



CITY OF COSTA MESA  
2011-2012 COMMUNITY DEVELOPMENT BLOCK GRANT  
PUBLIC SERVICE GRANT APPLICATION

Application is due 12:00 PM December 20, 2010  
Late Applications will not be accepted  
Submit 1 original application, certification and back up documentation to:

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

**AND**

Email the completed application to:

*[mlinares@ci.costa-mesa.ca.us](mailto:mlinares@ci.costa-mesa.ca.us)*

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 and 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 Housing & Community Development,

Program Name: Large Item Disposal Program

CDBG Amount Requested: \$20,300

- ..... Application
- ..... Attachment A: Past & Projected Accomplishments
- ..... Attachment B: Proposed Budget
- ..... Attachment C: CDBG Funded Personnel
- ..... Proposed Program Application or Intake Sheet - Not Applicable
- ..... IRS Tax Exempt Documentation - Not Applicable
- ..... Current Board of Directors Roster - Not Applicable
- ..... Most Recent Audit, Financial Statements and 990 Tax Filing - Not Applicable

1. **APPLICANT GENERAL INFORMATION**

A. Organization Legal Name: City of Costa Mesa Housing & Community Development

B. Mailing Address: 77 Fair Drive, PO Box 1200, Costa Mesa, CA 92628-1200

C. Program Name: Large Item Disposal Program

D. CDBG Amount Requested: \$20,300

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  | <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>Neighborhood Cleanup</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): CDBG Target Area

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

Name: Silvia Kennerson Email Address: Skennerson@ci.costa-mesa.ca.us

Telephone: 714-754-5023 Fax: 714-754-5330

J. Federal Tax ID Number: \_\_\_\_\_

K. DUNS Number: \_\_\_\_\_

L. Official Authorized to Sign Contracts and Expend Funds:

Name: Muriel Ullman Title: Neighborhood Improvement Manager

## 2. APPLICATION SUMMARY

Summarize the proposed program. Specifically discuss how the proposed program will address a priority need in Costa Mesa; your agency's capacity/experience to carry out the activity and to administer CDBG funds; the cost effectiveness of the proposed program; specifically how CDBG grant funds will be expended and if other resources will be used to leverage CDBG-grant funds. If you are submitting a coalition application, discuss the role of coalition partners and how coalition program and admin efforts will be coordinated. Costa Mesa's population is estimated at 116,479 & is the 8 most populous cities in O.C. Approximately 42% of the City's residents are considered low and moderate income and based on 2008 US census data, 9.6% of Costa Mesa households are living in poverty.

According to the Consolidated Plan, approximately 42% of the units in the City are owner occupied, while 58% of the units are renter occupied. Although the majority of the city's housing stock is in good condition, over 80% was constructed prior to 1980.

The Consolidated Plan estimates that lower income renter households are experiencing a variety of housing problems including excessive rent as a proportion of income and over 30% of their income on mortgage, taxes, insurance & utilities. Over 1/3 of all Costa Mesa households, regardless of race or ethnicity are paying more than 30% of their income for housing and/or living in substandard units. Additionally, 31.7% of senior homeowners are paying in excess of 30% of their income towards housing. Additionally, approximately 3,245 rental units and 799 owner occupied units are considered overcrowded as defined by HUD.

Maintaining one's living space whether it is an apartment or single family dwelling can be challenging due to competing priorities such as paying rent, food & utilities. Therefore, programs such as the housing rehabilitation grant & loan program have been very successful since they offer homeowners the ability to fix up their home at a very low cost. The Neighbors for Neighbors program allows low income homeowners to take advantage of both city assistance & volunteer labor to paint & repair their homes. Presently there are no neighborhood improvement programs which address rental units.

The attached map provides an overview of Costa Mesa's neighborhoods that are predominately low and moderate-income. These are areas of the city where at least 51% of residents meet HUD's definition of low & moderate-income. These areas dominate the lower southwest portion of the City. There are approximately 33,198 residents living in these target areas and 27,215 are low/moderate income (82%).

The CDBG funded Large Item Disposal Program would be designed only for target area residents in an effort to assist them in maintaining their property and disposing of debris, garbage and other related items. The City anticipates dividing the target area into 6 sections & providing a 40 yard temporary dumpster for 1 weekend on a rotational basis. The dumpster will be manned by city staff who will request the door hanger & photo I.D. for compliance. The approved vendor will deliver & pick up the temporary dumpster at a designated day & time. It is anticipated the dumpsters will be available for an entire weekend in each neighborhood. Dumpsters can be locked & secured over night.

The Large Item Disposal Program will be advertised using door hangers in the CDBG target area, fliers within local organizations and churches, community centers and the City's web page.

3. 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.) and other relevant information. See below.
- B. Summarize your organization's experience administering CDBG public service grant funds. The City administers CDBG, HOME, RDA and various federal and state grants for over 40 years. Housing & Community Development (HCD) is responsible for long range neighborhood planning, affordable housing projects, public services and infrastructure programs. HCD monitors all 13 CDBG public service grants. Therefore HCD's staff is capable of developing and implementing a CDBG public service program and is intimately familiar with both regulations and monitoring requirements.

