

CDBG Applications Summary 2024-2025

Table of Contents

Public Service Activities

1. CORA
2. Friends for Youth
3. Human Investment Project (HIP) Housing
4. Legal Aid Society
5. Life Moves
6. Magic Tooth Bus
7. Ombudsman Services of San Mateo County
8. Rape Trauma Services Center
9. Samaritan House
10. Star Vista
11. YMCA of San Francisco

Minor Home Repair Programs

12. CID
13. Rebuilding Together Peninsula- National Rebuilding Day
14. Rebuilding Together Peninsula- Safe at Home

Fair Housing

15. Project Sentinel

Microenterprise Assistance

16. Renaissance Entrepreneurship Center

CORA

6. Name of Agency Director: Karen Ferguson

7. Fiscal Officer: Name: Rupinder Mahli, CFO Email: Rupinderm@corasupport.org Telephone: 650-652-0800
Fiscal Officer Address: 2211 Palm Avenue City: San Mateo Zip: 94403-1814

8. Authorized Signatory: Name: Karen Ferguson Email: karef@corasupport.org Telephone: 650-652-0800
Authorized Signatory Address: 2211 Palm Avenue City: San Mateo Zip: 94403-1814

9. Please provide days and hours of regularly scheduled operation:

CORA's Community Office is open 9:00 AM to 5:00 PM Monday through Friday, except for holidays. However, CORA's Crisis Hotline is answered by a trained crisis counselor 24 hours a day, 365 days a year. CORA's safe houses also are in operation 24 hours a day, 365 days a year.

10. SAM/UEI Number: S7AJH436N326 **Federal EIN/TIN Number:** 94-2481188

11. HUD Activity: Choose the HUD activity that most closely matches your service:
05G - Battered and Abused Spouses

12. Project Specific Narrative: Provide a narrative description of the specific activities to be carried out with the requested funds. This should also include program objectives and key priorities for each specific jurisdiction.

This application is for CORA's Safe Houses which serve individuals (and their children) who are fleeing domestic violence and need immediate, safe housing. CORA's Safe Houses are part of the agency's overall effort to progressively engage clients at risk of homelessness.

From hotel vouchers to longer term housing subsidy vouchers, CORA prevents homelessness, providing customized levels of assistance that preserve the most expensive interventions for households with the most severe barriers to housing. Funds will support CORA's client advocates who provide clients at the Safe Houses with the support and opportunities they need to set and attain their goals. A primary goal of Safe House staff is to help clients build into their lives safety and self-sufficiency so they are less likely to need emergency services. Toward this end, staff use a trauma-informed model of service, which means incorporating an understanding of the impact of trauma into all aspects of service. Using a trauma-informed approach provides a proven framework for assisting survivors in strengthening their own psychological capacities so they can rebuild their lives.

PROGRAM OBJECTIVES:

-80% of CORA's Safe House Program clients will demonstrate an increase in self-sufficiency, improving the client's ability to re-build a life free from abuse.

-80% of clients that complete the Safe House Program will transition into safe housing.

13A. Assessment of Need - Redwood City: Briefly describe how you determined the need for your program **for each specific jurisdiction that you are applying for funds**. Identify target population(s) and area(s) served. Please state the source(s) and date(s) of information. Identify any similar programs in the community.

The target population are all victims/survivors of domestic violence in San Mateo County including those in Redwood City. Clients are evaluated at in-take and assessed by CORA's Crisis Support Program staff and Supportive Housing Program staff for eligibility for CORA's DV services. CORA is the only agency in San Mateo County solely dedicated to providing domestic violence assistance. We work with clients from all ethn.....add language.....

13B. Assessment of Need - County of San Mateo: Briefly describe how you determined the need for your program **for each specific jurisdiction that you are applying for funds**. Identify target population(s) and area(s) served. Please state the source(s) and date(s) of information. Identify any similar programs in the community.

The target population are all victims/survivors of domestic violence in San Mateo County. Clients are evaluated at in-take and assessed by CORA's Crisis Support Program staff and Supportive Housing Program staff for eligibility for CORA's DV services. CORA is the only agency in San Mateo County solely dedicated to providing domestic violence assistance.

13C. Assessment of Need - South San Francisco: Briefly describe how you determined the need for your program **for each specific jurisdiction that you are applying for funds**. Identify target population(s) and area(s) served. Please state the source(s) and date(s) of information. Identify any similar programs in the community.

