



**CITY OF RANCHO SANTA MARGARITA
2025-2026 COMMUNITY DEVELOPMENT BLOCK GRANT
PUBLIC SERVICE GRANT APPLICATION**

APPLICATION DUE DATE - 3:00 PM JANUARY 30, 2025

Submit one original application to:

Mike Linares
City of Rancho Santa Margarita
22112 El Paseo Rancho Santa Margarita CA 92688

**Also, submit this Application Form (MS Word format) by the due date/time to:
mlinares@cityofrsm.org**

Only complete applications will be considered. Use the checklist below to ensure your application package is complete. Ensure all required text fields and applicable boxes are completed or checked. Click on the appropriate box to insert text or checkmark; "Tab" from field to field to complete the application. Avoid hard returns within the text box. Narrative text fields are limited in space, so provide concise responses.

DO NOT MODIFY THE APPLICATION FORM

Organization Legal Name: Orange County Fair Housing Council, Inc.

Proposed Program Name: R.S.M. Fair Housing Education, Counseling & Enforcement

CDBG Amount Requested: \$3,500

☒ Application (including Attachment A: Proposed Budget & Attachment B: Proposed CDBG- Funded Personnel)

SUBMIT THE FOLLOWING MATERIALS AS PDF FILES ON A USB DATA STORAGE DEVICE (NO CD-ROMs)

- ☒ Proposed Program Application or Intake Sheet
- ☒ IRS Tax-Exempt Documentation
- ☒ Current Board of Directors Roster
- ☒ Most Recent 990 Tax Filing (remove password protection)
- ☒Most Recent Financial Statement & Audit (remove password protection)

Do not submit testimonials, letters of support, or program literature.

APPLICANT GENERAL INFORMATION

- A. Organization Legal Name: Orange County Fair Housing Council, Inc.
- B. Mailing Address: 2021 E 4th St., Ste. 122, Santa Ana, CA 92705-3912
- C. Proposed Program Name: R.S.M. Fair Housing Education, Counseling & Enforcement
- D. Check the **ONE** category that best describes the proposed program
☐ Youth ☐ Senior ☐ Disabled Adults ☐ Low/Mod General
☐ Homeless ☒ Fair Housing ☐ Housing
- E. Is this application submitted by a faith-based organization? ☐ Yes ☒ No
- F. Is this request for a New ☐ or Existing ☒ program?
- G. Location of where service will be provided (i.e., specify if the program is citywide, a street address, a school site, Census Tract/Block Group, etc.): Citywide, largely via telephone & email from our Santa Ana office, with onsite services in RSM as needed and appropriate.
- H. Person to contact regarding this application:

Name: Violet Rodriguez Email Address: vrodriquez@fairhousingoc.org

Telephone: 714-881-0542 Fax: 714-835-0281
- I. Federal Tax ID Number: 95-2538829 UEI Number: EGGLXADJE43
- J. Organization officials that will execute the grant agreement (2 required):

Name: Denise Y. Cato Title: President / CEO Email Address: dcato@fairhousingoc.org

Name: Oscar Rodriguez Title: Board Chair Email Address: Oscar@proactiveri.com

2. COMMUNITY NEED FOR PROGRAM

- A. Summarize the nature and need for the proposed program in RSM. Include information regarding the characteristics of persons to be served (e.g., age, disability, income situation, and other distinguishing characteristics) and data that supports the unmet need for the proposed program in RSM. Federal regulations require CDBG eligible jurisdictions plan for and undertake actions to affirmatively further fair housing within their jurisdiction. Additionally, achieving the goal of good governance requires that local discriminatory housing practices be countered and equal housing opportunities advanced. This program is a vital part of a system of local justice, which helps make RSM a better place to live for all.

Unlawful housing discrimination occurs with the city of RSM, as it does broadly, in violation of federal and California civil rights laws. Based on services previously delivered, we anticipate 2 current or potential RSM household will make allegations of housing discrimination sufficiently meritorious to warrant the creation of a case file during the 2025-26 PY. The Fair Housing Council of Orange County (FHCOC) will effectively respond to any and all such complaints or allegations. In the event at least two case file are not opened, we will substitute a paired rental test of an RSM multi-family rental property to assess the possible existence of discriminatory housing practices.

