



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

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

<b>Application is due at 2:00pm, Friday, February 9, 2024</b> Submit application to: Mikelle Daily, Grant Administrator <a href="mailto:mikelle.daily@costamesaca.gov">mikelle.daily@costamesaca.gov</a> Costa Mesa City Hall – 2 <sup>nd</sup> Floor 77 Fair Drive, Costa Mesa, CA 92626	
Legal Name of Organization:	StandUp for Kids Orange County
Program Name:	Roadmap to Success Youth Services
Primary Contact for Application: (Name & Title)	Justine Palmore - Executive Director
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.	

<b>1. Applicant Organization Information</b>	
Mailing Address:	1055 El Camino Dr Ste E, Costa Mesa, CA 92626
Federal Tax I.D. #:	330414855
UEI: (unique entity ID)	MB2BL426L3W8
Primary Contact Telephone/Email:	714-356-5437
Organization's Officials Authorized to Execute Contract (two are required):	
Name Justine Palmore	Title Executive Director
Name Kelly Fields	Title CEO
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\*\***

<b>2. Applicant Program Information</b>			
Program Name:	Roadmap to Success Youth Services		
Location where service will be provided:	Citywide: <input checked="" type="checkbox"/> Specific Location(s): Costa Mesa High and Backbay		
CDBG Amount Requested:	\$ 30,000		
Other Funding for this Program:	\$ 134,757		
Check the <b>one</b> 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?			%
<b>Brief Program Summary:</b>			
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.			
<p>"Road Map to Success" (RMTS) prevents youth homelessness through early identification of at-risk youth school-age youth. We meet basic needs (food, hygiene and healthcare), ensure stable housing and mentor the youth to successfully graduate and achieve self-sufficiency. Mentoring entails building a trusted adult relationship, building life skills and job skills, providing educational support and increasing emotional assets (e.g., self-esteem). In 2023, 100% of our mentored school-aged youth, graduated. RMTS aligns with the Newport-Mesa Unified School District school year</p>			

**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.

The OCDE reports 6% of enrolled youth in 2021-22 were homeless (McKinney-Vento), up from 5% in 2020-2021. In Newport-Mesa School District, 5% of youth (907) are McKinney-Vento youth, up from 3% in 2020-21 and 1% in 2019-20. The California Homeless Youth Project (CHYP), estimates 6.5% of OC public school students are homeless or housing unstable; that equates to 1,207 Newport-Mesa school students. The State reports the impact of housing instability is 50% more suspensions, 50% higher absenteeism, 15% fewer graduates and 40% fewer qualified for college. The key factors to prevent the youth from leaving school and home, for life on the street, is housing first, then graduation. "Road Map to Success" is proven to significantly increase each youth's ability to graduate and become a productive adult. Mentored youth and their families receive full wrap-around support, including housing support, basic needs, healthcare, mentoring and access to youth centers. The goal is to address truancy, provide life skills, and achieve graduation.

**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.

Over our 20 year history serving Costa Mesa, we have developed deep partnerships with organizations that serve homeless youth including law enforcement, courts, schools, foster care, healthcare and mental health agencies, Costa Mesa NHS, OC211, OC Transition-Age Youth (TAY) Collaborative, OC Human Trafficking Task Force, CityNet, crisis hotlines, OCDE, and youth organizations. These partners refer youth in crisis to SUFK. Each client receives support services essential for achieving independent living and housing stability. The Case Manager coordinates services from Federal, State, local, and private entities including: Medi-Cal, Supplemental Nutrition Assistance Program (SNAP), Women, Infants and Children (WIC), State Unemployment Insurance, 5. Social Security Disability Insurance (SSDI) or Supplemental Security Income (SSI), and General Relief Program (GR). SUFK maintains close partnerships with local low-cost housing providers and local shelters including, Waymakers, Casa Youth Shelter, Orangewood, and Mercy House.