- 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
N/A	N/A	N/A
	\$	
	\$	

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

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  NA

If "Yes," explain reasons: \_\_\_\_\_

- F. If you have not received CDBG funding from Costa Mesa in the past, list a minimum of three references of grant fund providers:

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

4. PROGRAM INFORMATION

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

- |   |                 |
|---|-----------------|
| 1. 2011-2012 Costa Mesa CDBG Grant Funds Requested: | <u>\$20,300</u> |
| 2. Total 2011-2012 Program Budget:                  | <u>\$20,300</u> |

B. Outline 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 will be used for dumpster rental, communication & part-time salary.

C. What is the per unit cost to delivery of the proposed program? .65/person

This program anticipates serving 40% of total CDBG population (33,198) in the first year. 40% of 33,198 is 13,279.2/\$20,300 = .65/person

D. How does this cost per unit of service compare to other similar services? The cost per unit is not comparable to any other service in the city. The City currently has a refuse service contract with CR & R and provides 1 free large item pickup per year. This program will assist the residents in the CDBG target area in having clean neighborhoods 6 times per year for an entire weekend.

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%

This program is not limited to veterans. It services all residents in the CDBG target area.

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: 2  
 Contract Staff: \_\_\_\_\_ Volunteers: \_\_\_\_\_

H. What percentage of the organization's total budget is spent on fundraising and overall administration? 20% of CDBG is for administration of CDBG programs.

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 7/1/11 and 6/30/12? N/A
2. Total number of unduplicated Costa Mesa clients that the program will serve by the program between 7/1/11 and 6/30/12? 13,279 Individuals (40% of 33,198 total CDBG population, or 3319 households (4 persons/household)
3. What is the total proposed program budget for FY 2011-2012? \$20,300
4. What % of the total program budget will be used to serve unduplicated Costa Mesa residents? 100%

J. Budget Leveraging

1. Will CDBG or other grant funding be requested for this program from any other city or the County? Yes  No  CDBG-R<sup>‡</sup>

If "Yes" how much and 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 Costa Mesa/HCD	\$20,300	\$20,300
	\$	\$

Add additional sheets if necessary.

<sup>‡</sup> Ensure that these amounts are also listed in "ATTACHMENT B PROPOSED 2011-2012 PROGRAM BUDGET."

2. Will grant funding be requested for this program from any other funder?

Yes  No

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

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

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? \_\_\_\_\_

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 and match requirements. \_\_\_\_\_

5. HUD REQUIREMENTS

Provide the following information regarding the number of individuals to be served by the proposed program and your agency from 7/1/11 through 6/30/12:

A. Number of unduplicated Costa Mesa residents the program will serve with requested CDBG funds? 13,279 Individuals (40% of 33,198 total CDBG population).

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  (Area wide benefit) 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 and reported to the City? The City will work directly with the vendor to obtain the number of residents who used the dumpster and tonnage of waste/refuse.

C. Submit a copy of the current or proposed program application/intake form with your original application submission package. N/A. This is an area wide benefit activity which meets the national objective of helping a low/mod neighborhood. The City is not having individual homeowners/occupants apply for dumpsters and intake forms are not required. The dumpsters will be manned by part-time staff who will request the door hangers provided by the City and photo I.D. for compliance.

D. If the proposed service assists the homeless, what percentage of clients are "chronic homeless?"

\_\_\_\_ %  Not Applicable

*HUD defines chronically homeless as an unaccompanied homeless individual with a disabling condition that has been continuously homeless for 1 year or more or who has had at least 4 episodes of homelessness in the past 3 years. Furthermore, to be defined as chronically homeless a person must be living on the street or in emergency shelter at the time of eligibility determination - the definition does not include time spent living in transitional housing.*

- E. All CDBG-funded activities are required to provide **output** (i.e. number of individuals served) and **outcome** (i.e. anticipated benefit to program recipients) data. All CDBG-funded activities must meet one of HUD's "objectives" and "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. Degree of success would be 40% of the residents using the dumpster. We will work with the disposal company to assess the number of users and the amount of waste disposed (tonnage) through the life of the program. Should the program be continued after the first year, we will utilize actual residential usage numbers and waste volume to determine appropriate outcomes for future years.

