INCOME 30%-50% MEDIAN INCOME	0	0	0	0
EXTREMELY LOW- INCOME 0%-30% MEDIAN INCOME	11	7	10	20
TOTAL	11	7	10	20 [§]

[§] Total "Projected to be Served" should equal number of unduplicated Costa Mesa Residents to be served with CDBG grant funds listed previously in your application.

ATTACHMENT B
PROPOSED 2015-2016 PROGRAM BUDGET

Program Name: Mercy House Homeless Prevention Program

BUDGET CATEGORY	CDBG	OTHER	TOTAL
Agency Administration Staff Salaries & Benefits	\$4,000.00	\$18,700.00	\$22,700.00
Program Staff Salaries & Benefits	\$10,000.00	\$205,188.00	\$215,188.00
Program Supplies	\$0.00	\$3,810.00	\$3,810.00
Rent/Lease	\$0.00	\$0.00	\$0.00
Communications	\$0.00	\$800.00	\$800.00
Utilities	\$0.00	\$0.00	\$0.00
Insurance	\$0.00	\$550.00	\$550.00
Professional Services (Specify) Audit	\$0.00	\$6,225.00	\$6,225.00
Other (Specify) Fundraising	\$0.00	\$0.00	\$0.00
Other (Specify) Local Expenses	\$0.00	\$1,350.00	\$1,350.00
Other (Specify) Administrative Expenses	\$0.00	\$6,932.00	\$6,932.00
Other (Specify) Program Services	\$23,000.00	\$373,672.00	\$396,672.00
TOTAL	\$40,000.00	\$617,227.00	\$657,227.00

List Source of "Other" Program Funds to be use to Assist CM Residents

SOURCE OF OTHER PROGRAM FUNDS	AMOUNT OF OTHER PROGRAM FUNDS	FUNDS SECURED FOR FY 15-16 WITH A CONTRACT?
Santa Ana CDBG	\$50,000.00	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Santa Ana ESG	\$49,720.00	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
County Funds	\$300,730.00	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
EFSP	\$45,000.00	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Private Foundations	\$171,777.00	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
TOTAL	\$617,227.00	

ATTACHMENT C CDBG FUNDED PERSONNEL

CHECK BOX IF NOT APPLICABLE

LIST ONLY POSITIONS FOR WHICH YOU ARE REQUESTING CDBG FUNDING

AGENCY ADMINISTRATION

POSITION TITLE	ANNUAL SALARY	ANNUAL BENEFITS	TOTAL COMPENSATION	CDBG FUNDS REQUESTED	% OF TIME POSITION IS DEDICATED TO COSTA MESA CDBG ACTIVITY
Finance Manager	\$58,000.00	\$13,404.00	\$71,404.00	\$4,000.00	7.00%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%

PROPOSED PROGRAM STAFF

POSITION TITLE	ANNUAL SALARY	ANNUAL BENEFITS	TOTAL COMPENSATION	CDBG FUNDS REQUESTED	% OF TIME POSITION IS DEDICATED TO COSTA MESA CDBG ACTIVITY
Progress Coach	\$33,280.00	\$4,092.00	\$37,372.00	\$10,000.00	30.00%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%

PROPOSED PROGRAM CONTRACT STAFF

POSITION TITLE	ANNUAL SALARY	ANNUAL BENEFITS	TOTAL COMPENSATION	CDBG FUNDS REQUESTED	% OF TIME POSITION IS DEDICATED TO COSTA MESA CDBG ACTIVITY
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%



**CITY OF COSTA MESA
2015-2016 COMMUNITY DEVELOPMENT BLOCK GRANT
PUBLIC SERVICE GRANT APPLICATION**

Application is due 4:00 PM January 20, 2015

Late Applications will not be accepted

Submit 1 original application & back up documentation to:

Mike Linares

Housing & Community Development

77 Fair Drive, Costa Mesa CA 92628

AND

Email the completed application to:

mike.linares@costamesaca.gov

To be considered for funding a complete application & documents listed below must be submitted by the due date/time. Hard copy & electronic copy must be submitted by the due date/time.

Check each item included in your application package - ensure an authorized representative signs the application certification. Ensure all required text fields & applicable boxes are completed or checked (*click on applicable box to insert text or check mark; "Tab" from field to field; avoid using hard returns within text boxes*). Narrative text fields are limited in space so ensure responses are concise.

**Do not submit testimonials, letters of support, or program literature
MODIFIED APPLICATIONS WILL NOT BE ACCEPTED**

Organization Name: Mika Community Development Corporation

Program Name: El Paseo Academic Program

CDBG Amount Requested: \$10,000

-Application
-Attachment A: Past & Projected Accomplishments
-Attachment B: Proposed Budget
-Attachment C: CDBG Funded Personnel

Submit the following materials as PDF files on a CD-Rom

-Proposed Program Application or Intake Sheet
-IRS Tax Exempt Documentation
-Current Board of Directors Roster
-Most Recent Financial Audit & 990 Tax Filing

APPLICANT GENERAL INFORMATION

A. Organization Legal Name: Mika Community Development Corporation

B. Mailing Address: 1718 Monrovia Avenue, Costa Mesa, CA, 92627

C. Program Name: El Paseo Academic Program

D. CDBG Amount Requested: \$10,000

E. Check the **ONE** category that best describes the proposed program

- | | |
|-----------------------------------------------------------------------|----------------------------------------------------|
| <input type="checkbox"/> Elderly/Frail Elderly Services | <input checked="" type="checkbox"/> Youth Services |
| <input type="checkbox"/> Physically/Developmentally Disabled Services | <input type="checkbox"/> Crime Awareness |
| <input type="checkbox"/> Persons with HIV/AIDS Services | <input type="checkbox"/> Homeless Services |
| <input type="checkbox"/> Fair Housing Services | <input type="checkbox"/> Substance Abuse Services |
| <input type="checkbox"/> Severe Mental Illness Services | <input type="checkbox"/> Child Care Services |
| <input type="checkbox"/> Other Public Service (specify) _____ | <input type="checkbox"/> Health Services |

F. Is this application submitted by a coalition of organizations?

- Yes No

G. Is this application submitted by a faith-based organization?

- Yes No

H. Location of where service will be provided (i.e., specify if program is citywide, a street address, a school site): Street addresses for apartment-based community centers: 846 Center St. Apt 3, Costa Mesa, CA 92627; 1981 Maple Ave. Apt 1, Costa Mesa, CA 92627

I. Person to contact regarding this application & program administration:

Name: Christine Nolf Email Address: christine@mikacdc.org
Telephone: (949)645-0075 Fax: (949)645-0076

J. Federal Tax ID Number: 20-0318338 K. DUNS Number: 185938920

L. Official Authorized to Sign Contracts & Expend Funds:

Name: Christine Nolf Title: Executive Director

2. APPLICATION SUMMARY

Provide a brief summary of how the proposed program will address a priority need in Costa Mesa, your agency's capacity/experience to carry out the activity & administering CDBG funds, and how CDBG grant funds will be used. If you are submitting a coalition application, discuss the role of coalition partners & how program & admin efforts will be coordinated. Mika Community Development Corporation's mission is to identify and equip leaders in low-income neighborhoods to build communities with VISION (Vision, Interdependent Relationships, Servant Leadership, Impact, Organization, and Networks). Mika is requesting funding in order to hire two part-time Site Coordinators for the after-school learning centers in the Center Street and Maple Avenue neighborhoods. The centers are home to Mika's El Paseo Academic program, which includes a learning foundations class for pre-kindergarteners, reading intervention for K-4th grade students, after-school tutoring, and enrichment. Students gain the learning, reading, and language development skills to achieve grade level benchmarks and succeed in school. El Paseo is led by Mika's Academic Coordinator in partnership with the Teen Coordinator, volunteers and parents. Mika successfully managed CDBG funds (2008-2010) and if funded, Mika's Operations staff will oversee the grant.

3. COMMUNITY NEED

Provide data relevant to the need for the proposed program in Costa Mesa. Ensure information is specific to Costa Mesa and is supported by relevant data. Ensure you specifically address how the proposed program will impact the community need or City objectives. El Paseo will serve 85 pre-kindergarteners, English Language Learners and youth throughout the year. 100% of Mika's students are Latino and attend local elementary schools where an average of 74% of students are English Language Learners (CA Department of Education 2012-2013 State API). Of the students who begin school as ELLs, only 36% are considered proficient in English Language Arts. Throughout the last ten years, Mika has observed many of its students lack early reading skills, read at low levels stemming from the literacy level of the home, and the growing achievement gap as students progress through school. El Paseo is designed to bridge this gap by focusing on literacy and specialized intervention activities, while also providing tutoring and enrichment for students in pre-K-12th grade. El Paseo curriculum encompasses classroom readiness, learning fundamentals, and critical reading, phonics and comprehension skills. The goal is for 100% of our students to be reading at or above grade level and that they would demonstrate improvement in homework completion rates, overall academic performance, and participate in community service. As a result, Mika's youth will be equipped to become educated leaders in their families, schools and community. In 2015-2016, Mika would like to hire two Site Coordinators, increase the number of students receiving individualized education plans and small group instruction, and implement a college preparatory program.

