



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

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

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| Application is due at 2:00pm, Friday, February 9, 2024 Submit application to: Mikelle Daily, Grant Administrator <u>mikelle.daily@costamesaca.gov</u> Costa Mesa City Hall – 2 nd Floor 77 Fair Drive, Costa Mesa, CA 92626 | |
| Legal Name of Organization: | Boys & Girls Clubs of Central Orange Coast |
| Program Name: | Workforce Development |
| Primary Contact for Application: (Name & Title) | Travis Whitten, Chief Philanthropy Officer |
| 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. | |

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| 1. Applicant Organization Information | |
| Mailing Address: | 17701 Cowan St. Irvine, CA 92614 |
| Federal Tax I.D. #: | 95-1893417 |
| UEI: (unique entity ID) | ZLLBC77MDM27 |
| Primary Contact Telephone/Email: | (714) 565-1099 ext. 302 twhitten@boysandgirlsclub.com |
| Organization's Officials Authorized to Execute Contract (two are required): | |
| Name Robert Santana | Title Chief Executive Officer |
| Name Kristle Duran | Title Chief Operating Officer |
| Faith-based organization: | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |

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

2. Applicant Program Information

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| Program Name: | Workforce Development |
| Location where service will be provided: | Citywide: <input checked="" type="checkbox"/> Specific Location(s): |
| CDBG Amount Requested: | \$ 30,000 |
| Other Funding for this Program: | \$ 540,995 |

Check the **one** category that best describes the proposed program:

| | | | |
|--|--------------------------|--------------------------------|-------------------------------------|
| Senior/Frail Elderly Services (05A) | <input type="checkbox"/> | Youth Services (05D) | <input checked="" 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? Yes No

If yes, what is the total % of Veteran clients served by the program? %

Brief Program Summary:

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.

Boys & Girls Clubs of Central Orange Coast recently merged with Youth Employment Service (YES) to provide no-cost job readiness programming that prepares low-income Costa Mesa youth ages 16-24 to search, interview for, secure and maintain meaningful employment. Our Workforce Development program promotes economic opportunity in Costa Mesa by ensuring youth who desire pathways beyond a four-year university are given the resources and support needed to earn an above livable wage job. Grant funds will be used to support the salaries of program staff who work directly with youth.

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.

According to the 2022 U.S. Census' American Community Survey, 11% of the population for whom poverty status is determined in Costa Mesa live below the poverty line. This is a 2.4% increase from 2021 (8.6%) and a .7% increase from 2020 (10.3%). Individuals within the 16-24 age range compose approximately 16% of the demographic living in poverty, with more than half being from minority populations.

Our work with Costa Mesa youth is critical. They are not simply looking for jobs to gain extra income for themselves; their employment is vital to their family's ability to stay housed and fed. Poverty, unemployment, ethnicity, isolation, personal crises, destitution and homelessness are mutually reinforcing. Our organization seeks to address this community need by helping low-income, at risk youth develop the hard and soft skills needed to succeed in the workforce early on, effectively breaking cycles of poverty and setting youth on an upwards trajectory.

Through Workforce Development, we don't just help youth successfully search, interview for and land meaningful jobs. We help youth cultivate their skills, contribute to the economy and enhance their wellbeing and that of their families.

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.

Our organization partners with Orange County high schools to bring our program to senior classrooms. Our Costa Mesa high school partners include: Early College, Estancia, and Costa Mesa where the Workforce Development program is provided to the senior class as part of their exit project.

Each year, our organization closely collaborates with approximately 200 local employers to place youth in appropriate and meaningful jobs. This includes reaching out to local employers with whom we develop strong relationships and posting their employment opportunities on our job board. In an effort to build relationships with these employers, our organization is a member of local Chambers of Commerce and canvasses the community for businesses that would hire youth in livable-wage, entry level positions.

Organization-wide, we partner with over 55 other nonprofit organizations to offer courses and workshops such as financial literacy, healthy cooking and English as a second language, serving over 350 low-income families daily. We believe that a more united community is a stronger community. We make it a priority to increase our number of community partners to best serve our youth and families and have a proven track record of accomplishing this goal. For the past decade, we have increased our number of community partnerships by approximately 7-10% each year.

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 |
|---------------------|-------------------|------------------------|
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If previously funded by Costa Mesa CDBG, has your agency ever failed to expend all awarded grant funds? If yes, explain reasons: Yes No

While Boys & Girls Clubs of Central Orange Coast has not yet received CDBG funds from Costa Mesa, YES has partnered with the City of Costa Mesa since 2001 to successfully administer CDBG funds in support of our programs for Costa Mesa youth.

