



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: Prevention and Diversion Program
2. Full Legal Name of Applicant Organization: Families Forward
3. Application Contact Person: Tyler Choi
4. Phone: 949-716-2727 Fax: 949-552-2731
5. Mailing Address: 8 Thomas - Irvine, CA 92618
6. E-Mail: tchoi@families-forward.org
7. Location Where Services Will Be Provided: 8 Thomas - Irvine, CA 92618
8. Official Authorized to Sign Contract: Margie Wakeham
9. Federal Tax I.D. #: 33-0086043 DUNS Number: 61-009-3825
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.)

With few affordable housing options available locally, the demand for Families Forward's services in Orange County has continued to increase, and we expect it to increase for Mission Viejo residents as well. While we will continue to provide services for homeless individuals through our rapid re-housing and affordable housing, Families Forward will focus our Mission Viejo CDBG funds on prevention and diversion services. By focusing on safety-net activities for nearly homeless families, our partnership with Mission Viejo can ensure a deeper, more impactful use of city funds by preventing homelessness. In Families Forward's last fiscal year, we received 1,156 requests for prevention and diversion services and we were able to connect with and support 68% of the families seeking assistance. Receiving CDBG funds in 2018-19 would allow us to serve even more Mission Viejo families in a housing crisis, thereby increasing their chances of stability and self-sufficiency for their children.

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	\$7,790.00	Transitional Housing and Prevention and Diversion Program
2016	\$7,940.00	Homeless Prevention Services
2015	\$6,225.00	Homeless Prevention Services
2014	\$5,050.00	Homeless Prevention Services
2013	\$5,400.00	Homeless Prevention Services

Previous Non-MV Funding Information (last 3 years)

Year	Agency	Program Name	Grant Amount
2017	Costa Mesa CDBG	Housing Program	\$16,000.00
2017	Irvine CDBG	Housing Program	\$22,583.00
2017	Lake Forest CDBG	Transitional Housing	\$9,375.00
2017	Newport Beach CDBG	Housing Program	\$14,000.00
2017	Rancho Santa Margarita CDBG	Transitional Housing	\$6,930.00

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 checked="" type="checkbox"/> Homeless Services |
| <input 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>\$10,000</u>
Total Program budget:	<u>\$140,148</u>
Total Agency budget:	<u>\$4,998,080</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**: 900
- Of the number listed above in "a", what is the total number of unduplicated **Mission Viejo clients** to be served? 28
- Of the total Mission Viejo residents to be served listed above in "b", how **many will be assisted with CDBG funds**? 28

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. According to the 23rd Annual Report on the Conditions of Children in Orange County, 47.7% of OC students (226,745 children) received free and reduced lunch in the 16/17 school year. In the Saddleback Valley Unified School district, over 25% of children receive free and reduced lunch. This number is widely viewed as a proxy for the number of children at or near the poverty level. In addition, 6% of children in Mission Viejo are receiving CalFresh and 5.1% are homeless. Further, children living in poverty are more likely to have behavioral and emotional problems, as well as poorer academic outcomes, perpetuating the cycle of poverty over generations. In Mission Viejo, as of December 2017, the average cost of rent for a 1 bedroom was \$1,791, a 7% increase from last year. With wages unable to meet the increases, many families who have never had to ask for assistance are suddenly in a housing crisis and at risk of homelessness.

 - 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: Through Families Forward's Prevention & Diversion services, families at risk of homelessness receive resource referrals, case management, and in some instances limited direct financial assistance with the goal of ensuring they do not become homeless. Last fiscal year Families Forward assisted 790 households through resource referrals, offering 22 families with direct financial assistance. HUD estimates that the average cost of first-time family homelessness is \$11,000. The average Families Forward prevention and diversion services one-time financial assistance is \$1,000. The length of time that an individual receives prevention and diversion services is determined on a case-by-case basis, but Families Forward is committed to returning every call within 24-48 hours. Last fiscal year, Families Forward received 1,156 calls from families at risk of becoming homeless, with all of them receiving a return call.