4. ORGANIZATION CAPACITY & EXPERIENCE

- A. State your organization's experience to carry out the proposed program. Include information regarding length of time providing service, professional qualification of staff (include license, academic credentials, etc.) & other relevant information. Mika's youth development programs have been in operation for ten years. Throughout the past ten years, Mika has grown in professionalism and volunteer engagement. The majority of staff live in Costa Mesa and have built significant trust in the community in which we live and work. Mika's Academic Coordinator has been with the organization for five years. She started as a volunteer and was hired through the Americorps Program upon completion of a degree in anthropology and a focus on community development. The Academic Coordinator works with students, parents, teachers and school officials to pursue the greatest academic success for each student. In addition to college degrees, all staff have been trained in group facilitation methods, Asset Based Community Development (ABCD), and several have participated in Leadership Tomorrow. The employees that have come through the Americorps program have been trained nationally through experts in the field of community development. As an organization that focuses on leadership development, we are consistently seeking opportunities to grow in our own professional development. We work with local agencies and organizations including the Newport Mesa Unified School District's Community Alliance and Vanguard University. In addition, individuals from schools, churches, and businesses volunteer and offer education and insight to our students through their contributions to El Paseo.
- B. Summarize your organization's experience administering CDBG public service grant funds. Mika completed three successful years of CDBG funding from 2008-2010. Each year Mika met the required standards and submitted all reports and documentation on time.

- C. If you have received CDBG funding from the City of Costa Mesa in past years, complete the table below for most recent years.

YEAR FUNDS RECEIVED	CDBG GRANT AMOUNT	NAME OF FUNDED PROGRAM
2010	\$15,000	Step Up After-School Program
2009	\$20,000	Youth Economic Education
2008	\$5,000	Youth Economic Education

- D. If previously funded by Costa Mesa CDBG, has your agency ever failed to expend all grant funds that were awarded? Yes No
 If "Yes," explain reasons: _____

- E. If previously funded by Costa Mesa CDBG, has your agency ever failed to meet established contractual accomplishment goals? Yes No
 If "Yes," explain reasons: _____

- F. If you have not received CDBG funding from Costa Mesa in the past, list three references for 3 grant fund providers that have funded the proposed program:

GRANT PROVIDER	GRANT PROVIDER CONTACT NAME TELEPHONE # & EMAIL	GRANT AMOUNT	DATES COVERED BY GRANT FUNDS
		\$	
		\$	
		\$	

- G. Compliance with OMB Circular A-133 (Single Audit):

- In any of the past 3 years, has your agency expended more than \$500,000 in federal funds during a fiscal year? Yes No
- During this year(s), did your agency prepare a Single Audit compliant with OMB Circular A-133? Yes No If "Yes" please provide a copy of most recent Single Audit. If "No" please explain why a Single Audit was not prepared. Given the size of our agency budget, Mika is not required by law to have an outside audit. The Board of Directors regularly oversees Mika's finances and has scheduled a financial best practices audit.

5. PROGRAM INFORMATION

A. Complete the following budget summary for the proposed program.

- 1. 2015-2016 Costa Mesa CDBG Grant Funds Requested: \$10,000
- 2. Total 2015-2016 Program Budget: \$165,885

B. Detail how requested CDBG funds will be utilized (e.g., staff salaries, benefits; program supplies; insurance; direct client assistance, etc.)? Ensure that **Attachment B “Proposed Program Budget”** is reflective of this outline. Funds from the 2015-2016 CDBG grant will be used to support the addition of two part-time Site Coordinators, training and program supplies. Mika’s Site Coordinators will supervise the daily activities of El Paseo, manage volunteers, organize curriculum material, administer assessments, and collaborate with the parent committee.

C. What is the per unit cost to delivery of the proposed program? \$1,950.00/person

D. How does this cost per unit of service compare to other similar services? The total program budget accounts for the cost of year round services for all of Mika’s youth. The youth program identifies the needs of every individual student and offers a solution unique to each student, whether it’s reading intervention, individual or small group instruction, or academic tutoring. The different program components work together to fully equip youth with skills for lifelong learning. The program is designed to intentionally address childhood literacy rates and to best fit the needs of Mika’s neighborhood students attending local Costa Mesa schools.

E. Does the proposed program serve Veterans? (Note: Up to 10 additional rating points may be awarded to this application based on the percentage of Veterans served.) Yes No
If “Yes,” what is the total percentage of Veteran clients served by the program? _____ %

2. Will grant funding be requested for this program from any other funder to serve Costa Mesa residents?

Yes No

If "Yes" how much & will these grant funds be used to assist Costa Mesa Residents?

NAME OF FUNDER	GRANT AMOUNT REQUESTED	AMOUNT THAT WILL SERVE CM RESIDENTS
Legacy Foundation	\$30,000	\$30,000
Opus Bank Foundation	\$22,000	\$22,000
Dito Devcar Foundation	\$20,000	\$20,000
Edison International	\$5,000	\$5,000
Target Foundation	\$2,000	\$2,000

Add additional sheets if necessary.

K. Is this a new program? Yes No If this is **not** a "New" program, how will this program be expanded from current program efforts? Mika expects to fill capacity and serve 85 students, record increased growth in student's academic performance and literacy, and adopt and implement a college preparatory program. Site Coordinators will manage all program activities at the two centers, thereby freeing the Academic Coordinator to continue to create and design program format and curriculum, implement the college preparatory program, and conduct meetings with local teachers, parents and partners. At the beginning of the 2013-2014 school year, Mika launched the intervention-based format in response to neighborhood needs and in order to more effectively address childhood literacy. The addition of two part-time Site Coordinator positions at both Center Street and Maple Avenue locations will help increase program efficiency and long-term sustainability, ensure ongoing success and evaluation of El Paseo, and further Mika's mission of equipping youth leaders who can actively participate in leadership and community life.

L. Will requested CDBG funds be used as "seed money" to create additional funding opportunities? Yes No

M. Will requested CDBG funds be used to match funding requested for another funder? Yes No If "Yes," provide information regarding the other grant source & match requirements. _____

6. HUD REQUIREMENTS

Provide the following information regarding the number of individuals to be served by the proposed program & your agency from 7/1/2015 through 6/30/2016:

- A. Number of unduplicated Costa Mesa residents the program will serve **with requested CDBG funds?**
85 Individuals.

What % of these individuals will be of low/moderate income? 100%

Note: HUD requires that each organization providing services to individuals with CDBG public service grant funds document the size, race/ethnicity & income of assisted households. Income documentation is not required for "presumed beneficiary" category clients; however, documentation of "presumed beneficiary" status is required. Presumed beneficiaries include: abused children, seniors (over 62 years of age), battered spouses, severely disabled adults, homeless persons, illiterate persons, persons with HIV/AIDS, migrant farm workers.

- B. Does the proposed program application/intake form collect all HUD-required information?
Yes No If "Yes," how is this information documented?

a. Self-Certification

b. Analysis of household income documents such as tax returns/pay checks

c. Program serves **presumed beneficiary** category List category _____

If "No," how will this information be collected & reported to the City? _____

- C. Submit a copy of the current or proposed program application/intake form with your original application submission package.

- D. If the proposed service assists the homeless, what percentage of clients are "chronic homeless?"
_____% Not Applicable

*HUD defines **chronically homeless** as:*

(1) An individual who:

(i) Is homeless & lives in a place not meant for human habitation, a safe haven, or in an emergency shelter &

(ii) Has been homeless & living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least 1 year or on at least 4 separate occasions in the last 3 years, where each homeless occasion was at least 15 days &

(iii) Can be diagnosed with 1 or more of the following conditions: substance use disorder, serious mental illness, developmental disability, post-traumatic stress disorder, cognitive impairments resulting from brain injury, or chronic physical illness or disability;

(2) An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days & met all of the criteria in paragraph (1) before entering that facility; or

(3) A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (1), including a family whose composition has fluctuated while the head of household has been homeless.

- E. All CDBG-funded activities are required to provide **output** (i.e. number of individuals served) & **outcome** (i.e. anticipated benefit to program recipients) data. All CDBG-funded activities must meet one of HUD's "objectives" & "outcomes."

OBJECTIVE - Check the box (**only one**) that best applies to the proposed program:

- Suitable Living Environment – The activity is designed to benefit the community, families, or individuals by address issues in their living environment.
- Decent Affordable Housing – The activity is designed to cover a wide range of housing opportunities that meet individual family or community needs.
- Creating Economic Opportunities – The activity will generate economic development, commercial revitalization or job creation.

OUTCOMES - Check the box (**only one**) that best applies to the proposed program.

- Availability/Accessibility – The activity makes services, infrastructure, housing or shelter available/accessible to low- & moderate-income people, including individuals with disabilities.
- Affordability – The activity provides affordability in a variety of ways for low- & moderate-income people (includes creation or maintenance of affordable housing, basic infrastructure hook-ups or services).
- Sustainability (Promoting Livable or Viable Communities) – The activity aims to improve the community or neighborhoods, helps to make them livable or viable by providing benefits to low & moderate-income people, or by removing/eliminating slums/blighted areas.

- F. Regarding Objectives/Outcomes listed above, describe how success & effectiveness (i.e. **outcome**) of proposed services will be measured. Include the program definition of success/effectiveness, tools used to measure program success/effectiveness, the % of individuals served that will meet/exceeded the success/effectiveness threshold & how clients will be tracked to measure outcomes. If no system is in place, discuss steps to be taken to implement a performance measurement system. Mika measures program effectiveness by tracking grades and administering the Kids World Exploration Assessment Tool, CORE Reading Maze Comprehension Test, Core Phonics Survey and MASI-R Oral Fluency Measures to test students' ability to read and decode, identify letters, consonant and vowel sounds, and multisyllabic words. Mika anticipates a 30%-50% improvement rate in letter recognition and 100% improvement rate in reading fluency and comprehension. El Paseo's focus on reading, academics and personal development will increase opportunities for students to be more successful in school and continue on to graduate from high school, attend college, maintain a career, and contribute to the economy. Ultimately Mika expects 100% of its students to achieve grade level literacy and considers continual progress in all aspects of reading health as success as students approach benchmarks.

