



City of Mission Viejo

Community Development Block Grant (CDBG)

Program Year 2018-2019

Public Service Grant Application

A. GENERAL INFORMATION

1. Name of Proposed Program: Fair Housing Program
2. Full Legal Name of Applicant Organization: Fair Housing Foundation
3. Application Contact Person: Barbara Shull
4. Phone: 800-446-3247 x 1100 Fax: 562-989-1836
5. Mailing Address: 3605 Long Beach Blvd., #302, Long Beach, CA 90807
6. E-Mail: bshull@fhfca.org
7. Location Where Services Will Be Provided: Direct Client Services via our toll-free 8090-446-3247 number, in person at either our Anaheim or Long Beach offices, or Irvine Outreach Activities.
8. Official Authorized to Sign Contract: Barbara Shull, Julia More, Ken Hastings, Malcolm Bennett, Connie Haynes
9. Federal Tax I.D. #: 95-6122678 DUNS Number: 14813068
10. Provide a CD-ROM or USB drive with a copy of the following documents:
 - Proof of Tax Exempt status
 - Articles of Incorporation & By-Laws
 - Most recent 990 tax return filed with the IRS
 - Most recent audit or A-133 Single Audit if applicable (remove password protection)
 - Existing or proposed program applicant/participant registration or intake form

**E-MAIL MS-WORD VERSION OF THIS FORM TO MLINARES@CITYOFMISSIONVIEJO.ORG &
MAIL PAPER COPY OF COMPLETE APPLICATION & CD-ROM/USB TO:**

CITY OF MISSION VIEJO
COMMUNITY DEVELOPMENT DEPT.
200 CIVIC CENTER
MISSION VIEJO, CA 92691
Attention: Mike Linares

APPLICATION IS DUE 3 PM DECEMBER 19, 2017

B. PROGRAM INFORMATION

1. This request is for a New or Existing program. **If it is an existing program**, how will services be expanded in the City? (Be as specific; attach additional pages if necessary.)

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. Additionally, FHF's data for the past 10-years reflects that overall, only 20% of Mission Viejo households assisted are duplicated year-to-year, therefore FHF expands education and outreach efforts annually by reaching additional individuals from unrepresented areas within the City.

2. Have you previously received funding from the City of Mission Viejo CDBG Program? Yes No . If yes, identify the year(s), amount(s), and program(s) funded. In the 2nd table below, provide the year(s), name of agencies, program name and amount of CDBG funding received from communities other than Mission Viejo.

Previous MV Funding Information (last 5 years)

Year	MV CDBG Amount	Program Name
2017/18	\$7,000.00	Mission Viejo Fair Housing Program
2016/17	\$7,000.00	Mission Viejo Fair Housing Program
2015/16	\$7,000.00	Mission Viejo Fair Housing Program
2014/15	\$7,000.00	Mission Viejo Fair Housing Program
2013/14	\$7,000.00	Mission Viejo Fair Housing Program

Previous Non-MV Funding Information (last 3 years)

Year	Agency	Program Name	Grant Amount
2017/18	24 Cities in OR & LA Counties	Fair Housing Program	\$554,454.00
2016/17	24 Cities in OR & LA Counties	Fair Housing Program	\$551,657.00
2015/16	24 Cities in OR & LA Counties	air Housing Program	\$554,905.00

3. Is your agency based in the City of Mission Viejo? Yes No

5. Funding is requested under which category? **(Limit one)**

- | | |
|---|---|
| <input type="checkbox"/> Elderly/Frail Elderly Services | <input type="checkbox"/> Youth Services |
| <input type="checkbox"/> Physically/Developmentally Disabled Adults | <input type="checkbox"/> Crime Awareness |
| <input type="checkbox"/> HIV/AIDS Services | <input type="checkbox"/> Homeless Services |
| <input checked="" type="checkbox"/> Fair Housing Services | <input type="checkbox"/> Substance Abuse Services |
| <input type="checkbox"/> Mental Illness Services | <input type="checkbox"/> Childcare Services |
| <input type="checkbox"/> Other Low/Mod Services (Specify) _____ | <input type="checkbox"/> Health Services |

6. Provide the following proposed program budget information:

FY 2018-2019 CDBG funds requested from Mission Viejo:	<u>\$7,000</u>
Total Program budget:	<u>\$7,700</u>
Total Agency budget:	<u>\$620,154</u>

7. Provide the following information regarding the number of **unduplicated** clients to be served by the proposed program between July 1, 2018 & June 30, 2019:

- Total number of unduplicated clients to be served by the proposed program **regardless of city of residence**: 75
- Of the number listed above in "a", what is the total number of unduplicated **Mission Viejo clients** to be served? 75
- Of the total Mission Viejo residents to be served listed above in "b", how **many will be assisted with CDBG funds**? 75

8. Can you provide documentation verifying the following:

- Program applicant/client household income? Yes No
- Program applicant/client race and ethnicity? Yes No

9. All CDBG-funded activities must meet a HUD Objective and Outcome.

Objectives: Select **one** HUD objective that best applies to the proposed program:

- Suitable Living Environment – The activity is designed to benefit community, families, or individuals by addressing issues in their living environment.
- Decent Housing – The activity is designed to cover a wide range of housing opportunities that meet an individual family or community need.
- Creating Economic Opportunities – The activity will generate economic development, commercial revitalization, or job creation.

Outcomes: Select **one** HUD outcome that best applies to the proposed program:

- Availability/Accessibility – The activity makes services, infrastructure, housing or shelter available/accessible to low and moderate-income persons, including individuals with disabilities.
- Affordability – 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.
- Sustainability (promoting livable & viable communities) – 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.

10. In any of the past three years has your agency expended more than \$750,000 in cumulative federal funds during one fiscal year? Yes No

If yes, did your agency prepare a Single Audit compliant with OMB Circular A-133? Yes No If yes, provide a copy of most recently completed Single Audit. If no, explain why a Single Audit was not prepared. _____

11. Please complete the budget proposal provided as **Attachment A** of this application.

12. **Narratives:** Please provide the following information. (**NOTE:** Your responses are limited to 1,000 characters per question. Narratives beyond this limit may be deleted during final production of your application for presentation to commissions and the City Council):
- a) Identify the nature and extent of the community need to be addressed by the proposed program/service. Provide data that supports the unmet demand for the proposed service in Mission Viejo. As a HUD Approved Housing Counseling Agency, FHF's Fair Housing Program exceeds the HUD requirement to Affirmatively Further Fair Housing, and addresses the FY 2015-2019 City of Mission Viejo Consolidated Plan, specifically Priority and Goal #11.
 - b) Describe the proposed program/service. Include information on how the program/service will address the specific community need. Specify activities to be undertaken, the average amount or length of service will be provided, and the expected outcome of the program/service: FHF proposes to provide a comprehensive Fair Housing Program to approximately 75 unduplicated Mission Viejo residents, home-seekers, and housing providers with: 1) Fair Housing Counseling, Complaint Intake, Investigation & Resolution, 2) Tenant & Landlord Counseling, mediations, unlawful detainer assistance & referrals, 3) Education & Outreach Activities all conducted in the city limits of Mission Viejo & promoted to ensure maximum participation by a minimum of 100 individuals including distribution 2,000 pieces of literature, 1 Certificate Management Trainings, 1 Fair Housing booths, 2 workshops, 1 training to City staff, 6 community agencies, 3 community meetings, 4 community presentation, 1 City Council presentation & social networking, and 4) Conduct services and activities which Affirmatively Further Fair Housing.
 - c) Describe your organization detailing professional qualifications to carry out the proposed program. List all appropriate credentials (if applicable) and related experience. Also discuss organization resources (e.g., facilities, materials, etc.) that are available to provide services. FHF has provided fair housing services in Orange & LA Counties for 53 yrs. Currently FHF contracts with 24 cities although this continues to increase annually due to the quality & level of services provide directly for every City. FHF meets or exceeds all contracted services annually. FHF has a tiny but mighty staff of 8 experienced staff, all capable of providing all program services. With an average length of 14 yrs with FHF, staff includes 4 bilingual in Spanish, 1 bilingual in Vietnamese & 1 certified ASL Interpreter. FHF requires continuing fair housing education for all staff through attendance at annual trainings conducted by the National Fair Housing Alliance, John Marshal School of Law & HUD-DFEH. FHF has offices in Anaheim & Long Beach - both are open Mon to Fri, 8 AM to 5 PM. All materials are printed in English, Spanish, Vietnamese & Khmer.
 - d) Describe the organization's capacity to implement the program and meet projected service goals, and experience administering CDBG funds. FHF brings decades of experience to the process of providing fair housing services. As a contractor with 24 cities, FHF receives multiple annual monitorings & for the past 24 years, has not received a single finding. FHF accepts, uses & complies with all accounting practices set forth at 24 CFR part 85 & applicable OMB Circulars. FHF successfully meets every City program requirement by implementing 4 components to achieve our goals, objectives & outcomes. This includes: (1) Fair Housing Case Management Database, (2) Education & Outreach Database, (3) Program Outcome Based Analysis Reporting Tool (POBART), all proprietary & developed by FHF, and (4) Open communication between City staff & FHF ensures the success of FHF's Fair Housing Program for the City. We do not just work for the City, we work with the City. FHF's strategic goal is "Education over Litigation".
 - e) Provide specific information on how CDBG funds awarded to the program will be spent (e.g., program staff, office supplies, food costs)? Also include information regarding the percentage of agency resources utilized for fundraising and agency management. There are no alternative plans to provide Fair Housing Services for the City of Mission Viejo without funding.