Also, other housing disputes and housing law violations arise within RSM, some of which may result to substandard housing conditions. Based again on prior years' experience, about 7 RSM landlord-tenant housing issues involving significant substandard conditions will be addressed from among about 60 unduplicated households served for a variety of inquiries, issues, or disputes. It is estimated households served will make a total of 66 requests for service to address 195 issues, disputes or inquiries. Our landlord-tenant education and counseling activities result in an improved exercise of rights and compliance with obligations for both housing consumers and providers, and will directly influence improvements in housing conditions in RSM.

The vast majority of RSM households served are those eligible under CDBG requirements. Based on prior years' experience, 85% will be very-low or low income (0%-50% AMI) and another 10% low-moderate income (51%-80% AMI). About 20% include persons age 62 or older. The racial composition is approximately 65% White, 10% Black, 10% Asian and another 15% of other racial backgrounds. About 20% will be of Hispanic ethnicity.

- B. Discuss if other organizations provide a similar service to RSM residents and how the proposed program differs or augments these similar services. Explain why this program is cost-effective compared to similar services provided by another agency. No other private non-profit organization currently provides these proposed services in RSM. Services provided by federal and state agencies are available to address fair housing law violations, but they do not offer the education and counseling components we propose, or the conducting of tests for possible discrimination. The proposed landlord-tenant services are not available from these government agencies.

The costs for the proposed services are reasonable as they match, proportionately, the costs for operating identical services for other entitlement jurisdictions in Orange County. It is estimated that the per unit cost for the City of Rancho Santa Margarita to deliver similar services using "in-house" resources would be at least double what we propose. Our "fair share" funding approach (approx. 1.5% for RSM) allows the City of RSM to have a "stand-alone" program while benefiting from the economies of scale in providing services we provide to about 48% of the county population.

- C. Provide the following information regarding the anticipated number of individuals to be served by the proposed program between **7/1/2025 and 6/30/2026**:
1. How many unduplicated individuals will benefit from the proposed activity **regardless of City of residence**? 180 Individuals
 2. How many unduplicated RSM residents will the proposed activity assist? 170 Individuals
 3. How many unduplicated lower-income RSM residents will the proposed activity assist with the requested CDBG funds? 150 Individuals
- D. Provide a Performance Plan (Goals and Objectives) via a "breakdown" of the number of RSM residents to be served and the type of service(s) to be provided. Each resident serviced should be counted one time for the year and toward a single service category. See the sample below.

SAMPLE PERFORMANCE PLAN	
RSM Residents	Type of Service Provided
20	Phone Referrals
50	Education / Outreach (community presentations, distribution of flyers, pamphlets, etc.)
10	Counseling Services
5	Direct Assistance (rental, transitional housing, legal services, emergency shelter, etc.)
85	TOTAL

PROPOSED PERFORMANCE PLAN	
RSM Residents	Type of Service Provided
7	Fair housing counseling, investigative & enforcement activities for allegations of discrimination that may merit the opening of at least 2 case files.
163	Landlord-tenant counseling to assist housing consumers and providers.
40	1 tenant workshop; 1 landlord workshop; participation in or make 2 outreach presentations or public events, either in-person or virtual.
	NOTE: outreach participants will not be verifiably unduplicated
210	TOTAL

- E. From the list below, select one HUD-required "Objective" and one HUD-required "Outcome" that the proposed activity will address.

HUD Objectives

- ☒ Create a Suitable Living Environment: Activity designed to benefit the community, families, or individuals by addressing living environment issues.
- ☐ Provide Decent Affordable Housing: Housing activity designed to meet individual family or community housing needs.
- ☐ Create Economic Opportunities: Activity such as economic development or commercial revitalization that creates or expands job opportunities.