7. COALITION APPLICATION INFORMATION (Maximum 10 Extra Rating Points)

NOTE: A coalition is defined as two or more agencies applying for CDBG public service grant funds with the goal of eliminating duplication of services & grant administration. Evidence of a formal Memorandum of Understanding or agreement between coalition agencies must be provided.

Additionally coalition points may be awarded to those applications that will work in partnership with the City to implement Homeless Task Force or neighborhood improvement initiatives.

CHECK BOX IF NOT APPLICABLE

A. List coalition members *(Not applicable if seeking points as partner with City initiatives):*

Lead Agency:
Member:
Member:
Member:
Member:

B. Describe the target population to be served by the coalition. *(If seeking points as a City initiatives partner, list target population.)* _____

C. Describe the services each member of the coalition will provide to coalition clients & how services will be coordinated, tracked & reported. *(If seeking points as a City initiatives partner, list services to be provided & how services will be coordinated with City efforts.)* _____

D. How is the effectiveness & success of coalition efforts measured? Provide data regarding coalition effectiveness/success for the past two years. *(Provide requested response if seeking points as a City initiatives partner.)* _____

E. How many clients will be served by coalition efforts during the 2015-2016 Program Year with requested CDBG funds? *(Provide requested response if seeking points as a City initiatives partner.)*

8. CERTIFICATION

I hereby certify that I am authorized to submit this application for CDBG public service grant funding provided by the City of Costa Mesa ("City") by the Board of Directors of {Insert Agency Name} ("Agency"). If grant funds are granted, funds will be used solely to benefit low- and moderate-income Costa Mesa residents. Agency understands that general liability, auto liability insurance, and workers compensation insurance are required and will be provided per terms of a grant agreement to be executed between the City and the Agency. Agency understands that grant funds are provided on a reimbursement basis and will provide appropriate documentation to substantiate expenditures submitted for reimbursement. Grant funds will be administered pursuant to this agreement and consistent with applicable federal regulations. If the Agency fails to serve eligible Costa Mesa residents during the term of the contract, or fails to substantially attain projected accomplishments (defined as at least 75% of projected number of persons to be served), Agency will be required to repay all or a portion of funds already disbursed to the Agency by the City and/or forego receipt of additional grant funds. Agency also certifies that it is in compliance with all local zoning/land use regulations and possesses all required licenses and permits to operate/provide program.

Name: Christine Nolf

Title: Executive Director & Co-Founder

Signature

Date

ATTACHMENT A

PAST & PROJECTED CDBG-FUNDED PROGRAM ACCOMPLISHMENTS

Program Name: El Paseo Academic Program

Do not use percentages
List actual number of unduplicated Costa Mesa residents served in past years or estimate number of unduplicated Costa Mesa residents to be served with requested CDBG funds

INCOME CATEGORY	2012-2013 ACTUAL NUMBER OF CM PERSONS SERVED	2013-2014 ACTUAL NUMBER OF CM PERSONS SERVED	2014-2015 PROJECTED NUMBER OF CM PERSONS TO BE SERVED	2015-2016 PROJECTED NUMBER OF CM PERSONS TO BE SERVED
MODERATE-INCOME 80% + MEDIAN INCOME				
LOW-INCOME 50%-80% MEDIAN INCOME		2	2	2
VERY LOW-INCOME 30%-50% MEDIAN INCOME	25	15	16	21
EXTREMELY LOW- INCOME 0%-30% MEDIAN INCOME	150	39	51	62
TOTAL	175	56	69	85 [§]

[§] Total "Projected to be Served" should equal number of unduplicated Costa Mesa Residents to be served with CDBG grant funds listed previously in your application.

ATTACHMENT B
PROPOSED 2015-2016 PROGRAM BUDGET

Program Name: El Paseo Academic Program

BUDGET CATEGORY	CDBG	OTHER	TOTAL
Agency Administration Staff Salaries & Benefits	\$0.00	\$114,557.00	\$114,557.00
Program Staff Salaries & Benefits	\$9,600.00	\$9,600.00	\$19,200.00
Program Supplies	\$200.00	\$1,950.00	\$2,150.00
Rent/Lease	\$0.00	\$26,378.00	\$26,378.00
Communications	\$0.00	\$0.00	\$0.00
Utilities	\$0.00	\$0.00	\$0.00
Insurance	\$0.00	\$2,050.00	\$2,050.00
Professional Services (Specify)	\$0.00	\$0.00	\$0.00
Other (Specify) Events	\$0.00	\$900.00	\$900.00
Other (Specify) Training/Volunteer Development	\$200.00	\$450.00	\$650.00
Other (Specify)	\$0.00	\$0.00	\$0.00
Other (Specify)	\$0.00	\$0.00	\$0.00
TOTAL	\$10,000.00	\$155,885.00	\$165,885.00

List Source of "Other" Program Funds to be use to Assist CM Residents

SOURCE OF OTHER PROGRAM FUNDS	AMOUNT OF OTHER PROGRAM FUNDS	FUNDS SECURED FOR FY 15-16 WITH A CONTRACT?
Grants	\$79,000.00	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Local Church Support	\$62,200.00	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Events	\$10,000.00	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Individual Support	\$14,685.00	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	\$	Yes <input type="checkbox"/> No <input type="checkbox"/>
TOTAL	\$165,885.00	

ATTACHMENT C CDBG FUNDED PERSONNEL

CHECK BOX IF NOT APPLICABLE

LIST ONLY POSITIONS FOR WHICH YOU ARE REQUESTING CDBG FUNDING

AGENCY ADMINISTRATION

POSITION TITLE	ANNUAL SALARY	ANNUAL BENEFITS	TOTAL COMPENSATION	CDBG FUNDS REQUESTED	% OF TIME POSITION IS DEDICATED TO COSTA MESA CDBG ACTIVITY
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%

PROPOSED PROGRAM STAFF

POSITION TITLE	ANNUAL SALARY	ANNUAL BENEFITS	TOTAL COMPENSATION	CDBG FUNDS REQUESTED	% OF TIME POSITION IS DEDICATED TO COSTA MESA CDBG ACTIVITY
Site Coordinator - Center Street	\$9,600.00	\$	\$9,600.00	\$4,800.00	100.00%
Site Coordinator - Maple Avenue	\$9,600.00	\$	\$9,600.00	\$4,800.00	100.00%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%

PROPOSED PROGRAM CONTRACT STAFF

POSITION TITLE	ANNUAL SALARY	ANNUAL BENEFITS	TOTAL COMPENSATION	CDBG FUNDS REQUESTED	% OF TIME POSITION IS DEDICATED TO COSTA MESA CDBG ACTIVITY
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%



**CITY OF COSTA MESA
2015-2016 COMMUNITY DEVELOPMENT BLOCK GRANT
PUBLIC SERVICE GRANT APPLICATION**

Application is due 4:00 PM January 20, 2015

Late Applications will not be accepted

Submit 1 original application & back up documentation to:

Mike Linares

*Housing & Community Development
77 Fair Drive, Costa Mesa CA 92628*

AND

Email the completed application to:

mike.linares@costamesaca.gov

To be considered for funding a complete application & documents listed below must be submitted by the due date/time. Hard copy & electronic copy must be submitted by the due date/time.

Check each item included in your application package - ensure an authorized representative signs the application certification. Ensure all required text fields & applicable boxes are completed or checked (*click on applicable box to insert text or check mark; "Tab" from field to field; avoid using hard returns within text boxes*). Narrative text fields are limited in space so ensure responses are concise.

**Do not submit testimonials, letters of support, or program literature
MODIFIED APPLICATIONS WILL NOT BE ACCEPTED**

Organization Name: Working Wardrobes for a New Start

Program Name: Career Success Institute

CDBG Amount Requested: \$10,000

-Application
-Attachment A: Past & Projected Accomplishments
-Attachment B: Proposed Budget
-Attachment C: CDBG Funded Personnel

Submit the following materials as PDF files on a CD-Rom

-Proposed Program Application or Intake Sheet
-IRS Tax Exempt Documentation
-Current Board of Directors Roster
-Most Recent Financial Audit & 990 Tax Filing

APPLICANT GENERAL INFORMATION

A. Organization Legal Name: Working Wardrobes for a New Start

B. Mailing Address: 3030 Pullman Street, Suite A, Costa Mesa, CA 92626

C. Program Name: Career Success Institute

D. CDBG Amount Requested: \$10,000

E. Check the **ONE** category that best describes the proposed program

- | | |
|---------------------------------------------------------------------------------------------------------|---------------------------------------------------|
| <input type="checkbox"/> Elderly/Frail Elderly Services | <input type="checkbox"/> Youth Services |
| <input type="checkbox"/> Physically/Developmentally Disabled Services | <input type="checkbox"/> Crime Awareness |
| <input type="checkbox"/> Persons with HIV/AIDS Services | <input type="checkbox"/> Homeless Services |
| <input type="checkbox"/> Fair Housing Services | <input type="checkbox"/> Substance Abuse Services |
| <input type="checkbox"/> Severe Mental Illness Services | <input type="checkbox"/> Child Care Services |
| <input checked="" type="checkbox"/> Other Public Service (specify) <u>Job Training/Support Services</u> | <input type="checkbox"/> Health Services |

F. Is this application submitted by a coalition of organizations?

- Yes No

G. Is this application submitted by a faith-based organization?

- Yes No

H. Location of where service will be provided (i.e., specify if program is citywide, a street address, a school site): 3030 Pullman Street, Suite A, Costa Mesa, CA 92626

I. Person to contact regarding this application & program administration:

Name: Mary Ann Profeta Email Address: maryannp@workingwardrobes.org

Telephone: 714-210-2460 Fax: 714-434-2870

J. Federal Tax ID Number: 33-0669145

K. DUNS Number: 041192241

L. Official Authorized to Sign Contracts & Expend Funds:

Name: Jerri Rosen Title: CEO/Founder

2. APPLICATION SUMMARY

Provide a brief summary of how the proposed program will address a priority need in Costa Mesa, your agency's capacity/experience to carry out the activity & administering CDBG funds, and how CDBG grant funds will be used. If you are submitting a coalition application, discuss the role of coalition partners & how program & admin efforts will be coordinated.

