



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

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

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| <p>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 – 2nd Floor 77 Fair Drive, Costa Mesa, CA 92626</p> | |
| Legal Name of Organization: | Project Hope Alliance |
| Program Name: | On-Site Case Management for Homeless Youth |
| Primary Contact for Application: (Name & Title) | Jennifer Friend, Chief Executive Officer |
| CDBG Amount Requested: (\$15,000 min, \$30,000 max) | \$30,000 |
| <p>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.</p> | |

| 1. Applicant Organization Information | |
|---|---|
| Mailing Address: | 1954 Placentia Ave, Suite 202, Costa Mesa, CA 92627 |
| Federal Tax I.D. #: | 75-3099628 |
| UEI: (unique entity ID) | 055708303 |
| Primary Contact Telephone/Email: | Jennifer Friend, jennifer@projecthopealliance.org |
| Organization's Officials Authorized to Execute Contract (two are required): | |
| Name Jennifer Friend | Title Chief Executive Officer |
| Name Kathy Keife | Title Manager of Accounting/Admin |
| 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: | On-Site Case Management for Homeless Youth | | |
| Location where service will be provided: | Citywide: <input type="checkbox"/> Specific Location(s): 19 schools in Costa Mesa | | |
| CDBG Amount Requested: | \$ 30,000 | | |
| Other Funding for this Program: | \$ 2,321,807 | | |
| 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? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | | |
| If yes, what is the total % of Veteran clients served by the program? 0 % | | | |
| 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. | | | |
| We have been serving the Newport-Mesa Unified School District (NMUSD) since 2016, providing wraparound case management for students experiencing homelessness. CDBG grant funds will be used for direct case management, mentoring, tutoring, college and FAFSA application assistance, job search assistance, basic needs support like food, clothing and hygiene and 24x7 support. We work with students from Kindergarten to age 24, serving as the advocate for each student while liaising with the teachers, counselors, administrators and McKinney-Vento liaisons. | | | |

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.

87% of Costa Mesa students and their families are non-White, 77% are Hispanic, 44% are from low-income families, and 29% are living in poverty (compared to 9.9% across Orange County). 91% of those living in poverty are non-white. Project Hope Alliance is already serving all 12 Title 1 schools in the Newport-Mesa Unified School District - all in Costa Mesa. While these are the populations with the highest range of needs, Title 1 schools typically garner the majority of resources, leaving low-income students at non-Title 1 schools bereft of aid, making PHA's role equally crucial for students at those campuses.

Project Hope Alliance served students who qualify as homeless, under the McKinney-Vento Act of 1987, which includes those living not only on the streets, but in shelters, motels, cars, doubled-up and in places unsafe for human habitation. PHA's services include a case management program providing educational, socio-emotional and basic needs support, ensuring that each child that enters our program will have direct support in 10 crucial areas of support critical to their development. Not only are our case managers stationed at campuses throughout the district, but they are also on call 24-7 in order to respond to any crises our students encounter.

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.

History: Project Hope Alliance began in 1989, and focused primarily on transportation barriers until Jennifer Friend joined as CEO in 2013. The On-Site Case Management Program was originally implemented in 2016 utilizing Newport-Harbor High School as its initial pilot site.

Collaboration: While our partners are too numerous to mention, we would be happy to provide a separate list. Notably, we work closely with NMUSD, UC Irvine, Second Harvest, Goodwill Industries, Families Forward, and the OC Department of Education.

Staff Qualifications: CEO Jennifer Friend graduated from UCI with a degree in Law before obtaining her Juris Doctor from Whittier Law School. She became a law partner at Selman, Breitman LLP before leaving to helm Project Hope Alliance in 2013. Shelby Feliciano-Sabala, Chief Partnership/Program Officer, obtained her Masters in Social Work, and is currently pursuing her doctorate in Education. Shelby focuses on building and maintaining new and existing public and community-based partnerships, learning from and leveraging data for impact and growth, managing special pilot projects, and joining the CEO in serving in a high-profile external role. Lucia Nguyen is the new Dir. of Programs. She has an MA in Organizational Leadership and BA in Psych. She is responsible for the educational programming success of PHA's programs, inc. team management, program development, and implementation.

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 |
|---------------------|-------------------|-------------------------|
| FY 2021-22 | \$162,382 | On-Site Case Management |
| FY 2022-23 | \$27,924 | On-Site Case Management |
| FY 2023-24 | \$30,000 | On-Site Case Management |
| | | |

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 |
|----------------|---|--------------|------|
| Not Applicable | | | |
| | | | |
| | | | |

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 |
|-------------------|-----------------|-------------------|--------------------------|
| On-Site Case Mgmt | 2020-21 | \$86,386 | City of Santa Ana |
| On-Site Case Mgmt | 2022-23 | \$147,240 | City of Santa Ana |
| On-Site Case Mgmt | 2023-24 | \$20,854 | City of Huntington Beach |
| | | | |

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) |
|--------------|--|
| \$100,000 | Peter and Virginia Ueberroth Family Foundation |
| \$50,000 | Croul Family Foundation |
| \$35,000 | State Street IMS |
| \$20,000 | George Hoag Family Foundation |

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

In Fiscal Year 2022-23, we received \$246,281 in donated goods and services, with \$83,735 (34%) directed toward Costa Mesa students.