HUD Outcomes

- ☐ Availability/Accessibility: Services, infrastructure, housing, or shelter will be available/accessible to Low- & Moderate-Income people, including people with disabilities.
- ☐ Affordability: The activity will provide affordability for Low- & Moderate-Income people, including the creation/maintenance of affordable housing, basic infrastructure, or services.
- ☒ Sustainability (Promoting Livable or Viable Communities): The program/project will improve the community by making it livable or viable by providing benefits to Low/Moderate-Income people.

- F. Regarding the "Outcome" selected above, describe how the success and effectiveness of the proposed services will be measured. Include a definition of success/effectiveness, tools to measure program success/effectiveness, and the percentage of individuals to be served that will meet the success/effectiveness threshold. Discuss steps to implement performance measures if outcome measurements are not in place. Our goals are based on the two most recently completed fiscal years' actual services. A change in services delivered in those years causes an increase or decrease in proposed service levels for the upcoming fiscal year, and sometimes a resulting funding request change (after adjusting for base program cost changes). This allows reasonable output estimation and allows us realistically to meet our proposed services.

Program success has at least 3 major measures: a) whether the agency helped resolve the client's housing problem to the client's satisfaction; b) whether more than 75% of the housing problems presented are addressed by the agency without having to refer the client elsewhere; and, c) whether we delivered no less than 90% of the services proposed.

Due to the "self-help" nature of services we do not follow-up with clients except for those making allegations of discrimination with an opened case file. We do track service delivery levels quantitatively through the use of Access databases, which allow us to regularly monitor service delivery levels and evaluate progress towards our goals.

3. ORGANIZATIONAL CAPACITY AND EXPERIENCE

- A. Summarize your organization's experience in carrying out the proposed program. Include information regarding the length of time providing service, staff professional qualifications (including license, academic credentials, etc.), and other relevant information. We have provided fair housing services to CDBG entitlement jurisdictions since the inception of the program (50 years). We currently serve 7 jurisdictions comprising about 48% of the county's population. We have 10 full-time staff members who are qualified, trained & experienced in fair housing law, landlord-tenant law and HUD housing programs. Our services comply with HUD-recognized methods to "affirmatively further fair housing", being recognized by HUD as a Qualified Fair Housing Organization (QFHO). We are a HUD-approved Housing Counseling Program agency, and have been recognized by the County courts as a referral resource for persons involved in eviction cases.

We're governed by a 4-member volunteer Board of Directors (w/ 5th vacant), which establishes and oversees all policies. The background of the board is diverse. They include real estate professionals, an attorney/CPA, and a retired former agency employee.

Cooperating, pro bono attorneys are available to assist as needed. Staff members periodically attend training and conferences on fair housing law, landlord-tenant law and HUD programs. One staff member is a certified mediator, and another a HUD-certified housing counselor. Our staff, between them, has over 100 years of experience in the fields of fair housing and landlord-tenant law. We provide comprehensive counseling services in English and Spanish, and are seeking to replace a Vietnamese-speaking counselor.

Finally, as a QFHO we receive direct HUD funding for both private fair housing enforcement (PEI) and education and outreach (EOI) under the highly-competitive Fair Housing Initiatives Program (FHIP). Our services meet or exceed HUD's regulations concerning a local entitlement jurisdiction's annual CDBG certification of providing services that affirmatively further fair housing of providing services that affirmatively further fair housing.

- B. Has your agency previously received CDBG funding from the City of RSM? Yes ☒ No ☐
- C. Summarize your organization's experience administering CDBG public service grant funds.

Name of City or County Providing Prior CDBG \$	Year Funds Received	CDBG Grant Amount	Program Funded
7 Different O.C. Jurisdictions	2024	\$243,900	F.H. Educ, Counseling & Enforce.t
7 Different O.C. Jurisdictions	2023	\$227,400	F.H. Educ, Counseling & Enforce.t
7 Different O.C. Jurisdictions	2022	\$227,150	F.H. Educ, Counseling & Enforce.t

- D. Are you requesting funding for this program from any other City or County?
Yes ☐ No ☒ If "Yes," from whom and how much?

