



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: Emergency Assistance Services
2. Full Legal Name of Applicant Organization: South County Outreach
3. Application Contact Person: Mikelle Daily
4. Phone: (949)380-8144 ext 222 Fax: (949)380-3798
5. Mailing Address: 7 Whatney, Suite B, Irvine, CA 92618
6. E-Mail: mdaily@sco-oc.org
7. Location Where Services Will Be Provided: 7 Whatney, Suite B, Irvine, CA 92618
8. Official Authorized to Sign Contract: Lara Fisher, President & CEO
9. Federal Tax I.D. #: 33-0330233 DUNS Number: 806928511
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.)

CDBG funds requested in this application will be used to provide emergency assistance services to Mission Viejo residents. The cost to re-house or re-connect a family after loss of home or utility services, is up to five times the amount of the cost to prevent eviction or disconnection. Rental and utility assistance prevents homelessness and costly evictions. Free food from the Food Pantry provides families the opportunity to reallocate "food money" toward other necessary expenses without giving up nutritional choices. In 2018, South County Outreach will be expanding its services to senior residents in Orange County, including those living in Mission Viejo. Recent surveys have indicated that a second visit to the food pantry each month is needed for our seniors to increase nutritional choices, obtain food security, and prevent the threat of homelessness.

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	\$9,740.00	Emergency Assistance Services
2016-17	\$11,440.00	Emergency Assistance Services
2015-16	\$11,775.00	Emergency Assistance Services
2014-15	\$9,950.00	Emergency Assistance Services
2013-14	\$11,520.00	Emergency Assistance Services

Previous Non-MV Funding Information (last 3 years)

Year	Agency	Program Name	Grant Amount
2017-18	City of Lake Forest	Emergency Assistance Services	\$9,895.00
2017-18	City of Irvine	Emergency Assistance Services	\$16,775.00
2017-18	City of Rancho Santa Margarita	Emergency Assistance Services	\$8,240.00
2017-18	City of Laguna Niguel	Emergency Assistance Services	\$6,685.00
2016-17	City of Lake Forest	Emergency Assistance Services	\$8,000.00

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>\$20,000</u>
Total Program budget:	<u>\$3,096,020</u>
Total Agency budget:	<u>\$3,096,020</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**: 7,500
- Of the number listed above in "a", what is the total number of unduplicated **Mission Viejo clients** to be served? 800
- Of the total Mission Viejo residents to be served listed above in "b", how **many will be assisted with CDBG funds**? 800

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. N/A

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. 15% of the total individuals served year-to-date by South County Outreach are from Mission Viejo. The city of Mission Viejo currently ranks number two for the number of residents served out of all the cities in our service area throughout south Orange County. The average number of services received per Mission Viejo resident in 2017 is eight. An example of a service is a visit for a week's worth of free food, rental assistance, utility assistance, case management, a free computer class, a backpack full of school supplies, free holiday food, or housing for a homeless family in one of our 17 South County Outreach owned condominiums. South County Outreach provides a safety-net of emergency assistance services to our most vulnerable community members including seniors, Veterans, children, the homeless, the disabled, and families-in-crisis in south Orange County.

 - 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: South County Outreach provides emergency assistance to residents at-risk of hunger and homelessness. For families who are already homeless, transitional housing, affordable housing, and rapid-rehousing (rental subsidy) is available. Emergency assistance includes rental assistance to prevent eviction, utility assistance to prevent disconnection, and free food from our 10,000 square foot community Food Pantry which operates 5-days a week. Clients can make nutritional choices from available fresh produce, meat, bakery and dairy items, and non-perishable canned food items. Clients receive additional food items for Thanksgiving and holiday meals. Providing food enables households to free up dollars to help pay for rent, medical care, and other necessities. Residents may also receive case management services to help them plan a realistic budget to move toward self-sufficiency and connect them with local resources and referrals.

 - 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. South County Outreach has over 1,500 community volunteers currently assisting 12 paid staff with program operations. A refrigerated truck and 11 commercial refrigerators/freezers make it possible for food to be safely transported to the pantry and stored without spoiling or waste. Case management services are available in the same location as the Food Pantry. The staff at South County Outreach has the appropriate professional qualifications to carry out the important work of the agency. Our Executive Director, Lara Fisher, has an M.A. in Public Relations and over twenty years of nonprofit experience. The position of Director of Operations/Food Pantry is held by Renee Stevenson who has several years of experience working with at-risk families and supervising volunteer staff. Homeless Prevention Services are provided by Andrew Castillo, M.S., Case Manager under the direction of Linda Janzen, Ph.D., MSW, Director of Housing and Homeless Prevention.

 - d) Describe the organization's capacity to implement the program and meet projected service goals, and experience administering CDBG funds. South County Outreach has been in operation for the past 28 years, and has successfully administered government and public funding since its first award over 20

years ago. Past grants have included funds from cities (CDBG and Community Services grants) for operating expenses, rental and utility assistance, more complex grants for property acquisition, multiple year HUD grants for Transitional Housing, Orange County EFSP funds, and multiple Federal stimulus grants for rental assistance (HPRP). The location of South County Outreach near the 405/5 freeways off Bake Ave. is easily accessible to the residents of south Orange County that we serve. With staff and continued volunteer support from 250 regular weekly-scheduled volunteers and additional 1,250+ community volunteers throughout the year, South County Outreach is properly staffed and located to meet the demand for these emergency assistance services for Mission Viejo residents and its surrounding neighborhoods.

- 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. CDBG funds will be used to help pay for our building rent (which includes the Food Pantry warehouse and case management offices) - \$15,000 - and the cost of our general liability insurance - \$5,000 - which covers our more than 250 volunteers who staff the Food Pantry on a weekly basis. South County Outreach is efficient and effective at utilizing funding toward direct client services, with agency management/fundraising representing only 8% of total agency costs.

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: Mikelle Daily

Title: Grants Manager

Signature: ORIGINAL SIGNATURE ON FILE Date: 12/11/2017

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

Proposed Budget

Organization: South County Outreach

Program: Homeless Prevention

EXPENDITURES

CATEGORY	MISSION VIEJO CDBG FUNDS	OTHER SOURCES (Specify Amount)	TOTAL BUDGET
Administration Salaries & Benefits		\$71,358.00	\$71,358.00
Program Salaries & Benefits		\$642,222.00	\$642,222.00
Program Supplies		\$112,000.00	\$112,000.00
Facilities (Specify)	\$15,000.00	\$170,150.00	\$185,150.00
Communications		\$9,900.00	\$9,900.00
Insurance	\$5,000.00	\$8,550.00	\$13,550.00
Utilities		\$36,000.00	\$36,000.00
Professional Services (Specify) Audit, Accounting		\$136,000.00	\$136,000.00
Other (Please specify) Direct Client Services		\$365,540.00	\$365,540.00
Other (Please specify) In Kind Food & Services		\$1,494,300.00	\$1,494,300.00
Other (Please specify) Food Purchase		\$30,000.00	\$30,000.00
TOTAL	\$20,000.00	\$3,076,020.00	\$3,096,020.00

REVENUES

Source (Specify)	OTHER SOURCES (Specify Amount)	Is Source Secured via Contract?
Source: Private Foundation Grants	\$387,450.00	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Source: Individual and Corporate Donations	\$570,000.00	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Source: CDBG, Other Government Support	\$153,335.00	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Source: Thrift Store, Rental, Int., Events	\$500,280.00	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Source: In-kind Food and Services	\$1,494,300.00	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
TOTAL	\$3,105,365.00	

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

PROPOSED PROGRAM CONTRACT STAFF

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