These services included the following:

- a) Volunteer mentors and tutors, b) Food, clothing, laundry kits, and hygiene donations, c) Counseling (mental health partners), d) School supplies - Summer backpack drive, e) Job Coaching (workshops), f) Career Fair (corporate partners), g) Senior Day (photographers, hair stylists), h) Santa's Workshop (community volunteers, community orgs), i) Prom dresses and accessories (local retailers), j) Winter apparel/ supplies, k) Small appliances, l) Ocean therapy, art therapy, equine therapy, surf lessons - community partners

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| 6. Proposed Program Budget: | |
| 2024-2025 Costa Mesa CDBG Grant Funds Requested: | \$30,000 |
| Total 2024-2025 Program Budget: | \$2,633,020 |
| Total 2024-2025 Agency Budget: | \$3,276,568 |
| Percentage of Agency's total budget spent on fundraising and overall administration? | 24 % |
| 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? | 375 |
| Total number of unduplicated Costa Mesa clients that will receive services by the program between 7/1/24-6/30/25? | 125 |
| Percentage of low-income unduplicated Costa Mesa clients (at or below 80% of the County's median income)? | 100% |

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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 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 | |

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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? |
| PHA is not proposing a new program. This funding will allow us to continue to serve Costa Mesa youth experiencing homelessness through our On-Site Case Management program which has been in operation for over 7 years. |

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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 type="checkbox"/> Yes | <input checked="" 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: | | |
| Single Audit (OMB Circular A-133 audit), is an organization-wide financial statement and federal awards' audit of a non-federal entity that expends \$750,000 or more in federal funds in one year. As PHA did not meet the threshold requirement of \$750,000, we did not complete a single audit. | | |

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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 checked="" 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 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 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:

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|---------------|--|
| Program Name: | On-Site Case Management for Homeless Youth |
|---------------|--|

| Budget Category | CDBG | Other | Total |
|--|-----------------|--------------------|--------------------|
| Administration Staff Salaries & Benefits | | \$646,442 | \$646,442 |
| Program Staff Salaries & Benefits | \$30,000 | \$1,460,154 | \$1,490,154 |
| Program Supplies | | \$24,255 | \$24,255 |
| Rent/Lease | | \$116,548 | \$116,548 |
| Communications | | \$33,621 | \$33,621 |
| Utilities | | \$2,167 | \$2,167 |
| Insurance | | \$24,990 | \$24,990 |
| Professional Svcs | | \$97,579 | \$97,579 |
| Other (Specify) | | \$151,200 | \$151,200 |
| Other (Specify) | | \$46,064 | \$46,064 |
| Other (Specify) | | 0 | \$ 0 |
| TOTAL | \$30,000 | \$2,603,020 | \$2,633,020 |

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? |
|-------------------------------|-------------------------------|---|
| Newport Mesa Unified SD | \$153,128 | Yes |
| Ueberroth Family Fdn | \$100,000 | No |
| Croul Family Fdn | \$50,000 | No |
| Thompson Family Fdn | \$50,000 | No |
| TOTAL | \$303,128 | |

CDBG Funded Personnel

Check Box if Not Applicable.

List only positions for which you are requesting CDBG funding

Proposed Administration Staff

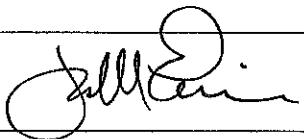
| Position Title | Annual Salary | Annual Benefits | Total Compensation | CDBG funds Requested | % of time position is dedicated to Costa Mesa CDBG activity |
|----------------|---------------|-----------------|--------------------|----------------------|---|
| | | | \$ 0 | | 0% |
| | | | \$0 | | 0% |
| | | | \$ 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 |
|------------------------|---------------|-----------------|--------------------|----------------------|---|
| FT Case Mgr. (FS) | \$50,000 | \$22,736 | \$72,736 | \$9,000 | 100% |
| FT Case Mgr. (CB) | \$50,000 | \$4,665 | \$54,665 | \$9,000 | 100% |
| FT Case Mgr. (KV) | \$50,000 | \$601 | \$50,601 | \$9,000 | 100% |
| FT Lead Case Mgr. (GC) | \$66,650 | \$5,049 | \$71,699 | \$3,000 | 30% |
| | | | \$ 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 Project Hope Alliance _____ ("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: | John Eumurian |
| Title: | Foundation Relations Manager |
| Signature: |  |
| Date: | 2/08/24 |