The Career Success Institute addresses the City's priority need to create economic opportunity and sustainability for low-income people by providing career development services, linkages to supportive services, and job placement assistance directed specifically to individuals who have faced major life challenges - such as homelessness, incarceration, substance abuse, catastrophic illness, domestic violence, military-to-civilian transition, and long-term unemployment - and are eager to enter the workforce, as well as the underemployed seeking career advancement. The program's long-term goal is to help each client achieve dignity, personal responsibility, and self-sufficiency that allows them to find and maintain employment and achieve economic and personal success.

Working Wardrobes was founded in 1991 and has helped more than 75,000 persons over the past 25 years, including 4,197 in 2014 alone. While we have not previously administered CDBG funds, Working Wardrobes received an annual grant of \$277,796 in 2013 from the U.S. Department of Labor to provide services to veterans under its Homeless Veterans Reintegration Program, and the contract has recently been renewed for a third year. CDBG funding will be used to underwrite a portion of direct staff salaries and program operating expenses to serve Costa Mesa residents.

3. COMMUNITY NEED

Provide data relevant to the need for the proposed program in Costa Mesa. Ensure information is specific to Costa Mesa and is supported by relevant data. Ensure you specifically address how the proposed program will impact the community need or City objectives.

While the Orange County economy is beginning to improve and jobs are being created, most jobs require specific skills and experience or are in low-paying occupations which do not provide a living wage or opportunities for advancement. In addition, individuals with challenges and barriers to employment (including the homeless, military veterans re-entering the civilian workforce, and the long-term unemployed) require individualized, client focused assistance that addresses all of their career and life needs and provides them with training and support to successfully re-enter the workforce. The U.S. Census Bureau indicates that 15.1% of Costa Mesa residents live below the poverty level and 4,321 veterans reside in the city. A study conducted by Vanguard University showed that approximately 120 people in Costa Mesa are homeless on any given day. With the high median value of housing at \$580,700 (U.S. Census Bureau), low income residents of Costa Mesa are faced with major challenges in avoiding poverty and homelessness and earning a sufficient living wage to afford housing within the City.

The Career Success Institute specifically addresses a vital community need by helping low-income people most in need of assistance to improve their skills, find and maintain employment with the potential for growth, and establish economic security for themselves and their families. By avoiding homelessness, unemployment, and reliance on social services programs, our clients are able to live in Costa Mesa as productive citizens and positively contribute to the city's well-being and sustainability.

4. ORGANIZATION CAPACITY & EXPERIENCE

- A. State your organization's experience to carry out the proposed program. Include information regarding length of time providing service, professional qualification of staff (include license, academic credentials, etc.) & other relevant information.

Working Wardrobes was founded in 1991 to provide powerful and impactful life and career development services to survivors of major life crises. We are located in Costa Mesa, California and serve all of Orange County and parts of the Inland Empire, Long Beach and Los Angeles County. Over the past 25 years, Working Wardrobes has provided career training, job placement assistance, and wardrobe services to more than 75,000 individuals through an innovative and comprehensive range of programs and services. Our mission is to empower men, women, veterans, and young adults overcoming life's challenges to confidently enter the workforce and achieve success. We provide workforce readiness through career training, wardrobe services, and job placement assistance in an environment of dignity and respect. In 2014, Working Wardrobes provided services to a total of 4,197 clients at our Career Center in Costa Mesa and onsite at our referral partner locations, including 3,615 people through the Career Success Institute along with 582 veterans through our VetNet - A Safety Net for Veterans program serving vets transitioning into the civilian workforce. Our guiding philosophy is a belief that people are more powerful than the barriers they face and that all of our clients share the common desire to achieve success. The strongest measure of our success is hearing a client say "I got the job!"

Vice President of Programs Mary Ann Profeta has direct responsibility for the management of the Career Success Institute program including training, client programming, and program collaborations. She formerly served as the Assistant Director of the Career Center at UC Irvine and has extensive corporate human resources management experience. She has been employed by Working Wardrobes since 2007. Ms. Profeta earned a Bachelor's degree in Psychology and Social Behavior from UC Irvine. Ashley Vlcan serves as the Career Development Manager, providing program coordination, supervision of program staff and contractors, and compilation and analysis of program outcomes data. Previous to assuming this position in April 2014, Ms. Vlcan served as an Americorps VISTA volunteer for Working Wardrobes. She earned a Bachelor's degree in Women's Studies from California State University, Long Beach. They are assisted by the program's dedicated and trained support staff at Working Wardrobes, each of whom has extensive experience in workforce development programs and provides every client with skilled and personalized assistance that maximizes his or her potential for success. In addition, 20 volunteers with human resources backgrounds serve as job placement specialists, career coaches, workshop instructors, and computer lab support to provide effective program services to our clients.

- B. Summarize your organization's experience administering CDBG public service grant funds.

Working Wardrobes has not previously administered CDBG funds; however, we received an annual grant of \$277,796 from the U.S. Department of Labor in 2013 to provide services to veterans under its Homeless Veterans Reintegration Program, and the contract has recently been renewed for a third year.

- C. If you have received CDBG funding from the City of Costa Mesa in past years, complete the table below for most recent years.

YEAR FUNDS RECEIVED	CDBG GRANT AMOUNT	NAME OF FUNDED PROGRAM
	\$	
	\$	
	\$	

- D. If previously funded by Costa Mesa CDBG, has your agency ever failed to expend all grant funds that were awarded? Yes No
 If "Yes," explain reasons: _____

- E. If previously funded by Costa Mesa CDBG, has your agency ever failed to meet established contractual accomplishment goals? Yes No
 If "Yes," explain reasons: _____

- F. If you have not received CDBG funding from Costa Mesa in the past, list three references for 3 grant fund providers that have funded the proposed program:

GRANT PROVIDER	GRANT PROVIDER CONTACT NAME TELEPHONE # & EMAIL	GRANT AMOUNT	DATES COVERED BY GRANT FUNDS
The Boeing Company	Kevin Ober/562-797-1259/kevin.m.ober@boeing.com	\$75,000	9/14-8/15
Wells Fargo Bank	Jack Toan/949-251-4414/jack.toan@wellsfargo.com	\$50,000	11/14-10/15
U.S. Department of Labor	Nancy Ise/714-687-4845/ise.nancy@dol.gov	\$277,796	10/14-9/15

- G. Compliance with OMB Circular A-133 (Single Audit):

- In any of the past 3 years, has your agency expended more than \$500,000 in federal funds during a fiscal year? Yes No
- During this year(s), did your agency prepare a Single Audit compliant with OMB Circular A-133? Yes No If "Yes" please provide a copy of most recent Single Audit. If "No" please explain why a Single Audit was not prepared. _____

5. PROGRAM INFORMATION

- A. Complete the following budget summary for the proposed program.
- | | |
|-----------------------------------------------------|------------------|
| 1. 2015-2016 Costa Mesa CDBG Grant Funds Requested: | <u>\$10,000</u> |
| 2. Total 2015-2016 Program Budget: | <u>\$903,400</u> |
- B. Detail how requested CDBG funds will be utilized (e.g., staff salaries, benefits; program supplies; insurance; direct client assistance, etc.)? Ensure that **Attachment B “Proposed Program Budget”** is reflective of this outline. CDBG funds will be utilized for a portion of direct program staff salaries, client outreach and graduation events, job training activities, wardrobing, grooming, and client incentives.
- C. What is the per unit cost to delivery of the proposed program? \$200/person
- D. How does this cost per unit of service compare to other similar services? Working Wardrobes’ corps of over 4,000 volunteers provides a wide range of services to support our programs. The use of 900 volunteers as career coaches, computer trainers, client mentors, and workshop leaders for the Career Success Institute - along with our collaborations with 40 partner agencies to connect clients with supportive services including housing placement, health and counseling services, legal assistance, child care, and employment training and placement - allows us to conduct the program at a much lower cost per unit than other organizations providing similar services.
- E. Does the proposed program serve Veterans? (Note: Up to 10 additional rating points may be awarded to this application based on the percentage of Veterans served.) Yes No
If “Yes,” what is the total percentage of Veteran clients served by the program? 20%

2. Will grant funding be requested for this program from any other funder to serve Costa Mesa residents?

Yes No

If "Yes" how much & will these grant funds be used to assist Costa Mesa Residents?