The target population are all victims/survivors of domestic violence in San Mateo County including those in South San Francisco. Clients are evaluated at in-take and assessed by CORA's Crisis Support Program staff and Supportive Housing Program staff for eligibility for CORA's DV services. CORA is the only agency in San Mateo County solely dedicated to providing domestic violence assistance.

14. Timeline: Provide a brief timetable for project implementation and achievement of projected goals and how you plan to expend your funds in a timely manner by the end of the fiscal year.

The entirety of this funding will be expended during FY 2024/2025 (July 1, 2024 - June 30, 2025). CORA's Safe House Program Manager, Kaitlin Chang, oversees this project and, in collaboration with CORA's finance department staff, reviews this grant program expenditures throughout the grant award period in order to ensure that funds are expended by the end of fiscal year.

15. Evaluation: Briefly describe how you will determine and measure the success of your program and whether or not program goals were met? If your program is currently receiving grant funds please describe accomplishments of goals to date.

CORA utilizes a client database to collect data on all services rendered. By analyzing this data, we can evaluate client safety, satisfaction, and increased self-sufficiency.

16. Collaboration: Describe partnerships with other organizations/agencies, the nature of the partnership, and how it relates to the proposed project.

CORA's Safe House/Emergency Shelter programs have continued to collaborate effectively, and have provided resource referrals to 60% of clients entering shelter. 64% of clients reported exiting to safe, alternative housing; the remaining 36% did not disclose their exit destination. Through our partnership with Samaritan House, clients have been able to explore various housing resources and secure longer stays in housing. Additionally, CORA has partnered with Ruby's Place to allow survivors living in CORA's safe houses to have access to various wellness items and activities to meet their needs. This collaboration includes receiving wellness kits (personal hygiene products, over-the-counter medications, feminine hygiene products, etc.), access to referrals for therapists and nurse practitioners, transportation to and from medical appointments, and more. By partnering with Ruby's Place, survivors who are fleeing their abusive partners are able to receive additional supportive services to focus on their physical and mental wellbeing while they heal during their time in the program. CORA continues to partner with the Peninsula Humane Society which provides free boarding and shelter for CORA's clients' pets for 30 days. After 30 days, CORA the RedRover Foundation assists clients who have pets. This compassionate care for pets helps clients maintain their emotional well-being during a time of great emotional upheaval.

17. Impact: : Discuss any general trends and conditions that have affected or impacted your service levels or service populations. For New Applicants – describe what these funds would allow your agency to do that you may not be able to do now. For Continuing Applicants – describe how your program would be impacted without these funds.

CORA is dedicated to providing survivor-driven, client-centered supportive services to victims and survivors of domestic violence. During the second half of FY22-23, CORA's Emergency Shelter program served a total of 61 individuals. The Safe House offered shelter services to 40 survivors (23 adults and 17 kids). In addition, 21 survivors (16 adults, 5 children) benefited from emergency hotel services, but did not enter the Safe House.

As the only domestic violence agency in San Mateo County, CORA receives a large number of referrals for emergency shelter/safe housing. Due to limited space, staff are often having to give appropriate outside referrals and resources to survivors in immediate danger who are fleeing from their abusive partners. In order to best support clients who are needing to be referred out to other agencies, Safe House staff have created and maintained relationships with various shelter agencies in the county such as Samaritan House for the county's Coordinated Entry System for general shelter, HIP Housing, and New Creation Home Ministries.

The need in our community for DV services including Safe House services, and our limited shelter occupancy, continues to be a challenge. Through initiatives such as CES (San Mateo County Coordinated Entry System) referrals, and engagement with other housing programs in San Mateo County, we have ensured that clients continue to have access to a safe place and receive referrals and support from CORA staff. Through

18. Project Beneficiaries/Quantifiable Measurement: Indicate the expected number of beneficiaries to be served by the program. For each response below please indicate both the number of households and number of individuals. Refer to the San Mateo County Income Limits.

a. Indicate the total number of **low-income** beneficiaries you expect to serve with this program for each jurisdiction application for funding. *Low-income is 80% of Area Median Income or below. [See AMI table](#)

b. Indicate the **total** number of beneficiaries you expect to serve with this program in each jurisdiction - regardless of income.

