



**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 Costa Mesa City Hall – 2 nd Floor 77 Fair Drive, Costa Mesa, CA 92626	
Legal Name of Organization:	Fair Housing Foundation
Program Name:	Fair Housing Services
Primary Contact for Application: (Name & Title)	Stella Verdeja
CDBG Amount Requested: (\$15,000 min, \$30,000 max)	\$ 20,000
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:	3605 Long Beach Blvd. Ste. 302, Long Beach, CA 90807
Federal Tax I.D. #:	95-6122678
UEI: (unique entity ID)	UPWKXNY53BL5
Primary Contact Telephone/Email:	5629891206 ext. 1100, sverdeja@fhfca.org
Organization's Officials Authorized to Execute Contract (two are required):	
Name Stella Verdeja	Title Executive Director
Name Connie Haynes	Title Board Chair
Faith-based organization:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

****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:	Fair Housing Services
Location where service will be provided:	Citywide: <input checked="" type="checkbox"/> Specific Location(s):
CDBG Amount Requested:	\$20,000
Other Funding for this Program:	\$0

Check the one category that best describes the proposed program:

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

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? 2 %

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.

FHF provides a Fair Housing Program that exceeds the HUD, CDBG requirement to Affirmatively Further Fair Housing. FHF offers a Fair Housing Program that includes: (1) Discrimination Complaint Intake, Investigation, and Resolution, (2) Outreach and Education Activities, (3) Landlord/Tenant Counseling, 4) Affirmatively Further Fair Housing Activities. FHF utilizes CDBG funds to accomplish the objectives including: salaries, benefits, rent, communications, mileage, insurance, consultants, staff development, testing, general office supplies, printing, outreach expenses.

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.

FHF's Fair Housing Program meets the U.S. Department of Housing and Urban Development requirement that CDBG recipients must Affirmatively Further Fair Housing.

This requirement is outlined in the following: Title VIII of the Civil Rights Act of 1968; Section 808(e)(5) of the Fair Housing Act; Section. 104(b)(2) of the Housing and Community Development Act of 1974, as amended, and Section 105(b)(3) of the National Affordable Housing Action of 1990.

FHF's Fair Housing Program meets the National Objective to benefit low and moderate-income persons, area wide, throughout the entire city limits. The program specifically provides for the provision of public and community services for very low and moderate-income persons, those individuals with special needs including the disabled, seniors, veterans, and female headed households. Based on the 2022-2023 Annual Report for the City of Costa Mesa, FHF provided direct client services and 92% were of extremely low to moderate-income.

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.

FHF has been providing fair housing services in Orange and Los Angeles Counties for 60 years. Currently FHF contracts with 25 Cities although this continues to increase annually due to the quality and level of services provide directly for every City. FHF meets or exceeds all contracted services annually. With an average length of 10 years with FHF, staff includes 8-bilingual in Spanish, 1- Vietnamese, and 1- in American Sign Language (ASL) and FHF maintains a contract with Certified Languages International provides real time interpreting in 230+ additional languages. FHF requires and continues fair housing education for all staff through attendance at annual trainings conducted by the National Fair Housing Alliance, John Marshal School of Law, and by HUD and CRD. Direct Client services are available Monday through Friday, 8:00am to 5:00pm. All materials are printed and provided in English, Spanish, Vietnamese, and Khmer.

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
2023-2024	\$ 20,000	Fair Housing Program
2022-2023	\$ 18,540	Fair Housing Program
2021-2022	\$ 20,000	Fair Housing Program
2020-2021	\$ 20,000	Fair Housing 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
Fair Housing Prog	2023-2024	\$ 484,065	25 municipalities
Fair Housing Prog	2022-2023	\$ 438,001	23 municipalities
Fair Housing Prog	2021-2022	\$ 553,575	23 municipalities
Fair Housing Prog	2020-2021	\$ 553,575	23 municipalities

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)
	N/A

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

N/A

6. Proposed Program Budget:	
2024-2025 Costa Mesa CDBG Grant Funds Requested:	\$ 20,000
Total 2024-2025 Program Budget:	\$ 519,953
Total 2024-2025 Agency Budget:	\$ 1,163,017
Percentage of Agency's total budget spent on fundraising and overall administration?	15 %
7. Proposed Program Goals:	
Total number of unduplicated clients, regardless of city of residence that will receive services by the program between 7/1/24-6/30/25?	6,541
Total number of unduplicated Costa Mesa clients that will receive services by the program between 7/1/24-6/30/25?	186
Percentage of low-income unduplicated Costa Mesa clients (at or below 80% of the County's median income)?	87%

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?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
How is income information documented?	
<input checked="" type="checkbox"/> a. Self-Certification (HUD requires full income documentation for up to 20% of program beneficiaries)	
<input type="checkbox"/> b. Analysis of household income documents such as tax returns/paychecks	
<input type="checkbox"/> c. Program serves presumed beneficiary category	
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?
Existing Program. Utilizing FHF's annual review process, FHF's analysis reflects an increase in the number of Female Head of Households, Seniors, and those whom are disabled. Therefore, FHF will specifically target, promote and address the needs of these protected classes. FHF adapts to the ever changing needs of Cost Mesa residents.