NAME OF FUNDER	GRANT AMOUNT REQUESTED	AMOUNT THAT WILL SERVE CM RESIDENTS
Orange County Community Foundation	\$30,000	\$1,200
U.S. Bank	\$25,000	\$1,000
Ueberroth Family Foundation	\$35,000	\$1,400
Walmart Foundation	\$25,000	\$1,000
Fluor Foundation	\$10,000	\$400

Add additional sheets if necessary.

K. Is this a new program? Yes No If this is **not** a "New" program, how will this program be expanded from current program efforts? In 2015-2016, the Career Success Institute will be expanded by both serving more clients in need of our services and offering a more comprehensive range of program services and linkages to supportive services through our partnerships.

L. Will requested CDBG funds be used as "seed money" to create additional funding opportunities?

Yes No

M. Will requested CDBG funds be used to match funding requested for another funder? Yes No

If "Yes," provide information regarding the other grant source & match requirements. _____

6. HUD REQUIREMENTS

Provide the following information regarding the number of individuals to be served by the proposed program & your agency from 7/1/2015 through 6/30/2016:

- A. Number of unduplicated Costa Mesa residents the program will serve **with requested CDBG funds?**
52 Individuals.

What % of these individuals will be of low/moderate income? 100%

Note: HUD requires that each organization providing services to individuals with CDBG public service grant funds document the size, race/ethnicity & income of assisted households. Income documentation is not required for "presumed beneficiary" category clients; however, documentation of "presumed beneficiary" status is required. Presumed beneficiaries include: abused children, seniors (over 62 years of age), battered spouses, severely disabled adults, homeless persons, illiterate persons, persons with HIV/AIDS, migrant farm workers.

- B. Does the proposed program application/intake form collect all HUD-required information?
Yes No If "Yes," how is this information documented?

a. Self-Certification

b. Analysis of household income documents such as tax returns/pay checks

c. Program serves **presumed beneficiary** category List category _____

If "No," how will this information be collected & reported to the City? _____

- C. Submit a copy of the current or proposed program application/intake form with your original application submission package.

- D. If the proposed service assists the homeless, what percentage of clients are "chronic homeless?" 20%
 Not Applicable

*HUD defines **chronically homeless** as:*

(1) An individual who:

(i) Is homeless & lives in a place not meant for human habitation, a safe haven, or in an emergency shelter &

(ii) Has been homeless & living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least 1 year or on at least 4 separate occasions in the last 3 years, where each homeless occasion was at least 15 days &

(iii) Can be diagnosed with 1 or more of the following conditions: substance use disorder, serious mental illness, developmental disability, post-traumatic stress disorder, cognitive impairments resulting from brain injury, or chronic physical illness or disability;

(2) An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days & met all of the criteria in paragraph (1) before entering that facility; or

(3) A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (1), including a family whose composition has fluctuated while the head of household has been homeless.

- E. All CDBG-funded activities are required to provide **output** (i.e. number of individuals served) & **outcome** (i.e. anticipated benefit to program recipients) data. All CDBG-funded activities must meet one of HUD's "objectives" & "outcomes."

OBJECTIVE - Check the box (**only one**) that best applies to the proposed program:

- Suitable Living Environment – The activity is designed to benefit the community, families, or individuals by address issues in their living environment.
- Decent Affordable Housing – The activity is designed to cover a wide range of housing opportunities that meet individual family or community needs.
- Creating Economic Opportunities – The activity will generate economic development, commercial revitalization or job creation.

OUTCOMES - Check the box (**only one**) that best applies to the proposed program.

- Availability/Accessibility – The activity makes services, infrastructure, housing or shelter available/accessible to low- & moderate-income people, including individuals with disabilities.
- Affordability – The activity provides affordability in a variety of ways for low- & moderate-income people (includes creation or maintenance of affordable housing, basic infrastructure hook-ups or services).
- Sustainability (Promoting Livable or Viable Communities) – The activity aims to improve the community or neighborhoods, helps to make them livable or viable by providing benefits to low & moderate-income people, or by removing/eliminating slums/blighted areas.

- F. Regarding Objectives/Outcomes listed above, describe how success & effectiveness (i.e. **outcome**) of proposed services will be measured. Include the program definition of success/effectiveness, tools used to measure program success/effectiveness, the % of individuals served that will meet/exceeded the success/effectiveness threshold & how clients will be tracked to measure outcomes. If no system is in place, discuss steps to be taken to implement a performance measurement system.

Working Wardrobes utilizes quantitative and qualitative evaluation instruments to measure the impact and success of the Career Success Institute, including client demographics, service levels, achievement of client milestones and goals, and pre/post surveys documenting client progress and satisfaction. We gather client information through comprehensive intake surveys and track all service levels and outputs (including outreach, program enrollment, training enrollment and completion, job placement, and job retention) through the Results Online data management system to assure that our clients receive assistance that meets their specific circumstances and maximizes their ability to secure employment and achieve success, and to validate the success of our services. Clients are contacted at 30, 60, and 90 days following completion of the program to document their progress through their job search process and offer continuing services as needed to support their efforts. Post-employment interviews are scheduled whenever possible to measure long-term success of clients and the program. We anticipate that 90% of clients served through the program will complete their individual program and 60% will secure and retain long-term unemployment within six months of their participation in the program.

7. COALITION APPLICATION INFORMATION (Maximum 10 Extra Rating Points)

NOTE: A coalition is defined as two or more agencies applying for CDBG public service grant funds with the goal of eliminating duplication of services & grant administration. Evidence of a formal Memorandum of Understanding or agreement between coalition agencies must be provided.

Additionally coalition points may be awarded to those applications that will work in partnership with the City to implement Homeless Task Force or neighborhood improvement initiatives.

CHECK BOX IF NOT APPLICABLE

A. List coalition members *(Not applicable if seeking points as partner with City initiatives):*

Lead Agency:
Member:
Member:
Member:
Member:

B. Describe the target population to be served by the coalition. *(If seeking points as a City initiatives partner, list target population.)* _____

C. Describe the services each member of the coalition will provide to coalition clients & how services will be coordinated, tracked & reported. *(If seeking points as a City initiatives partner, list services to be provided & how services will be coordinated with City efforts.)* _____

D. How is the effectiveness & success of coalition efforts measured? Provide data regarding coalition effectiveness/success for the past two years. *(Provide requested response if seeking points as a City initiatives partner.)* _____

E. How many clients will be served by coalition efforts during the 2015-2016 Program Year with requested CDBG funds? *(Provide requested response if seeking points as a City initiatives partner.)*

8. CERTIFICATION

I hereby certify that I am authorized to submit this application for CDBG public service grant funding provided by the City of Costa Mesa ("City") by the Board of Directors of Working Wardrobes for a New Start ("Agency"). If grant funds are granted, funds will be used solely to benefit low- and moderate-income Costa Mesa residents. Agency understands that general liability, auto liability insurance, and workers compensation insurance are required and will be provided per terms of a grant agreement to be executed between the City and the Agency. Agency understands that grant funds are provided on a reimbursement basis and will provide appropriate documentation to substantiate expenditures submitted for reimbursement. Grant funds will be administered pursuant to this agreement and consistent with applicable federal regulations. If the Agency fails to serve eligible Costa Mesa residents during the term of the contract, or fails to substantially attain projected accomplishments (defined as at least 75% of projected number of persons to be served), Agency will be required to repay all or a portion of funds already disbursed to the Agency by the City and/or forego receipt of additional grant funds. Agency also certifies that it is in compliance with all local zoning/land use regulations and possesses all required licenses and permits to operate/provide program.

Name: Jerri Rosen

Title: CEO/Founder



1/20/15

Signature

Date

ATTACHMENT A

PAST & PROJECTED CDBG-FUNDED PROGRAM ACCOMPLISHMENTS

Program Name: Career Success Institute

Do not use percentages
List actual number of unduplicated Costa Mesa residents served in past years or estimate number of unduplicated Costa Mesa residents to be served with requested CDBG funds

INCOME CATEGORY	2012-2013 ACTUAL NUMBER OF CM PERSONS SERVED	2013-2014 ACTUAL NUMBER OF CM PERSONS SERVED	2014-2015 PROJECTED NUMBER OF CM PERSONS TO BE SERVED	2015-2016 PROJECTED NUMBER OF CM PERSONS TO BE SERVED
MODERATE-INCOME 80% + MEDIAN INCOME	3	2	3	3
LOW-INCOME 50%-80% MEDIAN INCOME	10	8	10	10
VERY LOW-INCOME 30%-50% MEDIAN INCOME	32	26	25	27
EXTREMELY LOW- INCOME 0%-30% MEDIAN INCOME	12	11	12	12
TOTAL	57	47	50	52

ATTACHMENT B
PROPOSED 2015-2016 PROGRAM BUDGET

Program Name: Career Success Institute

BUDGET CATEGORY	CDBG	OTHER	TOTAL
Agency Administration Staff Salaries & Benefits	\$	\$	\$
Program Staff Salaries & Benefits	\$8,000	\$767,282	\$775,282
Program Supplies	\$	\$5,570	\$5,570
Rent/Lease	\$	\$27,909	\$27,909
Communications	\$	\$5,503	\$5,503
Utilities	\$	\$1,744	\$1,744
Insurance	\$	\$3,169	\$3,169
Professional Services (Specify) Accounting/IT/PR	\$	\$27,720	\$27,720
Other (Specify) Client Events/Job Training	\$1,000	\$23,690	\$24,690
Other (Specify) Wardrobing/Grooming/Client Incentives	\$1,000	\$7,500	\$8,500
Other (Specify) Staff Development	\$	\$3,259	\$3,259
Other (Specify) Office Expenses	\$	\$20,054	\$20,054
TOTAL	\$10,000	\$893,400	\$903,400

