



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:	Families Forward
Program Name:	Affordable Housing Support
Primary Contact for Application: (Name & Title)	Michele Silva, Chief Advancement Officer
CDBG Amount Requested: (\$15,000 min, \$30,000 max)	\$30,000
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:	8 Thomas - Irvine, CA 92618
Federal Tax I.D. #:	33-0086043
UEI: (unique entity ID)	610093825
Primary Contact Telephone/Email:	Michele Silva, 949.716.5858, grants@families-forward.org
Organization's Officials Authorized to Execute Contract (two are required):	
Name Madelynn Hirneise	Title Chief Executive Officer
Name Michele Silva	Title Chief Advancement Officer
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:	Affordable Housing Support
Location where service will be provided:	Citywide: <input checked="" type="checkbox"/> Specific Location(s):
CDBG Amount Requested:	\$30,000
Other Funding for this Program:	\$1,046,809

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 checked="" type="checkbox"/>
Fair Housing Services (05J or 21A)	<input 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.

Families Forward proposes to continue providing our Affordable Housing Program to end homelessness and safely house approximately 50 extremely low-income individuals connected to Costa Mesa. This program will help them rebuild their lives and regain financial stability for the future. We own 16 units across two developments in Costa Mesa. We also provide counseling, career coaching, life-skills training, financial literacy education, food assistance, and referral services. Funds from Costa Mesa CDBG will be used to support our direct program staff salaries and support services.

<p>3. Community Need:</p>
<p>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.</p>
<p>One of the fastest-growing segments of the homeless population is working families with children, the hidden homeless population. Based on the 29th Conditions of Children, over 12% of children in Costa Mesa are living in poverty and over 33% are eligible to receive free and reduced-price lunch. According to the PIT count, there were approximately 208 individuals experiencing homelessness last year in Costa Mesa, which is a 7% increase from the previous year. Low-income residents struggle the most with OC's high cost of living. With families already financially stretched due to increased grocery and fuel costs, rapidly rising rents are a serious concern for many residents. Without additional support, many expect evictions and homelessness to rise. In 2023, we successfully prevented or ended homelessness in Costa Mesa by assisting 23 families (79 individuals) in finding housing, providing 21 families (67 individuals) with prevention services. In addition, Families Forward provided 44 Costa Mesa families with access to our food pantry, 17 families were served through Thanksgiving program, 12 through the Holiday Wish gift program and 10 Costa Mesa families were assisted with Back-to-School supplies. Of those Costa Mesa families served, 64% were headed by a single parent, 46% had a family member who is identified as disabled, and 2% are veterans or military connected. Simultaneously, we successfully prevented or ended homelessness for 724 families across the county.</p>
<p>4. Organization Capacity & Experience:</p>
<p>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.</p>
<p>Families Forward began acquiring and managing scattered site condos forty years ago, and in 2015 we enhanced our supportive services by creating an Affordable Housing Program. We own and operate two 8-unit, multi-family projects in Costa Mesa. Our Affordable Housing team providing direct services includes Housing Development Director Lauren Hahn (7 years), Affordable Housing Manager Hanna Ibrahim (5 years), and 2 dedicated Supportive Services Coordinators, Jessica Tovar (6 years) and Enrique Hernandez (5 years). Our seasoned Data and Compliance team will provide oversight and compliance to delivery services.</p>
<p>Families Forward gives and receives referrals within a network of county, city, and private agencies, including county and city social services, local unified school districts, Woman, Infants and Children, 2-1-1 Orange County, and the Coordinated Entry System. Additionally, our Family Navigators and fund development team connect with more than 75 organizations, schools, places of worship, and businesses each year through speaking engagements, personal outreach, our website, email marketing, social media, and brochures. Families Forward has bilingual staff members and volunteers who translate and aid in communicating information to clients. Families Forward is also a founding member of the Families Solutions Collaborative.</p>

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	\$30,000	Affordable Housing
2022	\$23,270	Affordable Housing
2021	\$55,000	Homeless Prevention - COVID
2021	\$20,000	Rapid ReHousing