City/County	Funding Source	Amount Requested
		\$
		\$
		\$

- E. Will volunteers, donated goods/services, and/or fundraising activities be used to supplement the proposed program? Yes ☒ No ☐ Summarize these efforts. Our agency raises funds from financial institutions, the housing industry, other corporate donors, and from individuals. We also obtain unrestricted funds through seminar fees and the settlement or adjudication of fair housing cases

that are used to support fair housing and landlord-tenant services. We do not utilize donated goods or services that directly support program activities, but from time to time we receive donations of "capital" equipment such as computers and/or furnishings. We do receive volunteer labor on an irregular basis that is used to help in the direct provision of the proposed program services, as appropriate.

F. Financial/Administrative Audit:

1. In any one of the past 3 years, has your agency expended more than \$750,000 in federal funds during a fiscal year? Yes ☒ No ☐
2. During this year(s), did your agency prepare an audit compliant with OMB Circular A-133 or by an independent auditor? Yes ☐ No ☒ If "No," explain why an audit has not been conducted. We have conditionally answered 'No' for the following reason. The agency surpassed the \$750,000 threshold for the first time in the 2023-2024 fiscal year ended June 30, 2024. A Single Audit for that year is in preparation and can be provided upon its completion. We did have a Financial Review for the year ended June 30, 2022 prepared, and it is provide as a PDF attachment. We have also attached a Financial Statement showing the agency's financial position as of June 30, 2024.

4. PROGRAM INFORMATION AND BUDGET

A. Complete the following budget summary for the proposed program.

- | | |
|--|------------|
| 1. 2025-2026 CDBG Grant Funds Requested: | \$ 3,500 |
| 2. Total 2025-2026 Program Budget: | \$ 302,200 |
| 3. Total 2025-2026 Budget for <u>all programs offered by your agency:</u> | \$ 875,000 |

B. Summarize how requested CDBG funds will be used (e.g., staff salaries, benefits, program supplies, insurance, direct client assistance, etc.). Include information on how requested funds will directly benefit RSM residents. (Ensure that **Attachment A, "Proposed Program-Budget,"** reflects this outline.) Funds will be used to pay salaries and benefits for program and administrative staff for fair housing education, counseling and enforcement program activities, combined with counseling and education/outreach services for landlords and tenants concerning general landlord-tenant law.

C. Provide the following information regarding full-time, part-time, contract, and volunteer staff that will be utilized to provide the proposed service. (If CDBG funds are requested for personnel costs, **Attachment B, "CDBG Funded Personnel,"** must be completed.)

Full-Time staff:	<u>5</u>	Part-Time staff:	<u>0</u>
Contract staff:	<u>0</u>	Program volunteers:	<u>1-2</u>

5. CLIENT INTAKE INFORMATION

- A. HUD requires that each organization that provides services to individuals with CDBG public service grant funds document the size, race/ethnicity, and income of assisted households.

Does the proposed program application/intake form collect this information?

Yes ☒ No ☐

If "**Yes**," how is the information documented?

1. Self-Certification: ☒
2. Analysis of household income documents such as tax returns/paychecks: ☐

If "**No**," how will this information be collected and/or reported to the City? _____

*Note: Income documentation is not required but requested for "**presumed beneficiary**" category clients. Per HUD regulations, presumed beneficiaries include abused children, seniors (over 62 years of age), battered spouses, severely disabled adults, homeless persons, illiterate persons, persons with HIV/AIDS, and migrant farmworkers. Documentation of "presumed beneficiary" status is required.*

- B. Will the proposed program exclusively serve presumed beneficiaries?

Yes, the proposed activity ☐ No ☒

If "**Yes**," list the category _____

6. CERTIFICATION

I hereby certify that I am authorized to submit this application for CDBG public service grant funding provided by the City of Rancho Santa Margarita ("City") by the Board of Directors of **Orange County Fair Housing Council, Inc.** ("Applicant"). If grant funds are granted, funds will be used solely to benefit low- and moderate-income Rancho Santa Margarita residents. Applicant understands that general liability, auto liability insurance, and workers' compensation insurance are required and will be provided per a grant agreement to be executed between the City and the Applicant. Applicant 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 according to this agreement and consistent with applicable federal regulations. If the Applicant fails to serve eligible Rancho Santa Margarita residents during the term of the contract or fails to substantially attain projected accomplishments (defined as at least 75% of the projected number of persons to be served), Applicant may be required to repay all or a portion of funds already disbursed to the Applicant by the City and/or forego receipt of additional grant funds. The Applicant also certifies that it complies with all local zoning/land use regulations and possesses all required licenses and permits to operate/provide the program.