List Source of "Other" Program Funds to be use to Assist CM Residents

SOURCE OF OTHER PROGRAM FUNDS	AMOUNT OF OTHER PROGRAM FUNDS	FUNDS SECURED FOR FY 15-16 WITH A CONTRACT?
Individual and Business Donations	\$73,100	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Corporate & Foundation Grants	\$205,000	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Fundraising Activities	\$109,750	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Client Services Fees	\$350,000	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Retail Operations	\$155,550	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
TOTAL	\$893,400	

ATTACHMENT C CDBG FUNDED PERSONNEL

CHECK BOX IF NOT APPLICABLE

LIST ONLY POSITIONS FOR WHICH YOU ARE REQUESTING CDBG FUNDING

AGENCY ADMINISTRATION

POSITION TITLE	ANNUAL SALARY	ANNUAL BENEFITS	TOTAL COMPENSATION	CDBG FUNDS REQUESTED	% OF TIME POSITION IS DEDICATED TO COSTA MESA CDBG ACTIVITY
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%

PROPOSED PROGRAM STAFF

POSITION TITLE	ANNUAL SALARY	ANNUAL BENEFITS	TOTAL COMPENSATION	CDBG FUNDS REQUESTED	% OF TIME POSITION IS DEDICATED TO COSTA MESA CDBG ACTIVITY
Career Development Manager	\$42,000	\$5,447	\$47,447	\$1,550	4%
Training Manager	\$25,000	\$0	\$25,000	\$817	4%
Job Developer	\$50,000	\$6,059	\$56,059	\$1,831	4%
Case Manager	\$60,000	\$6,824	\$66,824	\$2,182	4%
Client Services Coordinator	\$44,000	\$5,600	\$49,600	\$1,620	4%

PROPOSED PROGRAM CONTRACT STAFF

POSITION TITLE	ANNUAL SALARY	ANNUAL BENEFITS	TOTAL COMPENSATION	CDBG FUNDS REQUESTED	% OF TIME POSITION IS DEDICATED TO COSTA MESA CDBG ACTIVITY
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%

**CITY OF COSTA MESA
2015-2016 COMMUNITY DEVELOPMENT BLOCK GRANT
PUBLIC SERVICE GRANT APPLICATION**

**Application is due 4:00 PM January 20, 2015
Late Applications will not be accepted**

Submit 1 original application & back up documentation to:

*Mike Linares
Housing & Community Development
77 Fair Drive, Costa Mesa CA 92628*

AND

Email the completed application to:

mike.linares@costamesaca.gov

To be considered for funding a complete application & documents listed below must be submitted by the due date/time. Hard copy & electronic copy must be submitted by the due date/time.

Check each item included in your application package - ensure an authorized representative signs the application certification. Ensure all required text fields & applicable boxes are completed or checked (*click on applicable box to insert text or check mark; "Tab" from field to field; avoid using hard returns within text boxes*). Narrative text fields are limited in space so ensure responses are concise.

**Do not submit testimonials, letters of support, or program literature
MODIFIED APPLICATIONS WILL NOT BE ACCEPTED**

Organization Name: Youth Employment Service of the Harbor Area, Inc.

Program Name: Comprehensive Youth Job Readiness Program

CDBG Amount Requested: \$15,000

- Application
- Attachment A: Past & Projected Accomplishments
- Attachment B: Proposed Budget
- Attachment C: CDBG Funded Personnel

Submit the following materials as PDF files on a CD-Rom

- Proposed Program Application or Intake Sheet
- IRS Tax Exempt Documentation
- Current Board of Directors Roster
- Most Recent Financial Audit & 990 Tax Filing

APPLICANT GENERAL INFORMATION

A. Organization Legal Name: Youth Employment Service of the Harbor Area, Inc.

B. Mailing Address: 114 East 19th Street, Costa Mesa, CA 92627

C. Program Name: Comprehensive Youth Job Readiness Program

D. CDBG Amount Requested: \$15,000

E. Check the **ONE** category that best describes the proposed program

- | | |
|-----------------------------------------------------------------------|----------------------------------------------------|
| <input type="checkbox"/> Elderly/Frail Elderly Services | <input checked="" type="checkbox"/> Youth Services |
| <input type="checkbox"/> Physically/Developmentally Disabled Services | <input type="checkbox"/> Crime Awareness |
| <input type="checkbox"/> Persons with HIV/AIDS Services | <input type="checkbox"/> Homeless Services |
| <input type="checkbox"/> Fair Housing Services | <input type="checkbox"/> Substance Abuse Services |
| <input type="checkbox"/> Severe Mental Illness Services | <input type="checkbox"/> Child Care Services |
| <input type="checkbox"/> Other Public Service (specify) _____ | <input type="checkbox"/> Health Services |

F. Is this application submitted by a coalition of organizations?

- Yes No

G. Is this application submitted by a faith-based organization?

- Yes No

H. Location of where service will be provided (i.e., specify if program is citywide, a street address, a school site): YES Resource Center 114 East 19th Street, Costa Mesa, CA 92627

I. Person to contact regarding this application & program administration:

Name: John Hobson Email Address: john@obso.com

Telephone: (612) 220-4716 Fax: (949) 642-0474

J. Federal Tax ID Number: 95-2704522

K. DUNS Number: 075083824

L. Official Authorized to Sign Contracts & Expend Funds:

Name: John Hobson Title: Board President

2. APPLICATION SUMMARY

Provide a brief summary of how the proposed program will address a priority need in Costa Mesa, your agency's capacity/experience to carry out the activity & administering CDBG funds, and how CDBG grant funds will be used. If you are submitting a coalition application, discuss the role of coalition partners & how program & admin efforts will be coordinated. Youth Employment Service of the Harbor Area, Inc. (YES) is dedicated to helping youth achieve self-sufficiency through meaningful employment. We have successfully and effectively served the Costa Mesa community for almost 45 years and have administered Costa Mesa CDBG funds since 2001. Our mission is to teach youth and young adults ages 16-24 the skills needed to secure and maintain meaningful employment, and to offer programs that help young people improve their employability, career choices, and quality of life. We believe that young people's personal growth, quality of life, and self-reliance are enhanced through successful employment opportunities. YES programs address two priority needs in Costa Mesa: 1) Youth Services and 2) Employment Training.

CDBG funds will be utilized in providing pre-employment and personal finance skills training, mock interview experiences, individualized job counseling, job referrals, and follow-up services to ensure participants' success on the job.

3. COMMUNITY NEED

Provide data relevant to the need for the proposed program in Costa Mesa. Ensure information is specific to Costa Mesa and is supported by relevant data. Ensure you specifically address how the proposed program will impact the community need or City objectives. Per recent census information, 11.7% of the Costa Mesa population was between the ages of 18 and 24, and 12.6% of the city's population fell below the poverty line. The need for employment among low-income Costa Mesa youth is high. Last year, 75% of the Costa Mesa youth served by YES were low-income. Of Costa Mesa youth completing our program, 90% increased their employment and personal finance skills knowledge and 60% became employed. Unemployment early in a young person's life can have lasting negative effects on future earnings, productivity, and employment opportunities. Youth employment promotes social integration, while creating and fulfilling income-generating job opportunities for young people can have direct positive consequences for poverty alleviation. Research shows that early work experiences are second only to higher education as a correlate for future earnings prosperity. Studies also show that there is a high correlation between early exposure to work and increased likelihood of staying in school and continuing through higher education. Early employment helps alleviate social risks including teen pregnancy, delinquency, substance abuse, and homelessness. Youth who are working are positively occupied and are gaining a sense of their own worth. Youth who are contributing to their community through the workplace are more likely to live healthy and stable lives, benefiting themselves and the City of Costa Mesa.

4. ORGANIZATION CAPACITY & EXPERIENCE

- A. State your organization's experience to carry out the proposed program. Include information regarding length of time providing service, professional qualification of staff (include license, academic credentials, etc.) & other relevant information. YES has provided high quality employment services to Costa Mesa youth for nearly 45 years. The organization is governed by a diverse volunteer Board of Directors and staffed by skilled professionals who are joined in their commitment to make a difference in the lives of youth through employment. Program Coordinator Sara Davis has been with YES since 2006. Sara hold a bachelor's degree in Psychology from California State University, Fullerton (CSUF) and is currently studying for a Masters in Social Work from California State University, Long Beach. Prior to joining YES, Sara served as a counselor for Boys and Girls Town and as an attractions supervisor at Disneyland, where she managed over 30 youthful employees.

Employment Counselor/Job Developer Ruby Pastrana is currently working towards a bachelor's degree in Human Services from CSUF. Once graduating, she plans to continue her academic journey by pursuing a Masters in Counseling with an emphasis in Higher Education Development.

YES is an important part of addressing the lack of job readiness skills and employment connections among youth across Orange County. YES stands out for its investment in personal relationships with each and every youth who engages in our program. We intentionally deliver all of our services face-to-face and do not utilize online curricula, believing the best mentoring takes place in the context of caring relationships. These relationships of trust also enable our staff to assist youth and provide mentoring and referrals in other areas of life, whether they struggle with mental illness, substance abuse, or other challenges.

