



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

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

Application is due at 2:00pm, Friday, February 9, 2024 Submit application to: Mikelle Daily, Grant Administrator mikelle.daily@costamesaca.gov Costa Mesa City Hall – 2 nd Floor 77 Fair Drive, Costa Mesa, CA 92626	
Legal Name of Organization:	Human Options Inc.
Program Name:	Second Step Transitional Housing Program
Primary Contact for Application: (Name & Title)	Sara Behmerwohld, Chief Operations 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.	

1. Applicant Organization Information	
Mailing Address:	P.O. Box 53745, Irvine, CA 92619
Federal Tax I.D. #:	95-3667817
UEI: (unique entity ID)	XC3EL4FAP817
Primary Contact Telephone/Email:	949-930-6454/sbehmerwohld@humanoptions.org
Organization's Officials Authorized to Execute Contract (two are required):	
Name Maricela Rios-Faust	Title Chief Executive Officer
Name Sara Behmerwohld	Title Chief Operations 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			
Program Name:	Second Step Transitional Housing Program		
Location where service will be provided:	Citywide: <input checked="" type="checkbox"/> Specific Location(s):		
CDBG Amount Requested:	\$30,000		
Other Funding for this Program:	\$324,500		
Check the <u>one</u> category that best describes the proposed program:			
Senior/Frail Elderly Services (05A)	<input type="checkbox"/>	Youth Services (05D)	<input 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 checked="" 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?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, what is the total % of Veteran clients served by the program?		1	%
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.			
CDBG funds will support the salaries/benefits of Human Options' Case Management Supervisor and Residential Case Manager. As survivors enter the Second Step Transitional Housing, they work closely with a Case Manager in creating a personal safety and housing plan and identifying the supportive services and resources they will need throughout the program. Clients in Second Step require additional time to secure employment or permanent housing, increase income, repair credit, or resolve legal issues pertaining to the domestic violence.			

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.

Domestic violence is a pressing issue in Costa Mesa, demonstrated by 615 domestic violence related calls to law enforcement in 2022 and 318 calls to Human Options' Emergency Hotline in 2023 from Costa Mesa residents. Domestic Violence has devastating physical, psychological, and economic consequences for victims and their children. To address this, Human Options offers comprehensive services including emergency shelter, transitional housing, counseling, legal advocacy, and prevention education.

Our transitional housing program aims to prevent homelessness among survivors and their families. Success rates include 92% of participants obtaining transitional or permanent housing, and 80% experiencing increased income. Our clientele, predominantly female (84%) and underserved (90% below the federal poverty level), reflects the diverse demographics of Costa Mesa: 61% Latino/Hispanic, 19% Caucasian, 5% African American, 4% Asian, 1% Native American, and 10% other/mixed.

Funding for our program is crucial to continue providing support for survivors, helping them find safety, prevent homelessness, and heal from trauma.

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.

Human Options, founded in 1981, is a leading domestic violence organization. Annually, we serve 1,900+ families, respond to 5,000+ requests for services, and educate 14,000+ community members. Known for early adoption of evidence-based practices, we excel in serving marginalized individuals, particularly Spanish-speaking and immigrant communities. Our staff is 76% fluent in Spanish and 72% identify as Hispanic/Latino.

Key staff include: Sara Behmerwohld, Esq., Chief Operations Officer: Leads Human Options' program and services. With a background in supporting survivors and a law degree from UC Hastings, she's also active in various initiatives to address domestic violence and women's homelessness in California. Selina Prawl, Case Management Supervisor: Has a background in sociology and years of experience as a hotline advocate and case manager, Selina provides leadership to our case management team. Jennifer Castro, Residential Program Manager: Jennifer holds a degree in Community Health Education and a master's in Public Health. With over 6 years of case management experience, she specializes in supporting survivors and is fluent in Spanish and English.

Partnerships include: law enforcement (including Costa Mesa Police Department), healthcare, education, housing, and more.