Name: Denise Y. Cato

Title: President / CEO

Signature

Date

ATTACHMENT A
PROPOSED 2025-2026 PROGRAM
BUDGET

BUDGET CATEGORY	CDBG FUNDS	OTHER FUNDS	TOTAL FUNDS
Agency Administration Staff Salaries & Benefits	\$ 550.00	\$ 38,650.00	\$ 39,200.00
Program Staff Salaries & Benefits	\$2,950.00	\$203,750.00	\$206,700.00
Program Supplies	\$	\$ 2,175.00	\$ 2,175.00
Rent/Lease	\$	\$ 17,460.00	\$ 17,460.00
Communications	\$	\$ 12,030.00	\$ 12,030.00
Utilities	\$	\$ 0.00	\$ 0.00
Insurance	\$	\$ 2,740.00	\$ 2,740.00
Professional Services (Specify) audit, CPA, Atty, IT	\$	\$ 3,840.00	\$ 3,840.00
Other (Specify) Local Travel, Testing, Invest,	\$	\$ 2,850.00	\$ 2,850.00
Other (Specify) Staff Training	\$	\$ 2,700.00	\$ 2,700.00
Other (Specify) Education & Outreach	\$	\$ 8,350.00	\$ 8,350.00
Other (Specify) Banl, Dues & Subscrip, Other	\$	\$ 4,155.00	\$ 4,155.00
TOTAL	\$3,500.00	\$298,700.00	\$302,200.00

List Source of "Other" Program Funds

SOURCE OF OTHER PROGRAM FUNDS	AMOUNT OF OTHER PROGRAM FUNDS	ARE FUNDS ALREADY SECURED VIA CONTRACT?
Seminar Fees (non-CDBG activities)	\$ 25,500.00	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Fundraising	\$ 20,400.00	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Case / Complaint Settlements	\$ 12,400.00	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
CDBG Funding from 6 Other CDBG Jurisdictions	\$240,400.00	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	\$	Yes <input type="checkbox"/> No <input type="checkbox"/>
TOTAL	\$298,700.00	

ATTACHMENT B

PROPOSED CDBG FUNDED PERSONNEL

(Only list staff for which CDBG funding is requested)



Not Applicable – no CDBG funding is requested for staff.

AGENCY ADMINISTRATION STAFF

POSITION TITLE	ANNUAL SALARY	ANNUAL BENEFITS	TOTAL COMPENSATION	CDBG FUNDS	% OF TIME POSITION IS DEDICATED TO RSM CDBG ACTIVITY
Grants Manager (admin)	\$55,850	\$10,200	\$66,050	\$210	0.50%
Dir. CDBG / Record Clerk (admin)	\$62,900	\$11,480	\$74,380	\$340	0.50%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%

PROGRAM STAFF

POSITION TITLE	ANNUAL SALARY	ANNUAL BENEFITS	TOTAL COMPENSATION	CDBG FUNDS	% OF TIME POSITION IS DEDICATED TO RSM CDBG ACTIVITY
Grants Manager (prog)	\$55,850	\$10,200	\$66,050	\$330	0.60%
Dir. CDBG / Record Clerk (prog)	\$62,900	\$11,480	\$74,380	\$400	0.80%
Landlord Tenant Specialist (Span.)	\$45,250	\$ 8,260	\$53,510	\$740	1.70%
Landlord Tenant Specialist (Span.)	\$45,250	\$ 8,260	\$53,510	\$740	1.70%
Landlord Tenant Specialist Viet. TBH)	\$45,250	\$ 8,260	\$53,510	\$749	1.70%

PROGRAM CONTRACT STAFF

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