C. CERTIFICATION

1. I hereby certify that, if funds are granted from the City of Mission Viejo to our organization, they will be used to only benefit lower income residents of Mission Viejo. We understand that funding is provided on a reimbursable basis only, that proof of liability insurance will be required, and that our formal agreement with the City will define other reporting and programmatic requirements.
2. No federal appropriated funds have been paid or will be paid, by or on behalf of the grantee, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
3. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.

Name: Barbara Shull

Title: Executive Director

Signature: ORIGINAL SIGNATURE ON FILE Date: 12/12/2017

**CDBG PUBLIC SERVICES AND GRANTS APPLICATION
ATTACHMENT A**

Proposed Budget

Organization: Fair Housing Foundation

Program: Fair Housing Program

EXPENDITURES

CATEGORY	MISSION VIEJO CDBG FUNDS	OTHER SOURCES (Specify Amount)	TOTAL BUDGET
Administration Salaries & Benefits	\$1,232.00	\$0.00	\$1,232.00
Program Salaries & Benefits	\$4,092.00	\$0.00	\$4,092.00
Program Supplies	\$360.00	\$159.00	\$519.00
Facilities (Specify)	\$746.00	\$331.00	\$1,077.00
Communications	\$103.00	\$45.00	\$148.00
Insurance	\$100.00	\$44.00	\$144.00
Utilities	\$0.00	\$0.00	\$0.00
Professional Services (Specify) Consultants	\$232.00	\$102.00	\$334.00
Other (Please specify) Travel	\$93.00	\$0.00	\$93.00
Other (Please specify) Staff Development	\$42.00	\$19.00	\$61.00
Other (Please specify)	\$0.00	\$0.00	\$0.00
TOTAL	\$7,000.00	\$700.00	\$7,700.00

REVENUES

Source (Specify)	OTHER SOURCES (Specify Amount)	Is Source Secured via Contract?
Source: HUD Housing Counseling	\$700.00	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Source:		Yes <input type="checkbox"/> No <input type="checkbox"/>
Source:		Yes <input type="checkbox"/> No <input type="checkbox"/>
Source:		Yes <input type="checkbox"/> No <input type="checkbox"/>
Source:		Yes <input type="checkbox"/> No <input type="checkbox"/>
TOTAL	\$700.00	

CDBG Funded Personnel - **ONLY** list personnel that will be paid with CDBG funds requested as part of the 2018-2019 Program Budget.

Not applicable

AGENCY ADMINISTRATION

POSITION TITLE	ANNUAL SALARY	ANNUAL BENEFITS	TOTAL COMPENSATION	CDBG FUNDS REQUESTED	% OF TIME POSITION IS DEDICATED TO MV CDBG ACTIVITY
Executive Director	\$94,139	\$17,890	\$112,029	\$1,232	1.1%
PROGRAM STAFF CONTINUED FROM BELOW	\$	\$	\$	\$	%
Outreach Coordinator	\$40,344	\$7,395	\$47,739	\$525	1.1%
Housing Counselor	\$35,000	\$7,000	\$42,000	\$412	.98%
CDBG Testers	\$7,000	\$978	\$7,978	\$88	1.1%

PROPOSED PROGRAM STAFF

POSITION TITLE	ANNUAL SALARY	ANNUAL BENEFITS	TOTAL COMPENSATION	CDBG FUNDS REQUESTED	% OF TIME POSITION IS DEDICATED TO MV CDBG ACTIVITY
Program Manager	\$63,970	\$9,867	\$73,837	\$812	1.1%
Fair Housing Specialist	\$50,916	\$8,913	\$59,829	\$658	1.1%
Project Specialist	\$50,100	\$8,541	\$58,641	\$575	.98%
Case Analyst	\$45,170	\$8,397	\$53,567	\$525	.98%
Senior Housing Counseling	\$42,644	\$8,060	\$50,704	\$497	.98%

PROPOSED PROGRAM CONTRACT STAFF

POSITION TITLE	ANNUAL SALARY	ANNUAL BENEFITS	TOTAL COMPENSATION	CDBG FUNDS REQUESTED	% OF TIME POSITION IS DEDICATED TO MV CDBG ACTIVITY
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%