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
2007	\$26,000	Community Resource Center
2008	\$10,000	Community Resource Center
2009	\$7,000	Community Resource Center
2010	\$16,500	Center for Children and Families

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

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
CDBG Tustin	Priscilla Davila, (714)584-8120, pdavila@tustinca.org	\$7,100	23-24
ARPA	Tennaz Malek, (714)474-7135, tennaz.malek@ccgov.com	\$250,000	22-23
CalOES-DVAP	Dikarac Espey, (916)328-7611, Dikarac.Espey@caloes.ca.gov	\$537,857	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
Assisting DV Victims	2022-2024	\$54,180	Santa Ana
Public Services - HO	2023-2024	\$7,100	Tustin
HO Rehab Proj.	2020-2021	\$213,630	Irvine
Promoting Community Safety	2020-2022	\$60,000	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)
\$172,700	US DoJ Office on Violence against Women
\$25,000	California Office of Emergency Services

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

None budgeted, but the program will receive benefit from monthly volunteers supporting family night activities.

6. Proposed Program Budget:	
2024-2025 Costa Mesa CDBG Grant Funds Requested:	\$30,000
Total 2024-2025 Program Budget:	\$354,500
Total 2024-2025 Agency Budget:	\$7,918,100
Percentage of Agency's total budget spent on fundraising and overall administration?	18.4 %

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?	70
Total number of unduplicated Costa Mesa clients that will receive services by the program between 7/1/24-6/30/25?	70
Percentage of low-income unduplicated Costa Mesa clients (at or below 80% of the County's median income)?	100%

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 type="checkbox"/> a. Self-Certification (HUD requires full income documentation for up to 20% of program beneficiaries)	
<input type="checkbox"/> b. Analysis of household income documents such as tax returns/paychecks	
<input checked="" 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	

Is funding request for a New or Existing program? If for existing program, how will this program be "expanded" from current program efforts?
Funding from CDBG, will enable Human Options to have a full case management team onsite. The case management team will be able to serve an additional 15 clients from last year.

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 checked="" type="checkbox"/> Yes <input 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:	

All CDBG-funded activities must meet a HUD Objective and Outcome.	
Objectives: Select <u>one</u> 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 checked="" 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 type="checkbox"/>	<u>Creating Economic Opportunities</u> – The activity will generate economic development, commercial revitalization, or job creation.
Outcomes: Select <u>one</u> HUD outcome that best applies to the proposed program:	
<input checked="" 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 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.

9. Proposed 2024-2025 Program Budget:	
Program Name:	Second Step

Budget Category	CDBG	Other	Total
Administration Staff Salaries & Benefits	\$4,076	\$24,844	\$28,920
Program Staff Salaries & Benefits	\$23,043	\$118,158	\$141,201
Program Supplies	\$154	\$1,146	\$1,300
Rent/Lease	\$0	\$0	\$0
Communications	Indirect	Indirect	Indirect
Utilities	\$0	\$25,700	\$25,700
Insurance	Indirect	Indirect	Indirect
Professional Svcs House Nav & Client Fin	\$0	\$66,000	\$66,000
Other (Specify) Facilities/Occupancy	\$0	\$44,200	\$44,200
Other (Specify) Other Direct Expense	\$0	\$9,200	\$9,200
Other (Specify) Indirect Exp Allocation	\$2,727	\$35,253	\$37,980
TOTAL	\$30,000	\$324,501	\$354,501

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?
Private Individuals	\$98,774	No <input type="checkbox"/>
Program Fees	\$28,000	No <input type="checkbox"/>
		No
		No
TOTAL	\$126,774	

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
Case Mgr Supervisor	\$69,680	\$11,846	\$81,526	\$4,076	5%
			\$0		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
Case Mgr	\$52,520	\$8,928	\$61,448	\$23,043	3.75%
			\$0		0%
			\$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 Sara Behmerwohld ("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.

Name:	Sara Behmerwohld
Title:	Chief Operations Officer
Signature:	
Date:	2/18/24