



CITY OF COSTA MESA  
 2024-2025 COMMUNITY DEVELOPMENT BLOCK GRANT  
 PUBLIC SERVICE GRANT APPLICATION

**\*\*DO NOT MODIFY THE APPLICATION FORM\*\***

Application is due at 2:00pm, Friday, February 9, 2024

Submit application to:  
 Mikelle Daily, Grant Administrator  
[mikelle.daily@costamesaca.gov](mailto:mikelle.daily@costamesaca.gov)  
 Costa Mesa City Hall – 2<sup>nd</sup> Floor  
 77 Fair Drive, Costa Mesa, CA 92626

Legal Name of Organization:	
Program Name:	
Primary Contact for Application: (Name & Title)	
CDBG Amount Requested: (\$15,000 min, \$30,000 max)	\$

To be considered for funding: a completed electronic application, hard-copy application and USB drive with required documents (refer to application guidelines) must be submitted by the due date and time.

1. Applicant Organization Information	
Mailing Address:	
Federal Tax I.D. #:	
UEI: (unique entity ID)	
Primary Contact Telephone/Email:	
Organization's Officials Authorized to Execute Contract (two are required):	
Name	Title
Name	Title
Faith-based organization:	Yes <span style="margin-left: 100px;">No</span>

**\*\*Eligible public service programs must meet the CDBG national objective of providing benefit to low and moderate-income persons\*\***

**2. Applicant Program Information**

Program Name:

Location where service will be provided: Citywide:  
Specific Location(s):

CDBG Amount Requested: \$

Other Funding for this Program: \$

Check the **one** category that best describes the proposed program:

Senior/Frail Elderly Services (05A)		Youth Services (05D)	
Physically/Developmentally Disabled Services (05B)		Health Services (05M)	
Persons with HIV/AIDS Services (03T)		Homeless Services (03T)	
Fair Housing Services (05J or 21A)		Substance Abuse Services (05O)	
Legal Services (05C)		Child Care Services (05L)	

Other Public Services (specify):

Does the proposed program serve Veterans? Yes No

If yes, what is the total % of Veteran clients served by the program? %

**Brief Program Summary:**

Summarize program and how CDBG funds will be used. Specify if funds will be used for staff salaries/benefits, program supplies, rent, utilities, etc. If direct client services will be funded, specify the services, e.g., utility payments, rental assistance, etc.

*(This area is left blank for the applicant to provide the program summary.)*

**3. Community Need:**

Provide data relevant to the need for the proposed program in Costa Mesa. Ensure information is specific to Costa Mesa. Specifically address how the proposed program will impact the identified community need and how a service gap will be eliminated or demonstrably reduced. Describe the characteristics of the targeted client population that will benefit from the proposed program, including information such as age, income level, target area and other unique characteristics as applicable.

**4. Organization Capacity & Experience:**

State your organization's experience in carrying out the proposed program including information about the length of time the organization has provided the proposed service(s), partnerships & collaborations with other nonprofits and jurisdictions, staff qualifications and other relevant information.

If your agency has received CDBG (including CDBG-CV) funding from the City of Costa Mesa in past years, complete the table below for most recent years to summarize your organization's experience with CDBG public service grant funds.

YEAR FUNDS RECEIVED	CDBG GRANT AMOUNT	NAME OF FUNDED PROGRAM

If previously funded by Costa Mesa CDBG, has your agency ever failed to expend all awarded grant funds? If yes, explain reasons:

Yes                      No

---

If previously funded by Costa Mesa CDBG, has your agency ever failed to meet contractual accomplishment goals? If yes, explain reasons:

Yes                      No

If your agency has not received CDBG funding from Costa Mesa in the last 2 years, list 3 references for the proposed program in the table below:

Grant Provider	Grant Provider Contact Name, Phone, Email	Grant Amount	Year

**Within the past five years**, if you also received CDBG funds from other entities, please provide the names of the programs, amounts of CDBG received, and funding agencies.

Program Name	Program Year(s)	CDBG Grant Amount	Funding Agency

**5. Budget Leveraging:**

Are you requesting funding for this program for FY 2024-2025 from another city, the county, state, federal agency, and/or foundation, etc? If yes, from whom and how much?