Jurisdiction	a. Number of low-income beneficiaries to be served per grant jurisdiction application. **Low-income** is 80% of Area Median Income or below.		b. All beneficiaries to be served per grant jurisdiction application regardless of income	
	Persons	Households	Persons	Households

Daly City	0	0	0	0
Redwood City	9	8	9	8
City of San Mateo	0	0	0	0
County of San Mateo	60	31	60	31
South San Francisco	4	3	4	3
Totals	73	42	73	42

19. Populations Served: Check the boxes below if they describe a significant population served by your program. These categories are not considered "presumed benefit" by HUD, and require income verification.

- Persons exiting incarceration
- Low-income youth
- Other [domestic violence victims](#)

20. Affirmative Outreach:

a. Use the demographics from your previous program year to provide an analysis of the population you serve relative to the demographics in the table. *NOTE: If you are a new applicant please provide your best estimation.*

Race & Ethnicity	Redwood City Population	Redwood City % by Ethnicity	Low Income by Ethnicity served by your Program	Your Program % by Ethnicity
Total	74,402	100%	5	100%
White and not Hispanic	40,656	54.64%	1	20.00%
White and Hispanic	23,557	31.66%	4	80.00%
Asian	6,715	9.03%	0	0.00%
African American	1,916	2.58%	0	0.00%
Pacific Islander	663	0.89%	0	0.00%
Native American	384	0.52%	0	0.00%
Other	1,511	2.03%	0	0.00%

Race & Ethnicity	County of San Mateo Population	County of San Mateo % by Ethnicity	Low Income by Ethnicity served by your Program	Your Program % by Ethnicity
Total	764,442	100%	65	100%
White and not Hispanic	280,550	36.70%	11	16.92%
White and Hispanic	181,937	23.80%	24	36.92%
Asian	250,737	32.80%	7	10.77%
African American	20,640	2.70%	7	10.77%
Pacific Islander	10,702	1.40%	0	0.00%
Native American	6,880	0.90%	1	1.54%
Other	12,996	1.70%	15	23.08%

Race & Ethnicity	South San Francisco Population	South San Francisco % by Ethnicity	Low Income by Ethnicity served by your Program	Your Program % by Ethnicity
Total	63,632	100%	3	100%
White and not Hispanic	23,760	37.34%	0	0.00%
White and Hispanic	21,645	34.02%	2	66.67%
Asian	23,293	36.61%	1	33.33%
African American	1,625	2.55%	0	0.00%
Pacific Islander	1,111	1.75%	0	0.00%
Native American	395	0.62%	0	0.00%
Other	9,598	15.08%	0	0.00%

b. Based on the percentages that you indicate your organization served describe your efforts to improve affirmative outreach to groups that may be underserved by your program and the result of your efforts:

[CORAs outreach activities focus on the most underserved victims in San Mateo County, including those with limited English proficiency, lack of documentation, low-to-no income, racial/ethnic minorities, and LGBTQ+ communities. These outreach activities are coordinated through a number of neighboring agencies, including](#)

community centers, local businesses, other nonprofit organizations, libraries and doctors' offices. CORA's Community Education team conducts presentations, workshops, and table events at various community settings around the County, including local high schools and junior colleges, local health centers, homeless shelters and legal support agencies. This broad array of outreach activities ensures that any particular community is made aware of CORA's resources and accessibility of services

21. Leveraging: Describe your fundraising efforts and additional sources of revenue for this project and your organization. Please state whether any of these fund sources are already committed and in what amount.

By leveraging the combined CDBG funding for Redwood City, South San Francisco and the County of San Mateo, CORA is better able to provide Safe House/Emergency Shelter to domestic violence victims in our neighborhoods. Additional local government funding for CORA's Safe House Program comes from the Town of Colma (\$7,000 - awarded) and the City of Menlo Park (\$7,000 - projected). In addition, CORA raises funds for all programs through government, foundation, and corporate grants; individual donations, and special events.