6. **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.*

CHECK BOX IF NOT APPLICABLE

A. List coalition members:

Lead Agency:
Member:
Member:
Member:
Member:

B. Describe the target population to be served by the coalition. \_\_\_\_\_

C. Describe the services each member of the coalition will provide to coalition clients & how services will be coordinated, tracked and reported. \_\_\_\_\_

D. How is the effectiveness & success of coalition efforts measured? Provide data regarding coalition effectiveness/success for the past two years. \_\_\_\_\_

E. How many clients will be served by coalition efforts during the 2011-2012 Program Year with requested CDBG funds? \_\_\_\_\_

**7. 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 City of Costa Mesa Housing & Community Development ("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: Silvia Kennerson

Title: Management Analyst

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Signature

Date

# ATTACHMENT A

## PAST & PROJECTED CDBG-FUNDED PROGRAM ACCOMPLISHMENTS

Program Name: Large Item Disposal 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	2008-2009 ACTUAL NUMBER OF CM PERSONS SERVED	2009-2010 ACTUAL NUMBER OF CM PERSONS SERVED	2010-2011 PROJECTED NUMBER OF CM PERSONS TO BE SERVED	2011-2012 PROJECTED NUMBER OF CM PERSONS TO BE SERVED
MODERATE-INCOME 80% + MEDIAN INCOME	N/A	N/A	N/A	
LOW-INCOME 50%-80% MEDIAN INCOME	N/A	N/A	N/A	13,279
VERY LOW-INCOME 30%-50% MEDIAN INCOME	N/A	N/A	N/A	
EXTREMELY LOW- INCOME 0%-30% MEDIAN INCOME	N/A	N/A	N/A	
<b>TOTAL</b>	N/A	N/A	N/A	13,279

## ATTACHMENT B

### PROPOSED 2011-2012 PROGRAM BUDGET

**Program Name:** Large Item Disposal Program

\*See Exhibit A for Line Item Budget

BUDGET CATEGORY	CDBG	OTHER	TOTAL
Agency Administration Staff Salaries & Benefits	\$	\$	\$
Program Staff Salaries & Benefits	\$6,000	\$	\$6,000
Program Supplies	\$	\$	\$
Rent/Lease	\$	\$	\$
Communications	\$2,300	\$	\$2,300
Utilities	\$	\$	\$
Insurance	\$	\$	\$
Professional Services (Specify)	\$	\$	\$
Other (Specify) (Dumpsters)	\$5,300	\$	\$5,300
Other (Specify)	\$	\$	\$
Other (Specify)	\$	\$	\$
Other (Specify)	\$	\$	\$
<b>TOTAL</b>	<b>\$20,300</b>	<b>\$</b>	<b>\$20,300</b>

#### List Source of "Other" Program Funds

SOURCE OF OTHER PROGRAM FUNDS	AMOUNT OF OTHER PROGRAM FUNDS	FUNDS SECURED VIA CONTRACT?
NA	\$	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"/>
<b>TOTAL</b>	<b>\$</b>	

# 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
2 Part-time Staff	\$6,000	\$0	\$6,000	\$6,000	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
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%

## COST FOR ONE (1) DAY CDBG LARGE ITEM DISPOSAL PROGRAM

<b>Dumpster Rental Cost</b>	\$500		
<b>Empty &amp; Return Cost</b>	\$500		
	<u>\$1,000</u>	x 6 Dumpsters	<b>\$6,000</b>
		(2 dumpsters x 6 areas x 1 day/yr)	<u><u><b>\$12,000</b></u></u>
<b>Advertising</b>			
	Flyers \$300		\$300
	City Web Site \$0		\$0
	Total Cost:		<u><u><b>\$300</b></u></u>
	Door Hangers (Printing & Distribution)		
	10,000 units		<b>\$2,000</b>
	<b>Total Advertising Cost</b>		<u><u><b>\$2,300</b></u></u>
<b>Part-time Interns</b>			
	\$15/hr x 8 hrs interns manning x 12 times/year		
	x 2 interns [2 dumpster per area]=		<u><u><b>\$3,000</b></u></u>
	<b>Total Personnel Cost</b>		<u><u><b>\$3,000</b></u></u>
	<b>Total</b>		<u><u><u><b>\$17,300</b></u></u></u>

## COST FOR TWO (2) DAYS CDBG LARGE ITEM DISPOSAL PROGRAM

<b>Dumpster Rental Cost</b>	\$500		
<b>Empty &amp; Return Cost</b>	\$500		
	<u>\$1,000</u>	x 6 Dumpsters =	<b>\$6,000</b>
		No additional cost for 2nd day	
		(2 dumpsters x 6 areas x 2 days/yr)	<u><u><b>\$12,000</b></u></u>
<b>Advertising</b>			
	Flyers \$300		\$300
	City Web Site \$0		\$0
	Total Cost:		<u><u><b>\$300</b></u></u>
	Door Hangers (Printing & Distribution)		
	10,000 units		<b>\$2,000</b>
	<b>Total Advertising Cost</b>		<u><u><b>\$2,300</b></u></u>
<b>Part-time Interns</b>			
	\$15/hr x 16 hrs interns manning x 12 times/year		
	x 2 interns [2 dumpster per area]=		<u><u><b>\$6,000</b></u></u>
	<b>Total Personnel Cost</b>		<u><u><b>\$6,000</b></u></u>
	<b>Total</b>		<u><u><u><b>\$20,300</b></u></u></u>

\*Application refers to weekend service. This budget reflects both single day and weekend service.