- B. Summarize your organization's experience administering CDBG public service grant funds. YES has successfully administered Costa Mesa CDBG public service grant funds since 2001. YES has collected all required data, maintained insurance, met all programmatic and funding requirements, and reported accurately and punctually at all times.

C. If you have received CDBG funding from the City of Costa Mesa in past years, complete the table below for most recent years.

YEAR FUNDS RECEIVED	CDBG GRANT AMOUNT	NAME OF FUNDED PROGRAM
2014	\$19,000	Comprehensive Youth Job Readiness Program
2013	\$19,000	Walk In Services for Youth Program
2012	\$19,000	Walk In Services for Youth Program

D. If previously funded by Costa Mesa CDBG, has your agency ever failed to expend all grant funds that were awarded? Yes No

If "Yes," explain reasons: _____

E. If previously funded by Costa Mesa CDBG, has your agency ever failed to meet established contractual accomplishment goals? Yes No

If "Yes," explain reasons: YES is currently working to redesign its service delivery model to be more accommodating to the needs of Costa Mesa's youth. Part of this is no longer requiring youth to always come to us, but we are working to go to the youth--at their schools and other local non-profits. This new approach will transform the decreased numbers the organization has faced the past couple years.

F. If you have not received CDBG funding from Costa Mesa in the past, list three references for 3 grant fund providers that have funded the proposed program:

GRANT PROVIDER	GRANT PROVIDER CONTACT NAME TELEPHONE # & EMAIL	GRANT AMOUNT	DATES COVERED BY GRANT FUNDS
N/A		\$	
N/A		\$	
N/A		\$	

G. Compliance with OMB Circular A-133 (Single Audit):

1. In any of the past 3 years, has your agency expended more than \$500,000 in federal funds during a fiscal year? Yes No

2. During this year(s), did your agency prepare a Single Audit compliant with OMB Circular A-133? Yes No If "Yes" please provide a copy of most recent Single Audit. If "No" please explain why a Single Audit was not prepared. YES has a year-end financial review prepared by an independent accountant which conforms to generally accepted accounting principles. We conduct a review rather than an audit because our budget is less than what is required to conduct an audit, and a review is substantially less expensive than an audit, allowing more funds to be spent on programmatic services to our clients. We are providing a copy of the Financial Review for the year ended June 30, 2014.

5. PROGRAM INFORMATION

A. Complete the following budget summary for the proposed program.

- 1. 2015-2016 Costa Mesa CDBG Grant Funds Requested: \$15,000
- 2. Total 2015-2016 Program Budget: \$128,446

B. Detail how requested CDBG funds will be utilized (e.g., staff salaries, benefits; program supplies; insurance; direct client assistance, etc.)? Ensure that **Attachment B "Proposed Program Budget"** is reflective of this outline. Costa Mesa CDBG funds will be used to pay a portion of the salaries and benefits of the staff members who work directly with Costa Mesa residents.

C. What is the per unit cost to delivery of the proposed program? \$300.00/person

D. How does this cost per unit of service compare to other similar services? Our experience is that YES services generally cost less than other employment-related services, yet are significantly more comprehensive.

E. Does the proposed program serve Veterans? (Note: Up to 10 additional rating points may be awarded to this application based on the percentage of Veterans served.) Yes No

If "Yes," what is the total percentage of Veteran clients served by the program? _____%

2. Will grant funding be requested for this program from any other funder to serve Costa Mesa residents?

Yes No

If "Yes" how much & will these grant funds be used to assist Costa Mesa Residents?

NAME OF FUNDER	GRANT AMOUNT REQUESTED	AMOUNT THAT WILL SERVE CM RESIDENTS
Private Foundations	\$150,000	\$50,000
Corporate Foundations	\$50,000	\$20,000
	\$	\$
	\$	\$
	\$	\$

Add additional sheets if necessary.

K. Is this a new program? Yes No If this is not a "New" program, how will this program be expanded from current program efforts? This program will be expanded to offer career exploration to assist youth in determining possible career paths in addition to securing entry-level and first jobs. Additionally, YES is developing a customer service training model as a result of feedback from local employers.

L. Will requested CDBG funds be used as "seed money" to create additional funding opportunities? Yes No

M. Will requested CDBG funds be used to match funding requested for another funder? Yes No If "Yes," provide information regarding the other grant source & match requirements. _____

6. HUD REQUIREMENTS

Provide the following information regarding the number of individuals to be served by the proposed program & your agency from 7/1/2015 through 6/30/2016:

A. Number of unduplicated Costa Mesa residents the program will serve with requested CDBG funds? 161 Individuals.

What % of these individuals will be of low/moderate income? 75%

Note: HUD requires that each organization providing services to individuals with CDBG public service grant funds document the size, race/ethnicity & income of assisted households. Income documentation is not required for "presumed beneficiary" category clients; however, documentation of "presumed beneficiary" status is required. Presumed beneficiaries include: abused children, seniors (over 62 years of age), battered spouses, severely disabled adults, homeless persons, illiterate persons, persons with HIV/AIDS, migrant farm workers.

B. Does the proposed program application/intake form collect all HUD-required information?

Yes No If "Yes," how is this information documented?

a. Self-Certification

b. Analysis of household income documents such as tax returns/pay checks

c. Program serves **presumed beneficiary** category List category _____

If "No," how will this information be collected & reported to the City? _____

C. Submit a copy of the current or proposed program application/intake form with your original application submission package.

D. If the proposed service assists the homeless, what percentage of clients are "chronic homeless?" 1%

Not Applicable

*HUD defines **chronically homeless** as:*

(1) An individual who:

(i) Is homeless & lives in a place not meant for human habitation, a safe haven, or in an emergency shelter &

(ii) Has been homeless & living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least 1 year or on at least 4 separate occasions in the last 3 years, where each homeless occasion was at least 15 days &

(iii) Can be diagnosed with 1 or more of the following conditions: substance use disorder, serious mental illness, developmental disability, post-traumatic stress disorder, cognitive impairments resulting from brain injury, or chronic physical illness or disability;

(2) An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days & met all of the criteria in paragraph (1) before entering that facility; or

(3) A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (1), including a family whose composition has fluctuated while the head of household has been homeless.

- E. All CDBG-funded activities are required to provide **output** (i.e. number of individuals served) & **outcome** (i.e. anticipated benefit to program recipients) data. All CDBG-funded activities must meet one of HUD's "objectives" & "outcomes."

OBJECTIVE - Check the box (**only one**) that best applies to the proposed program:

- Suitable Living Environment** – The activity is designed to benefit the community, families, or individuals by address issues in their living environment.
- Decent Affordable Housing** – The activity is designed to cover a wide range of housing opportunities that meet individual family or community needs.
- Creating Economic Opportunities** – The activity will generate economic development, commercial revitalization or job creation.

OUTCOMES - Check the box (**only one**) that best applies to the proposed program.

- Availability/Accessibility** – The activity makes services, infrastructure, housing or shelter available/accessible to low- & moderate-income people, including individuals with disabilities.
- Affordability** – The activity provides affordability in a variety of ways for low- & moderate-income people (includes creation or maintenance of affordable housing, basic infrastructure hook-ups or services).
- Sustainability (Promoting Livable or Viable Communities)** – The activity aims to improve the community or neighborhoods, helps to make them livable or viable by providing benefits to low & moderate-income people, or by removing/eliminating slums/blighted areas.

- F. Regarding Objectives/Outcomes listed above, describe how success & effectiveness (i.e. **outcome**) of proposed services will be measured. Include the program definition of success/effectiveness, tools used to measure program success/effectiveness, the % of individuals served that will meet/exceeded the success/effectiveness threshold & how clients will be tracked to measure outcomes. If no system is in place, discuss steps to be taken to implement a performance measurement system. YES conducts extensive and ongoing in-house evaluation to determine the impact of our services. Each month, the Program Coordinator tracks the number of youth served and those that obtain employment. Youth participants are evaluated through standard pre and post-testing, determining increase in employment or finance-related knowledge learned in class. Youth also receive feedback through their mock interviews and individual coaching, and they fill out self-evaluations on what skills they have learned, whether they feel prepared for work, whether they feel they are likely to be hired, and what future goals may be. YES also continues to follow up with youth to determine hire status and with employers to determine program satisfaction. YES estimates that 60% of youth will secure jobs within three months of formal program completion.

7. COALITION APPLICATION INFORMATION (Maximum 10 Extra Rating Points)

NOTE: A coalition is defined as two or more agencies applying for CDBG public service grant funds with the goal of eliminating duplication of services & grant administration. Evidence of a formal Memorandum of Understanding or agreement between coalition agencies must be provided.

Additionally coalition points may be awarded to those applications that will work in partnership with the City to implement Homeless Task Force or neighborhood improvement initiatives.