Staff List

List below key staff members who work on **this program**

Position Title	Name of Staff Person	Job Responsibilities	Qualifications
<p>Manager of Safe House and Supportive Housing</p>	<p>Kaitlin Chang</p>	<p>Provides programmatic and budget oversight. Recruits, hires, trains and supervises staff. Approves allocations of financial assistance for clients. Ensures data is gathered, analyzed and reported to funder.</p>	<p>Since joining the team in 2019, Kaitlin has attained training and certification in 40-hour Domestic Violence Counseling, strangulation training from the Institute on Strangulation Prevention, first aid, and CPR, alongside certifications for Narcan administration and AED for defibrillation. Kaitlin has ascended through progressively strategic roles at CORA. Her hands-on experience in shelter operations and client advocacy has honed her expertise in delivering compassionate, client-centered services and in mentoring the staff who provide these services. Kaitlin's deep commitment to enhancing housing accessibility and her extensive experience with CORA's shelter programs make her an ideal leader to extend CORA's staffing and operations into the weekends and evenings, ensuring support is available when it is most needed. Kaitlin [KF1] identifies as Asian American and brings a deep interest in creating a culturally aware and welcoming environment. Through Kaitlin's leadership, the Safe Houses have redesigned their intake and residency procedures, received strong grant monitoring results, and provided over 85% of</p>

exiting survivors with ongoing housing support.

PROPOSED PROGRAM BUDGET FOR FY 2024-25

				Redwood City		County of San Mateo		South San Francisco		Total Jurisdictions	
Budget Line Item	Agency Total	Pgm%	Program Total	%	Requested	%	Requested	%	Requested	Pgm%	Requested
Labor											
Salary & wages	\$598,592	18%	\$109,318	0%	\$0	33%	\$36,454	17%	\$18,205	50%	\$54,659
Taxes/Benefits	\$134,683	20%	\$27,044	0%	\$0	33%	\$9,000	17%	\$4,522	50%	\$13,522
Modified Total Direct Costs (MTDC)	\$733,275	19%	\$136,362	0%	\$0	33%	\$45,454	17%	\$22,727	50%	\$68,181
Indirect cost rate (10% de minimis rate unless the entity has a negotiated indirect rate with the federal government)	10%		10%		0%		10%		10%		
Indirect costs	\$73,328	19%	\$13,636	0%	\$0	33%	\$4,545	17%	\$2,273	50%	\$6,818
Direct Costs Not MTDC											
Program Supplies	\$3,000	100%	\$3,000	100%	\$3,000	0%		0%		100%	\$3,000
Repairs & Maintenance	\$5,500	100%	\$5,500	100%	\$5,500	0%		0%		100%	\$5,500
Utilities	\$5,000	100%	\$5,000	100%	\$5,000	0%		0%		100%	\$5,000
Agency Administration	\$1,500	100%	\$1,500	100%	\$1,500	0%		0%		100%	\$1,500
TOTAL	\$821,603	20%	\$164,998	9%	\$15,000	30%	\$49,999	15%	\$25,000	55%	\$89,999
Number of Individual Beneficiaries					9	60		4		73	
Cost per Individual					\$1,666.67	\$833.32		\$6,250.00		\$1,232.86	

For the City of Redwood City ONLY, answer the following:

1. Funding Criteria:

2. Priority: Supporting Persons Experiencing Homelessness Making homelessness short, rare and non-reoccurring by supporting the work of emergency shelters and funding other basic needs.

2. Program Outcomes:

a. Please describe the accomplishments of program goals for FY/23.

In FY 22/23, CORA successfully provided Safe Housing to 9 Redwood City clients seeking safe shelter. We also provided these clients with access to additional CORA supportive services including legal assistance and mental health services, longer-term transitional housing assistance, and referral to community resources. Across the county, CORA provided Safe Housing to 99 individuals (63 households). -80% of CORA's Safe House Program clients demonstrated an increase in self-sufficiency, improving the client's ability to re-build a life free from abuse. -80% of clients that complete the Safe House Program will transition into safe housing.

b. In what ways has your program made a difference in the lives of the people you serve? Please provide at least one concrete example from the people served in FY/23:

CORA operates San Mateo County's only shelters for survivors of DV and their children. Lisa's House, CORA's largest shelter, is a three-floor apartment building with 22 beds that provides clients with up to an 8-week stay. Coni's House is a residential home with six beds. Client advocates work with survivors to create a plan for self-reliance and empowerment; staff provide culturally appropriate wraparound support services in various languages. A Safe House/Emergency Housing success story: Lauren* (not her real name) came to CORA's Emergency Shelter with her daughters seeking safety from her abusive partner. Her partner was constantly stalking her and controlling her whereabouts. When Lauren came to CORA, she felt she could finally breathe and instantly felt relieved and hopeful. In a matter of just three weeks, Lauren managed to enroll both of her children into schools nearby, find 2 jobs, and begin mental health services for her and her children. Shortly after, Lauren was able to secure her own apartment where she felt safe. With the support of CORA, Lauren was able to secure employment, and gain access to mental health services to help her and her family begin to cope and heal from all they have endured.