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?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
During this year(s), did your agency prepare a Single Audit in compliance with OMB Circular A-133?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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.	
Objectives: Select <u>one</u> HUD objective that best applies to the proposed program:	
<input checked="" type="checkbox"/>	<u>Suitable Living Environment</u> – The activity is designed to benefit community, families, or individuals by addressing issues in their living environment.
<input type="checkbox"/>	<u>Decent Housing</u> – The activity is designed to cover a wide range of housing opportunities that meet an individual family or community need.
<input type="checkbox"/>	<u>Creating Economic Opportunities</u> – The activity will generate economic development, commercial revitalization, or job creation.
Outcomes: Select <u>one</u> HUD outcome that best applies to the proposed program:	
<input type="checkbox"/>	<u>Availability/Accessibility</u> – The activity makes services, infrastructure, housing or shelter available/accessible to low and moderate-income persons, including individuals with disabilities.
<input type="checkbox"/>	<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.
<input checked="" type="checkbox"/>	<u>Sustainability (promoting livable & 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.

9. Proposed 2024-2025 Program Budget:	
Program Name:	Fair Housing Services

Budget Category	CDBG	Other	Total
Administration Staff Salaries & Benefits	\$ 3,172	\$ 82,476	\$ 85,648
Program Staff Salaries & Benefits	\$ 11,039	\$ 286,996	\$ 298,035
Program Supplies	\$ 1,249	\$ 32,469	\$ 33,718
Rent/Lease	\$ 2,457	\$ 63,867	\$ 66,324
Communications	\$ 504	\$ 13,103	\$ 13,607
Utilities	\$ 0	\$ 0	\$ 0
Insurance	\$ 441	\$ 11,455	\$ 11,896
Professional Svcs IT and Acct	\$ 800	\$ 20,792	\$ 21,592
Other (Specify) Travel/Mileage	\$ 301	\$ 7,832	\$ 8,133
Other (Specify) Staff Develop & Trng	\$ 37	\$ 963	\$ 1,000
Other (Specify)			\$ 0
TOTAL	\$ 20,000	\$ 519,953	\$ 539,953

List Source of "Other" Program Funds to be used to assist Costa Mesa Residents		
Source of Other Program Funds	Amount of Other Program Funds	Funds Secured for FY 24-25 with a contract?
25 municipalities	\$ 519,953	No
		No
		No
		No
TOTAL	\$ 519,953	

CDBG Funded Personnel	
<input type="checkbox"/>	Check Box if Not Applicable.

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
Executive Director	\$ 94,139	\$ 15,161	\$ 109,300	\$ 2,049	4%
Program Manager	\$ 56,733	\$ 9,137	\$ 65,870	\$ 1,123	4%
Cont. Program Staff			\$ 0		0%
Community Engagement	\$ 66,708	\$ 10,743	\$ 77,451	\$ 2,276	4%
(2) Outreach Coordinators	\$ 80,583	\$ 12,977	\$ 93,560	\$ 2,715	7%
Proposed Program Staff					
Position Title	Annual Salary	Annual Benefits	Total Compensation	CDBG funds Requested	% of time position is dedicated to Costa Mesa CDBG activity
(3) Housing Counselors	\$ 108,673	\$ 17,501	\$ 126,174	\$ 4,610	11%
Fair Housing Specialist	\$ 60,000	\$ 9,663	\$ 48,764	\$ 408	4%
Case Analyst	\$ 42,000	\$ 6,764	\$ 48,764	\$ 354	4%
Receptionist	\$ 33,872	\$ 5,455	\$ 39,327	\$ 435	4%
CDBG Testers	\$ 27,760	\$ 4,470	\$ 32,230	\$ 241	4%

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 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 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:	Stella Verdeja
Title:	Executive Director
Signature:	Stella Verdeja <small>Digitally signed by Stella Verdeja Date: 2024.02.08 17:47:25 -08'00'</small>
Date:	02/08/2024