Grant Amount	Name of Agency & Funding (e.g., ESG)

Describe the use of donated goods and services. Estimate the value of these services and describe how you arrived at this amounts.

6. Proposed Program Budget:	
2024-2025 Costa Mesa CDBG Grant Funds Requested:	\$
Total 2024-2025 Program Budget:	\$
Total 2024-2025 Agency Budget:	\$
Percentage of Agency's total budget spent on fundraising and overall administration?	%
7. Proposed Program Goals:	
Total number of <b>unduplicated clients, regardless of city of residence</b> that will receive services by the program between 7/1/24-6/30/25?	
Total number of <b>unduplicated Costa Mesa clients</b> that will receive services by the program between 7/1/24-6/30/25?	
Percentage of low-income <b>unduplicated Costa Mesa clients</b> (at or below 80% of the County's median income)?	

8. HUD Requirements:	
<i>Note: HUD requires that each organization providing services to individuals with CDBG public service grant funds document the size, race/ethnicity and income of assisted households. Income documentation is not required for programs that exclusively serve a "presumed benefit" population; 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.</i>	
Does the proposed program application/intake form collect all HUD-required information?	Yes      No
How is income information documented?	
<ul style="list-style-type: none"> <li>a. Self-Certification (HUD requires full income documentation for up to 20% of program beneficiaries)</li> <li>b. Analysis of household income documents such as tax returns/paychecks</li> <li>c. Program serves presumed beneficiary category</li> </ul>	
A copy of the current or proposed program application/intake form must be submitted with the application	

Is funding request for a New or Existing program? If for existing program, how will this program be "expanded" from current program efforts?

Compliance with OMB Circular A-133 (Single Audit):		
In any of the past 3 years, has our agency expended more than \$750,000 in federal funds during a fiscal year?	Yes	No
During this year(s), did your agency prepare a Single Audit in compliance with OMB Circular A-133?	Yes	No
If yes, please provide a copy of the most recent Single Audit. If no, please explain why a Single Audit was not prepared:		

All CDBG-funded activities must meet a HUD Objective and Outcome.	
<b>Objectives:</b> Select <b>one</b> HUD objective that best applies to the proposed program:	
	<u>Suitable Living Environment</u> – The activity is designed to benefit community, families, or individuals by addressing issues in their living environment.
	<u>Decent Housing</u> – The activity is designed to cover a wide range of housing opportunities that meet an individual family or community need.
	<u>Creating Economic Opportunities</u> – The activity will generate economic development, commercial revitalization, or job creation.
<b>Outcomes:</b> Select <b>one</b> HUD outcome that best applies to the proposed program:	
	<u>Availability/Accessibility</u> – The activity makes services, infrastructure, housing or shelter available/accessible to low and moderate-income persons, including individuals with disabilities.
	<u>Affordability</u> – The activity provides affordability in a variety of ways for low and moderate-income persons, including creation or maintenance of affordable housing, basic infrastructure hook-ups, or services.
	<u>Sustainability (promoting livable &amp; viable communities)</u> – The activity aims to improve the community or neighborhoods, helps to make them livable or viable by providing benefits to low and moderate-income persons, or by removing/eliminating slums/blighted areas.

<b>9. Proposed 2024-2025 Program Budget:</b>	
Program Name:	

Budget Category	CDBG	Other	Total
Administration Staff Salaries & Benefits			
Program Staff Salaries & Benefits			
Program Supplies			
Rent/Lease			
Communications			
Utilities			
Insurance			
Professional Svcs			
Other (Specify)			
Other (Specify)			
Other (Specify)			
<b>TOTAL</b>			

<b>List Source of "Other" Program Funds to be used to assist Costa Mesa Residents</b>		
Source of Other Program Funds	Amount of Other Program Funds	Funds Secured for FY 24-25 with a contract?
<b>TOTAL</b>		



CDBG Funded Personnel	
	<b>Check Box if Not Applicable.</b>

List only positions for which you are requesting CDBG funding

**Proposed Administration Staff**

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

**10. 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 \_\_\_\_\_ (“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 insurance, 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 an agreement and are 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 may 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:	
Title:	
Signature:	
Date:	