For the Cities of South San Francisco and Redwood City ONLY, answer the following:

3. Marketing/Advertising

a. Check all of the following methods your agency utilizes to promote and advertise your programs and services:

- Flyers/brochures
- Website
- Phone book listing
- SMC Connect (Handbook/Database)
- Outreach presentations to service providers
- Outreach presentations to public
- PSA's
- Social Media - Please list:
- Other - Please describe:

b. Which of the above marketing/advertising materials are available in multi-lingual form and which languages are they available in?

Flyers and brochures are published in English, Spanish, Chinese and Tagalog.

c. How and where are the materials distributed?

CORA's outreach materials are available at CORA's community and satellite offices and at medical offices including at Kaiser Permanente offices.

For the San Mateo County ONLY, answer the following:

1. Due to the usage and allocation restrictions, CDBG funding for FY24-25 is limited. If CDBG funding is not available for your proposed project, would you be open to accepting funding from a Federal ESG, State ESG or State PLHA grant if your project qualifies? These funding sources are subject to additional requirements and specific reporting compliance which , which are outlined in the NOFA and/or will be provided to you by San Mateo County.

yes

2. Describe in detail the scope of work directly related to the requested budget items. Describe the objectives for each activity and the specific tasks that need to be accomplished to achieve those objectives. The description should use the guidelines listed below:

- The purpose and nature of the different services to be offered and where they will be provided;
- The tasks to be performed (outreach, intake, enrollment, day care services, etc.);
- The level of service that will be provided for each activity (identified in some quantifiable unit of service, Ex. Children cared for per month)

CORA will provide Safe House/Emergency Shelter to approximately 100 victims of domestic violence at 2 confidential CORA Safe Houses in San Mateo. Victims often flee violence with little more than the clothes they are wearing so in addition to shelter we supply emergency supplies of food, clothing and other basic necessities as well as access to CORA's legal assistance and mental health services. The level of services is tailored to the needs of individual clients.

Source	Committed	Proposal Submitted	To Be Determined
--------	-----------	--------------------	------------------

Other Federal Funds	\$3,000		
State/Local Funds	\$105,384	\$50,000	\$14,000
Private Funds	\$10,000		
Other:	\$0		
Total	\$118,384	\$50,000	\$14,000

End of the San Mateo County section

Attachments

- 1. Resolution authorizing application and designation of signatory, by the Board of Directors
 [CORAsafehouseBoardResolution2023-2024-signed.pdf](#)
- 2. Proof of 501(c)3 / tax-exempt status
 [501c3letter-9-5-2023_438_PM.pdf](#)
- 3. By-laws
 [BylawsasAdoptedbyCORABoardofDirectorsv3-1-15-2024_625_PM_1.doc](#)
- 4. Articles of Incorporation
 [ArticlesofincorporationCertificateofAmendment-1-15-2024_618_PM_1.pdf](#)
- 5. Board roster, including:
 [BoardofDirectorsRoster2024.pdf](#)
 - Name, Company, Years on Board
 - Meeting dates for previous 12 months
 - Number of years allowed for each board term
- 6. Organizational chart for entire organization
 [1.17.24CORAORGCHART.pdf](#)
- 7. Certified financial audit no more that 1 fiscal year old, prepared by a CPA, and:
 [CORAsafehouseBoardResolution2023-2024-signed.pdf](#)
 - Management letters (if applicable)
 - A-122 and A-133 Single Audit (for entities that receive more than \$750,000 in federal funding) **OR**
 - A letter from your Executive Director or Chief Financial Officer certifying that agency does not receive more than \$750,000 in federal funds and is not subject to the Single Audit.
- 8. The following are required:
 [CORAsFY23-24AgencyBudget.pdf](#)
 - Current (FY23-24) **Agency** Operating Budget
 - Proposed (FY24-25) **Agency** Operating Budget
- 9. Mission Statement
 [CORAsMissionStatement.pdf](#)
- 10. Non-discrimination policy for Staff and Clients
 [NondiscriminationPolicy-1-15-2024.pdf](#)
- 11. Reasonable Accommodations Policy for Staff and Clients
 [ReasonableAccommodationPolicy-clientsandstaff-1-16-2024_631_PM_1.pdf](#)
- 12. Conflict of Interest Policy. (If not available, please indicate when you will submit)
 [CORACodeofEthicsandConduct.pdf](#)
- 13. Negotiated Rate Letter. (If required)
 [NegotiatedRateLetter.pdf](#)
- 14. Other -

