



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

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

<b>Application is due at 2:00pm, Friday, February 9, 2024</b> Submit application to: Mikelle Daily, Grant Administrator <a href="mailto:mikelle.daily@costamesaca.gov">mikelle.daily@costamesaca.gov</a> Costa Mesa City Hall – 2 <sup>nd</sup> Floor 77 Fair Drive, Costa Mesa, CA 92626	
Legal Name of Organization:	Trellis International
Program Name:	Labors of Love
Primary Contact for Application: (Name & Title)	Reina Cuthill, Director of Neighboring
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.	

<b>1. Applicant Organization Information</b>	
Mailing Address:	711 W. 17th Street, Suite E5, Costa Mesa, CA 92627
Federal Tax I.D. #:	47-5324236
UEI: (unique entity ID)	L2W6YR8H5E15
Primary Contact Telephone/Email:	Reina Cuthill, 626-272-9635, <a href="mailto:reina@wearetrellis.com">reina@wearetrellis.com</a>
Organization's Officials Authorized to Execute Contract (two are required):	
Name Isabel Carpenter	Title Director of Operations
Name Birdi Kumar	Title Labors of Love Coordinator
Faith-based organization:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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

<b>2. Applicant Program Information</b>			
Program Name:	Labors of Love		
Location where service will be provided:	Citywide: <input checked="" type="checkbox"/>	Specific Location(s):	
CDBG Amount Requested:	\$30,000		
Other Funding for this Program:	\$4,312		
Check the <b>one</b> category that best describes the proposed program:			
Senior/Frail Elderly Services (05A)	<input checked="" 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 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?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, what is the total % of Veteran clients served by the program?			%
<b>Brief Program Summary:</b>			
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.			
Labors of Love will be coordinated by a volunteer lead team of ten who each have a specialized skill set to support the various needs such as plumbing, landscaping, painting, and misc. handyman work. They will partner with Costa Mesa code enforcement to identify neighbors in need. The team will assess project costs, and provide care to ensure each neighbor finds community and ongoing support through our Intentional Neighboring Network. We want to see every neighbor in Costa Mesa feel seen, heard, and loved.			

**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.

The 2020 Census Bureau shows that 11.3% of Costa Mesa residents are 65 or older and 11.9% live in poverty. The CDC reports that 1/3 of adults 45+ feel lonely, and nearly ¼ of adults 65+ are considered to be socially isolated. Socially isolated individuals have increased health risk such as dementia, heart disease and risk of stroke. Loneliness is prevalent in our senior population leads to higher rates of depression, anxiety, and suicide. During the height of the pandemic, research from Boston University showed that depression among adults jumped from 8.5% before the pandemic to 27.8% and worsened to 32.8% in 2021. Research from National Institute of Mental Health shows in 2021 that almost 60% of people who have depression don't seek help. Our neighbors who are widowed, disabled and elderly are more likely to experience these issues and not ask for help. Labors of Love seeks to identify neighbors who are currently living in hard circumstances and could use community support offering to help with a needed manual labor project. In the fiscal year of 2022-2023 we were contacted by 60 individuals who were in need of assistance with their properties.

**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.

In the 10 years we've existed, we've responded to numerous requests from the City to help residents who were in code violation. We've successfully mobilized volunteers to help meet those needs. Over the years as our "neighboring network" to over 200 people, we've continued to meet neighbors' needs as able through mobilizing volunteers. We've served elderly neighbors, dealt with hoarders' homes/yards, and helped widows with overgrown yards to name just a few projects. Our organization has coordinated "Love Costa Mesa Day" for the last 6 years and has mobilized several thousand volunteers in the community to accomplish 158 projects. Our Executive Director, Ian Stevenson, formally coordinated many of these types of projects in his pastoral role at The Crossing Church for 27 years. The program director, Reina Cuthill, has a bachelor's degree from UC Irvine in psychology and has broad experience in volunteer mobilization.

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	\$ 30,000	Labors of Love
2022	\$ 13,962	Labors of Love
2021	\$ 90,382	ovative Street Outreach & Lifeskill Train
2016	\$ 15,000	Homeless Street Outreach

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)
\$ 15,000	City of Newport Beach CDBG for NB Labors of Love Recipient

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

Donated goods and services include, but are not limited to, professional tree trimming, and waste removal. The estimated value for tree trimming is \$30,000 for the 2023-2024 fiscal year. Waste Removal is approximately \$800 per project for a total of \$24,000 within the same fiscal year.

<b>6. Proposed Program Budget:</b>	
2024-2025 Costa Mesa CDBG Grant Funds Requested:	\$30,000
Total 2024-2025 Program Budget:	\$34,312
Total 2024-2025 Agency Budget:	\$1,200,000
Percentage of Agency's total budget spent on fundraising and overall administration?	26 %
<b>7. Proposed Program Goals:</b>	
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?	45
Total number of <b>unduplicated Costa Mesa clients</b> that will receive services by the program between 7/1/24-6/30/25?	30
Percentage of low-income <b>unduplicated Costa Mesa clients</b> (at or below 80% of the County's median income)?	100%

<b>8. HUD Requirements:</b>	
<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?
This is an existing program that will continue to operate at the same level of service as the 2023-2024 Fiscal Year.

<b>Compliance with OMB Circular A-133 (Single Audit):</b>		
In any of the past 3 years, has our agency expended more than \$750,000 in federal funds during a fiscal year?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
During this year(s), did your agency prepare a Single Audit in compliance with OMB Circular A-133?	<input type="checkbox"/> Yes	<input checked="" 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:		
As we have expended less than \$750,000 in federal funding, a Single Audit was not applicable.		

All CDBG-funded activities must meet a HUD Objective and Outcome.	
<b>Objectives:</b> 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.
<b>Outcomes:</b> Select <u>one</u> HUD outcome that best applies to the proposed program:	
<input checked="" 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 type="checkbox"/>	<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:	<b>Labors of Love</b>

Budget Category	CDBG	Other	Total
Administration Staff Salaries & Benefits	\$ 5,000	\$ 1,092	\$ 6,092
Program Staff Salaries & Benefits	\$ 20,000	\$ 3,220	\$ 23,220
Program Supplies	\$ 3,000		\$ 3,000
Rent/Lease			\$ 0
Communications	\$ 2,000		\$ 2,000
Utilities			\$ 0
Insurance			\$ 0
Professional Svcs			\$ 0
Other (Specify)			\$ 0
Other (Specify)			\$ 0
Other (Specify)			\$ 0
<b>TOTAL</b>	<b>\$ 30,000</b>	<b>\$ 4,312</b>	<b>\$ 34,312</b>

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?
Individual Donors	\$ 4,312	No <input type="checkbox"/>
		No <input type="checkbox"/>
		No
		No
<b>TOTAL</b>	<b>\$ 4,312</b>	




<b>CDBG Funded Personnel</b>	
<input type="checkbox"/>	<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
Director of Operations	\$ 57,800	\$ 9,894	\$ 67,694	\$ 1,000	2%
Director of Neighboring Initiatives	\$ 57,800	\$ 9,894	\$ 67,694	\$ 4,000	7%
			\$ 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
Labor of Love Coordinator	\$ 20,000	\$ 3,220	\$ 23,220	\$ 20,000	100%
			\$ 0		0%
			\$ 0		0%
			\$ 0		0%
			\$ 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 Trellis International \_\_\_\_\_ ("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:	Isabel Carpenter
Title:	Director of Operations
Signature:	
Date:	02/06/2024