 - 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. The staff members that most directly carry out the prevention and diversion services include: Elizabeth Andrade, Director of Housing Programs and Services. With over 9 years of experience in social services, Ms. Andrade is currently an active participant in the Continuum of Care and sits on the Coordinated Entry Policy and Procedure and Point in Time Planning Committees. Soledad Rivera, Intake Manager, worked for the Tustin Unified School District as a Community Liason. She is also an advisor for the Tustin Community Foundation. Soledad started with Families Forward as a Case Manager before transitioning to Intake Coordinator, and works to assess families seeking assistance from Families Forward. Soledad also coordinates all Families Forward's external partnerships and resources. Amy Spencer, Family Navigator, began as a volunteer and now works as a full time paid staff member stabilizing families in a homeless or nearly homeless situation through access to community resources.

 - d) Describe the organization's capacity to implement the program and meet projected service goals, and experience administering CDBG funds. Families Forward has over 33 years of experience helping

low-income and homeless families in crisis in Orange County regain financial stability and self-sufficiency. Beginning with five rented apartments in Irvine, Families Forward has grown in response to community need and has a large variety of housing options for families throughout Orange County. Families Forward also provides a extensive network of homeless prevention resources to help families in a financial or housing crisis.

- 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. Support from Mission Viejo CDBG funds will be used to cover a portion of program staff costs for the Intake Manager and one Housing Navigator. These positions work directly with Mission Viejo residents to stabilize their current housing situation, provide an extensive array of community resources and prevent episodes of homelessness. We intend to serve approximately 28 Mission Viejo residents through our Prevention and Diversion Program. For the seventh year in a row, Families Forward earned Charity Navigator's top 4-star rating, placing our agency among the top 3%of charities nationwide. This is due in large part to our sound fiscal management with 90% of all contributions going directly to programs and services to client families, and only 10% dedicated to administration and fundraising.

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: Margie Wakeham

Title: CEO

Signature: ORIGINAL SIGNATURE ON FILE Date: 12/18/17

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

Proposed Budget

Organization: Families Forward

Program: Prevention and Diversion

EXPENDITURES

CATEGORY	MISSION VIEJO CDBG FUNDS	OTHER SOURCES (Specify Amount)	TOTAL BUDGET
Administration Salaries & Benefits	\$0.00	\$8,300.00	\$8,300.00
Program Salaries & Benefits	\$10,000.00	\$73,000.00	\$83,000.00
Program Supplies	\$0.00	\$430.00	\$430.00
Facilities (Specify)	\$0.00	\$3,850.00	\$3,850.00
Communications	\$0.00	\$0.00	\$0.00
Insurance	\$0.00	\$1,048.00	\$1,048.00
Utilities	\$0.00	\$3,930.00	\$3,930.00
Professional Services (Specify)	\$0.00	\$0.00	\$0.00
Other (Please specify) Direct Client Assistance	\$0.00	\$18,400.00	\$18,400.00
Other (Please specify) Training and Mileage	\$0.00	\$1,190.00	\$1,190.00
Other (Please specify) In Kind Donations	\$0.00	\$20,000.00	\$20,000.00
TOTAL	\$10,000.00	\$130,148.00	\$140,148.00

REVENUES

Source (Specify)	OTHER SOURCES (Specify Amount)	Is Source Secured via Contract?
Source: OCCF Impact Philanthropy Grant	\$10,000.00	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Source: Designated Major Gifts	\$28,000.00	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Source: Families Forward General Funds	\$92,148.00	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"/>
TOTAL	\$130,148.00	

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
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%

PROPOSED PROGRAM STAFF

POSITION TITLE	ANNUAL SALARY	ANNUAL BENEFITS	TOTAL COMPENSATION	CDBG FUNDS REQUESTED	% OF TIME POSITION IS DEDICATED TO MV CDBG ACTIVITY
Intake Manager	\$55,000	\$9,900	\$64,900	\$5000.00	8%
Family Navigator	\$43,680	\$7,860	\$51,540	\$5000.00	10%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%

PROPOSED PROGRAM CONTRACT STAFF

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