If you would like all the attachments downloaded into your Dropbox folder, please contact CDS

Program Manager Signature [Cindy Kilpatrick](#)

Date Signed [01/18/2024](#)

Friends for Youth

Consolidated Community Funding Application
Redwood City, City of San Mateo, San Mateo County and South San Francisco
Application for New Funding for FY 2024-25

GENERAL INFORMATION

1. **Organization Name:** Friends for Youth
 2. **Project Title:** Friends for Youth Mentoring Services

We are applying for funding from:
 Redwood City City of San Mateo South San Francisco County of San Mateo

Budget/Client Summary (Auto-populated from Budget, below)

Jurisdictions receiving this application	Amount Requested	% of Program Budget	Proposed # of Clients Served	% of Clients Served	Total \$ Per Client	Total Agency Budget
City of San Mateo	\$30,000	5%		0%	\$68.81	
County of San Mateo	\$30,000	5%		0%	\$14.04	
South San Francisco	\$12,500	2%		0%	\$347.22	
Total	\$72,500	13%	2,608	100%	\$27.80	

Grant Funded Programs:

We are applying for a [Public Services Program](#)

CDBG National Objective Eligibility - How are you serving low income populations?

[Service to low income clients verified through income documentation.](#)

Income Verification: Describe how you obtain, verify, and maintain proof of income and presumed benefit status. Third party documentation or client signatures on the certification forms must be available on file for review at all times.

[In our application and initial interview, we ask parents to self-disclose their income level, and can ask for income verification through tax returns or paystubs.](#)

[Evidence of public benefits: We also ask families if they are enrolled in the free and reduced lunch program for proof of public benefits - information which we can cross reference and verify with their schools and school districts.](#)

3. Project Address: [3460 W Bayshore Rd, Suite 203](#) City: [Palo Alto](#) Zip: [94303-4227](#)

4. Provide a one sentence project summary:

[Friends for Youth \(FFY\) provides quality mentoring relationships and support services to underserved youth through community-based 1-to-1 mentoring and site-based group mentoring programs, along with wraparound, holistic services for youth and their families through our Whole Health for Youth Collaborative.](#)

Organization Address: [3460 W Bayshore Rd, Suite 203](#) City: [Palo Alto](#) Zip: [94303-4227](#)

Organization Phone: [6503684464](#) Website: [www.friendsforyouth.org](#)

Type of Applicant: [Non-Profit](#) **Our agency serves:** [Clients](#)

5. Contact Person / Project Administrator: Name: [Cecilia Chu](#) Title: [Executive Director](#) Telephone: [\(650\) 369-4464](#)
 Contact Email: [cecilia@friendsforyouth.org](#) Fax:

6. Name of Agency Director: [Cecilia Chu](#)

7. Fiscal Officer: Name: [Monica Meija](#) Email: monica@friendsforyouth.org Telephone: (650) 482-2876
 Fiscal Officer Address: [3460 W Bayshore Rd, Suite 203](#) City: [Palo Alto](#) Zip: [94303-4227](#)

8. Authorized Signatory: Name: [Cecilia Chu](#) Email: cecilia@friendsforyouth.org Telephone: (650) 369-4464
 Authorized Signatory Address: [3460 W Bayshore Rd, Suite 203](#) City: [Palo Alto](#) Zip: [94303](#)

9. Please provide days and hours of regularly scheduled operation:
[Monday through Friday, 10 AM to 6 PM](#)

10. SAM/UEI Number: [000194502985](#) **Federal EIN/TIN Number:** [94-2961034](#)

11. HUD Activity: Choose the HUD activity that most closely matches your service:
[05O - Mental Health Services](#)

12. Project Specific Narrative: Provide a narrative description of the specific activities to be carried out with the requested funds. This should also include program objectives and key priorities for each specific jurisdiction.