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
Affordable Housing	2023-24	\$8,075	City of Mission Viejo
Affordable Housing	2023-24	\$27,882	City of Irvine
Affordable Housing	2023-24	\$16,115	City of Lake Forest
Housing Program	2023-24	\$15,000	City of Newport Beach

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)
\$25,000	City of Lake Forest - CDBG
\$45,000	City of Irvine - CDBG
\$15,000	City of Mission Viejo - CDBG
\$25,000	Dhont Family Foundation

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

Families Forward receives donated goods and services from the community to support the needs of the families we serve. The in-kind value provided to Families Forward is approximately \$5,000 worth of food, household items, gifts, and donated funds for related necessities for families served through Costa Mesa CDBG funds. Value is estimated by the types of in-kind donations we receive.

6. Proposed Program Budget:	
2024-2025 Costa Mesa CDBG Grant Funds Requested:	\$30,000
Total 2024-2025 Program Budget:	\$1,076,809
Total 2024-2025 Agency Budget:	\$8,971,084
Percentage of Agency's total budget spent on fundraising and overall administration?	10 %
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?	425
Total number of unduplicated Costa Mesa clients that will receive services by the program between 7/1/24-6/30/25?	50
Percentage of low-income unduplicated Costa Mesa clients (at or below 80% of the County's median income)?	100

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 type="checkbox"/> a. Self-Certification (HUD requires full income documentation for up to 20% of program beneficiaries)	
<input checked="" 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?
Families Forward's Affordable Housing Program is continuously working to expand services to the families we serve. Coming off the COVID-19 pandemic, Families Forward has increased housing stabilization services and financial planning for families. It is always our goal to move families to market rate rent and in order to do this we have expanded these supportive services to increase economic mobility.

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.	
<u>Objectives:</u> Select one HUD objective that best applies to the proposed program:	
<input 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 checked="" 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.
<u>Outcomes:</u> Select one 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 checked="" 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 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:	Affordable Housing

Budget Category	CDBG	Other	Total
Administration Staff Salaries & Benefits			\$ 0
Program Staff Salaries & Benefits	\$30,000	\$531,020	\$561,020
Program Supplies			\$ 0
Rent/Lease			\$ 0
Communications			\$ 0
Utilities		\$32,500	\$32,500
Insurance			\$ 0
Professional Svcs Not ProfSvcs: Mrkting, Mi		\$20,940	\$20,940
Other (Specify) Client Expns/Rental Assis		\$20,000	\$20,000
Other (Specify) Maintenance		\$115,500	\$115,500
Other (Specify) HOA/Property Tax		\$326,849	\$326,849
TOTAL	\$30,000	\$1,046,809	\$1,076,809

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?
Client Rent Reimbursement	\$875,000	Yes
Contributions/Major Gifts	\$156,809	No <input type="checkbox"/>
		No
		No
TOTAL	\$1,031,809	

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

List only positions for which you are requesting CDBG funding

Proposed Administration Staff

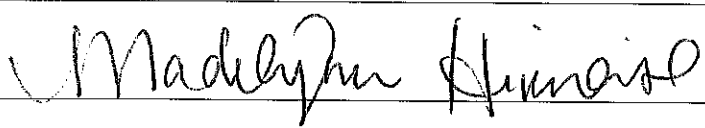
Position Title	Annual Salary	Annual Benefits	Total Compensation	CDBG funds Requested	% of time position is dedicated to Costa Mesa CDBG activity
			\$ 0		0
					0%
			\$ 0		0%
			\$ 0		0%
			\$ 0		0%

Proposed Program Staff

Position Title	Annual Salary	Annual Benefits	Total Compensation	CDBG funds Requested	% of time position is dedicated to Costa Mesa CDBG activity
Affordable Housing Manager	\$75,600	\$13,608	\$89,208	\$3,900	13%
Supportive Services	\$56,316	\$10,137	\$66,453	\$11,100	37%
Property Manager	\$73,450	\$13,221	\$86,671	\$3,600	12%
Supportive Services	\$59,379	\$10,688	\$70,067	\$11,400	38%
			\$ 0		0%

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 Families Forward _____ ("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:	Madelynn Hirneise
Title:	Chief Executive Officer
Signature:	
Date:	2/6/23