CHECK BOX IF NOT APPLICABLE

A. List coalition members (*Not applicable if seeking points as partner with City initiatives*):

Lead Agency:
Member:
Member:
Member:
Member:

- B. Describe the target population to be served by the coalition. (*If seeking points as a City initiatives partner, list target population.*) _____
- C. Describe the services each member of the coalition will provide to coalition clients & how services will be coordinated, tracked & reported. (*If seeking points as a City initiatives partner, list services to be provided & how services will be coordinated with City efforts.*) _____
- D. How is the effectiveness & success of coalition efforts measured? Provide data regarding coalition effectiveness/success for the past two years. (*Provide requested response if seeking points as a City initiatives partner.*) _____
- E. How many clients will be served by coalition efforts during the 2015-2016 Program Year with requested CDBG funds? (*Provide requested response if seeking points as a City initiatives partner.*) _____

8. CERTIFICATION

I hereby certify that I am authorized to submit this application for CDBG public service grant funding provided by the City of Costa Mesa ("City") by the Board of Directors of {Youth Employment Service of the Harbor Area, Inc.} ("Agency"). If grant funds are granted, funds will be used solely to benefit low- and moderate-income Costa Mesa residents. Agency understands that general liability, auto liability insurance, and workers compensation insurance are required and will be provided per terms of a grant agreement to be executed between the City and the Agency. Agency understands that grant funds are provided on a reimbursement basis and will provide appropriate documentation to substantiate expenditures submitted for reimbursement. Grant funds will be administered pursuant to this agreement and consistent with applicable federal regulations. If the Agency fails to serve eligible Costa Mesa residents during the term of the contract, or fails to substantially attain projected accomplishments (defined as at least 75% of projected number of persons to be served), Agency will be required to repay all or a portion of funds already disbursed to the Agency by the City and/or forego receipt of additional grant funds. Agency also certifies that it is in compliance with all local zoning/land use regulations and possesses all required licenses and permits to operate/provide program.

Name: John Hobson

Title: Board President



Signature

1/19/15

Date

ATTACHMENT A

PAST & PROJECTED CDBG-FUNDED PROGRAM ACCOMPLISHMENTS

Program Name: Comprehensive Youth Job Readiness Program

Do not use percentages
List actual number of unduplicated Costa Mesa residents served in past years or estimate number of unduplicated Costa Mesa residents to be served with requested CDBG funds

INCOME CATEGORY	2012-2013 ACTUAL NUMBER OF CM PERSONS SERVED	2013-2014 ACTUAL NUMBER OF CM PERSONS SERVED	2014-2015 PROJECTED NUMBER OF CM PERSONS TO BE SERVED	2015-2016 PROJECTED NUMBER OF CM PERSONS TO BE SERVED
MODERATE-INCOME 80% + MEDIAN INCOME	76	69	40	50
LOW-INCOME 50%-80% MEDIAN INCOME	44	41	20	25
VERY LOW-INCOME 30%-50% MEDIAN INCOME	71	67	35	40
EXTREMELY LOW- INCOME 0%-30% MEDIAN INCOME	182	107	66	75
TOTAL	373	284	161	190 [§]

[§] Total "Projected to be Served" should equal number of unduplicated Costa Mesa Residents to be served with CDBG grant funds listed previously in your application.

ATTACHMENT B
PROPOSED 2015-2016 PROGRAM BUDGET

Program Name: Comprehensive Youth Job Readiness Program

BUDGET CATEGORY	CDBG	OTHER	TOTAL
Agency Administration Staff Salaries & Benefits	\$0.00	\$10,000.00	\$10,000.00
Program Staff Salaries & Benefits	\$15,000.00	\$44,396.00	\$59,396.00
Program Supplies	\$0.00	\$2,100.00	\$2,100.00
Rent/Lease	\$0.00	\$0.00	\$0.00
Communications	\$0.00	\$2,350.00	\$2,350.00
Utilities	\$0.00	\$0.00	\$0.00
Insurance	\$0.00	\$0	\$0.00
Professional Services (Specify) Mktng & Develop	\$0.00	\$25,000.00	\$25,000.00
Other (Specify) Printing/Postage	\$0.00	\$600.00	\$600.00
Other (Specify) Program Outreach	\$0.00	\$1,500.00	\$1,500.00
Other (Specify) Travel and Training	\$0.00	\$500.00	\$500.00
Other (Specify) Mock Interviews	\$0.00	\$27,000.00	\$27,000.00
TOTAL	\$15,000.00	\$113,446.00	\$128,446.00

List Source of "Other" Program Funds to be use to Assist CM Residents

SOURCE OF OTHER PROGRAM FUNDS	AMOUNT OF OTHER PROGRAM FUNDS	FUNDS SECURED FOR FY 15-16 WITH A CONTRACT?
Grants and Corporate Sponsorships	\$45,000.00	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
In-Kind Donations	\$27,000.00	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Fundraising Activities and Events	\$25,000.00	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Rental Income and Program Fees	\$12,446.00	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	\$	Yes <input type="checkbox"/> No <input type="checkbox"/>
TOTAL	\$109,446.00	

ATTACHMENT C CDBG FUNDED PERSONNEL

CHECK BOX IF NOT APPLICABLE

LIST ONLY POSITIONS FOR WHICH YOU ARE REQUESTING CDBG FUNDING

AGENCY ADMINISTRATION

POSITION TITLE	ANNUAL SALARY	ANNUAL BENEFITS	TOTAL COMPENSATION	CDBG FUNDS REQUESTED	% OF TIME POSITION IS DEDICATED TO COSTA MESA CDBG ACTIVITY
N/A	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%

PROPOSED PROGRAM STAFF

POSITION TITLE	ANNUAL SALARY	ANNUAL BENEFITS	TOTAL COMPENSATION	CDBG FUNDS REQUESTED	% OF TIME POSITION IS DEDICATED TO COSTA MESA CDBG ACTIVITY
Program Coordinator	\$33,800.00	\$4,056.00	\$37,856.00	\$12,000.00	75.00%
Job Developer/Employment Counselor	\$14,560.00	\$1,747.00	\$16,307.00	\$7,000.00	75.00%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%

PROPOSED PROGRAM CONTRACT STAFF

POSITION TITLE	ANNUAL SALARY	ANNUAL BENEFITS	TOTAL COMPENSATION	CDBG FUNDS REQUESTED	% OF TIME POSITION IS DEDICATED TO COSTA MESA CDBG ACTIVITY
N/A	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%

**CDBG PUBLIC SERVICE GRANTS
THREE-YEAR FUNDING HISTORY
(Including 6 Month of Current FY)**

ORGANIZATION NAME	2011-2012				2012-2013				2013-2014				2014-2015 - AFTER 6 MONTHS			
	Funded Amount	Actual Spent *	Planned To Serve	Actual Served	Funded Amount	Actual Spent	Planned To Serve	Actual Served	Funded Amount	Actual Spent	Planned To Serve	Actual Served	Funded Amount	Actual Spent	Planned To Serve	Actual Served
Senior Citizen Services																
Alzheimer's Family Services Center	\$8,985	\$8,985	23	24	\$7,500	\$3,750	16	14	\$10,000	\$10,000	22	18	NA	NA	NA	NA
Council on Aging	\$8,085	\$8,085	30	36	\$0	-	-	-	\$5,000	\$5,000	34	35	NA	NA	NA	NA
Costa Mesa Senior Corp - Social Svcs	\$13,495	\$13,495	264	237	\$10,000	\$10,000	230	252	\$10,000	\$10,000	230	256	\$17,764	\$0	210	121
Community SeniorServe - Congregate Meals	\$18,005	\$18,005	350	308	\$12,500	\$12,500	300	268	\$12,500	\$12,500	200	290	\$20,000	\$10,000	200	241
Community SeniorServe - Home Meal Delivery	\$21,610	\$21,610	138	103	\$15,000	\$15,000	100	109	\$15,000	\$15,000	100	83	\$20,000	\$10,000	90	83
Youth Services																
Community & School Collaborative #	\$5,000	\$2,899	200	95	\$5,000	\$0	0	0	NA	NA	NA	NA	NA	NA	NA	NA
Youth Employment Services	\$23,590	\$23,590	600	403	\$19,000	\$19,000	485	373	\$19,000	\$19,000	425	284	\$19,000	\$9,500	350	150
Disabled Services																
California Elwyn	\$13,494	\$13,494	26	26	\$7,000	\$7,000	37	33	\$10,000	\$10,000	39	40	NA	NA	NA	NA
Project Independence	\$13,494	\$13,494	30	25	\$7,500	\$7,500	24	18	NA	NA	NA	NA	NA	NA	NA	NA
Other Low-Income Services																
Women Helping Women	\$18,005	\$18,005	120	132	\$10,000	\$10,000	50	121	NA	NA	NA	NA	NA	NA	NA	NA
Fair Housing Foundation *	\$22,825	\$22,825	125	128	\$22,000	\$22,000	420	321	\$21,000	\$21,000	400	357	\$21,000	\$10,545	400	153
Homeless Services																
City of Costa Mesa Homeless Outreach	NA	NA	NA	NA	\$35,000	\$34,059	180	199	NA	NA	NA	NA	NA	NA	NA	NA
Collette's Children's Home	\$13,495	\$13,495	24	30	NA	NA	NA	NA	\$20,000	\$20,000	12	23	\$20,000	\$8,105	12	14
Mercy House (Transitional Housing)	\$8,985	\$8,985	10	7	\$19,002	\$19,002	10	11	\$15,000	\$15,000	7	7	\$20,000	\$7,036	7	8
Serving People In Need	\$18,005	\$18,005	8	8	\$10,000	\$10,000	6	10	NA	NA	NA	NA	NA	NA	NA	NA
Women's Transitional Living Center (WTLC)	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	\$10,000	\$5,602	40	13

NA - No application submitted

- Closed doors after grant was awarded

* - Prior to FY 13/14 this program was funded under CDBG Administration