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 |
|---------------------------|--|--------------|------|
| Roberto Foundation | Steve Muzzy (949) 209-6210 steve@mfnpartners.net | \$ 150,000 | 2024 |
| Tarsadia Foundation | al info@tarsadiafou | \$ 150,000 | 2024 |
| Sharon D. Lund Foundation | ey karen@sdlundfou | \$ 75,000 | 2023 |

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 |
|---------------|-----------------|-------------------|-------------------|
| College Bound | 2023 | \$ 37,500 | City of Santa Ana |
| College Bound | 2022 | \$ 40,000 | City of Santa Ana |
| College Bound | 2021 | \$ 43,803 | City of Santa Ana |
| College Bound | 2020 | \$ 40,000 | City of Santa Ana |

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) |
|--------------|--------------------------------------|
| \$ 50,000 | City of Newport CDBG |
| \$ 25,000 | City of Orange CDBG |
| \$ 100,000 | City of Santa Ana CDBG |
| | |

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

Our in-kind support that we receive is estimated at \$25,000. This support includes volunteer's time to provide career-specific mentorship. Our organization also has an affiliated foundation, which solicits planned and major gifts to help assure the long-term financial health of our organization. Board dues, special events, and rentals round out our main revenue streams, allowing us to strategically sustain all of our programs and secure our financial sustainability.

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| 6. Proposed Program Budget: | |
| 2024-2025 Costa Mesa CDBG Grant Funds Requested: | \$ 30,000 |
| Total 2024-2025 Program Budget: | \$ 570,995 |
| Total 2024-2025 Agency Budget: | \$ 7,340,448 |
| Percentage of Agency's total budget spent on fundraising and overall administration? | 15 % |
| 7. Proposed Program Goals: | |
| Total number of unduplicated clients, regardless of city of residence that will receive services by the program between 7/1/24-6/30/25? | 2,000 |
| Total number of unduplicated Costa Mesa clients that will receive services by the program between 7/1/24-6/30/25? | 1,000 |
| Percentage of low-income unduplicated Costa Mesa clients (at or below 80% of the County's median income)? | 77% |

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| 8. HUD Requirements: | |
| <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 checked="" 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 | |

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| Is funding request for a New or Existing program? If for existing program, how will this program be "expanded" from current program efforts? |
| It is our goal to increase the amount of teens served from 1,100 to well over 2,000. This year, we are poised to serve double the amount of teens we served last year. To accomplish this, we must increase the amount of school sites that we serve by providing services at high school sites that we serve by providing services at high schools, trade schools, community colleges and beyond. |

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| Compliance with OMB Circular A-133 (Single Audit): | | |
| 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 checked="" type="checkbox"/> Yes | <input 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: | | |
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| All CDBG-funded activities must meet a HUD Objective and Outcome. | |
| <u>Objectives:</u> Select one HUD objective that best applies to the proposed program: | |
| <input 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 checked="" type="checkbox"/> | <u>Creating Economic Opportunities</u> – The activity will generate economic development, commercial revitalization, or job creation. |
| <u>Outcomes:</u> Select one HUD outcome that best applies to the proposed program: | |
| <input 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 checked="" type="checkbox"/> | <u>Sustainability (promoting livable & 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. |

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| 9. Proposed 2024-2025 Program Budget: | |
| Program Name: | Workforce Development |

| Budget Category | CDBG | Other | Total |
|--|------------------|-------------------|-------------------|
| Administration Staff Salaries & Benefits | \$ 0 | \$ 44,904 | \$ 44,904 |
| Program Staff Salaries & Benefits | \$ 30,000 | \$ 374,143 | \$ 404,143 |
| Program Supplies | | \$ 11,365 | \$ 11,365 |
| Rent/Lease | | \$ 46,642 | \$ 46,642 |
| Communications | | \$ 4,602 | \$ 4,602 |
| Utilities | | \$ 4,961 | \$ 4,961 |
| Insurance | | \$ 8,452 | \$ 8,452 |
| Professional Svcs | | \$ 10,062 | \$ 10,062 |
| Other (Specify) Events & Trips | | \$ 16,130 | \$ 16,130 |
| Other (Specify) Scholarships | | \$ 14,820 | \$ 14,820 |
| Other (Specify) Conferences/ Training | | \$ 4,914 | \$ 4,914 |
| TOTAL | \$ 30,000 | \$ 540,995 | \$ 570,995 |

| 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? |
| Contributions | \$ 71,995 | No |
| Foundations & Trusts | \$ 134,355 | No |
| Purchase of Service | \$ 125,667 | No |
| Foundation Interest | \$ 31,200 | No |
| TOTAL | \$ 363,217 | |

CDBG Funded Personnel

Check Box if Not Applicable.

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 |
|----------------|---------------|-----------------|--------------------|----------------------|---|
| | | | \$ 0 | | 10% |
| | | | | | 0% |
| | | | \$ 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 |
|------------------|---------------|-----------------|--------------------|----------------------|---|
| Program Director | \$ 78,000 | \$ 11,121 | \$ 89,121 | \$ 20,000 | 50% |
| Program Manager | \$ 67,000 | \$ 9,514 | \$ 0 | \$ 10,000 | 50% |
| | | | \$ 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 Boys & Girls Clubs of Central Orange County ("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.

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| Name: | Robert Santana |
| Title: | Chief Executive Officer |
| Signature: |  |
| Date: | 02/09/2024 |