StandUp for Kids OC has a successful track record serving youth in cities throughout OC using CDBG grants and other federal grants (over 20 grants completed). The cities include Mission Viejo, Garden Grove, Anaheim, Huntington Beach and Irvine. In addition, HUD-sponsored funds for short and medium-term housing allowed us to

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
2023-2024	\$ 15,000	Roadmap to Success Youth Services

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

**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
Irvine Recovery Plan ITC Mentoring	2023-2025	\$ 113,261	City of Irvine
ESG Street Outreach	2023-2024	\$ 37,379	City of Irvine
CDBG Street Outreach	2023-2024	\$ 19,896	City of Huntington Beach
CDBG Street Outreach	2023-2024	\$ 5,715	City of Mission Viejo

**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)
\$ 250,000	OCDE TASS Funding

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

The requested CDBG funds will be utilized to pay for a portion of the Case Manager salary and benefits. The Case Manager will split their time where most needed or at Costa Mesa High School and Back Bay. Should there be no space available on campus to meet with students, the Case Manager will work with students virtually. The Case Manager responsibilities include client intake, monitoring client progress, and coordinating community supports for the clients. The Case Manager works closely with the SUFK mentors and tutors to ensure progress. They report to the Program Manager who supervises the SUFK staff and volunteers, manages program data and reporting, and interacts with each school liaison to achieve the program goals.

<b>6. Proposed Program Budget:</b>	
2024-2025 Costa Mesa CDBG Grant Funds Requested:	\$ 30,000
Total 2024-2025 Program Budget:	\$ 164,757
Total 2024-2025 Agency Budget:	\$ 1,194,454
Percentage of Agency's total budget spent on fundraising and overall administration?	3 %
<b>7. Proposed Program Goals:</b>	
Total number of <b>unduplicated clients, regardless of city of residence</b> that will receive services by the program between 7/1/24-6/30/25?	200
Total number of <b>unduplicated Costa Mesa clients</b> that will receive services by the program between 7/1/24-6/30/25?	15
Percentage of low-income <b>unduplicated Costa Mesa clients</b> (at or below 80% of the County's median income)?	100%

<b>8. HUD Requirements:</b>	
<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?
Since the RMTS program inception in 2014, SUFK grew the number of participating Orange County schools. The best approach to end the cycle of youth homelessness, is prevention, thus, SUFK OC is expanding our outreach, staff, funding and programming to focus more on helping school-age youth in-crisis along with their family.

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:		

All CDBG-funded activities must meet a HUD Objective and Outcome.	
<u>Objectives:</u> Select <b>one</b> 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 <b>one</b> 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 &amp; 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:	Roadmap to Success Youth Services

Budget Category	CDBG	Other	Total
Administration Staff Salaries & Benefits			\$ 0
Program Staff Salaries & Benefits	\$ 30,000	\$ 28,291	\$ 58,291
Program Supplies		\$ 40,925	\$ 40,925
Rent/Lease			\$ 0
Communications			\$ 0
Utilities			\$ 0
Insurance			\$ 0
Professional Svcs			\$ 0
Other (Specify) Mentors		\$ 29,110	\$ 29,110
Other (Specify) Tutors		\$ 30,602	\$ 30,602
Other (Specify) DeMinimus/Overhead		\$ 5,829	\$ 5,829
<b>TOTAL</b>	<b>\$ 30,000</b>	<b>\$ 134,757</b>	<b>\$ 164,757</b>

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 Donations	\$ 47,566	No
Special Events	\$ 26,433	No
In Kind Donations	\$ 83,887	No
Corporate/Foundations	\$ 6,871	No
<b>TOTAL</b>	<b>\$ 164,757</b>	



**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%

**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 Manager	\$ 46,114	\$ 8,284	\$ 54,397	\$ 30,000	100%
			\$ 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 StandUp for Kids Orange Co. ("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:	Justine Palmore
Title:	Executive Director
Signature:	Justine Palmore <small>Digitally signed by Justine Palmore Date: 2024.01.25 12:58:01 -08'00'</small>
Date:	01/25/2024