[Friends for Youth \(FFY\) is a nationally recognized, award winning direct-service agency with over four decades of measurable success in mentoring and a 100% safety rating. Through our 1-to-1 and site-based group mentoring programs, FFY provides quality mentoring relationships for underserved youth who need support most, with the goal of empowering them to be mentally and behaviorally healthy, emotionally secure, and equipped with resiliency-building skills. FFY sees social and emotional learning as a critical component of present and future success. Adverse childhood experiences and trauma create additional barriers for youth, making it more difficult for them to envision positive futures for themselves. Before thinking about college or careers, we help youth think about themselves and their needs holistically. Our proprietary social and emotional learning \(SEL\) curriculum helps students develop skills and takeaway tools for each of the core social and emotional competencies: self-awareness, self-management, social awareness, relationships skills, and responsible decision making. It is our belief that through the power of mentoring, we can improve the lives of our young people who need someone in their corner.](#)

13A. Assessment of Need - City of San Mateo: Briefly describe how you determined the need for your program **for each specific jurisdiction that you are applying for funds.** Identify target population(s) and area(s) served. Please state the source(s) and date(s) of information. Identify any similar programs in the community.

[The San Mateo County Office of Education has stated that San Mateo County's school-aged children and youth are facing growing social-emotional, mental and behavioral health challenges - challenges which have been compounded by long-time socioeconomic inequities and the Covid-19 pandemic. The San Mateo County Coalition for Safe Schools and Communities launched United for Youth in partnership with San Mateo County Office of Education and San Mateo County Behavioral Health and Recovery services to prioritize opportunities to improve social and emotional well-being for school- and transitional-aged youth. Mentoring is recognized by mental health experts as a crucial PBIS Tier 2 preventative intervention, offering much-needed adult support. However, most youth-led and youth-serving mentoring programs for school- and transitional-aged youth are focused on college and career success, entrepreneurship, or academic support. Very few programs, if any, prioritize creating non-judgmental, safe spaces for trusted relationship building. FFY's programs are solely focused on the social, emotional, and mental health of our youth, and provide safe spaces for youth to openly discuss their concerns and build social and emotional skills. To address language barriers, we offer intentional Spanish-speaking and bilingual mentoring programs, and are in the process of expanding our site-based group mentoring services to Borel Middle School, Aragon High School and Allcove San Mateo.](#)

13B. Assessment of Need - County of San Mateo: Briefly describe how you determined the need for your program **for each specific jurisdiction that you are applying for funds.** Identify target population(s) and area(s) served. Please state the source(s) and date(s) of information. Identify any similar programs in the community.

[Dignity Health's 2022 Community Health Needs Assessment \(DGCHNA\) provided essential statistics detailing youth needs within San Mateo County \(SMC\). While 29.9% of SMC teens needed help for emotional/mental health problems, only 16.5% received psychological or emotional counseling. 24.2% of 7th graders reported experiencing depression, and 16.3% of 9th graders and 17.6% of 11th graders reported having seriously considered suicide. The Sustainable San Mateo County \(SSMC\) 2023 Indicators Report echoed similar statistics, stating depression-related feelings have increased between 3% to 8% across grade levels, particularly with Black, Latinx, and Pacific Islander students. Respondents in the SMC 2023 CHNA were most critical of access to mental health services, with 40.1% rating ease of access to mental health care services as "fair/poor". Residents in the SSMC 2023 Indicators Report further emphasized the importance of accessible and culturally competent mental health resources, highlighting that one-time interventions aren't adequate and that there is a need for continuous mental health support. FFY's mentorship programs, along with our collaborative WHY programs, bridge this gap and break through barriers such](#)

as stigmatization, financial costs, language and educational gaps in order to reach our youth and families where they are at - in schools and in the community.

13C. Assessment of Need - South San Francisco: Briefly describe how you determined the need for your program **for each specific jurisdiction that you are applying for funds.** Identify target population(s) and area(s) served. Please state the source(s) and date(s) of information. Identify any similar programs in the community.

31% of youth survey respondents for the CCCS SSF Neighborhood Action Plan reported “never” or “rarely” having talked to a supportive adult about what they are thinking or feeling. In fact, 10% of 7th, 8th, and 11th grade students reported that no adult at their school notices when they are absent or not there. Many youth attributed not having supportive adults in their lives to parents working long hours to keep up with rising costs of living and unaffordable housing. This action plan has identified increasing prevention and early intervention for mental health issues and substance use as a key strategy and outcome for South San Francisco, and promoting social-emotional learning has been identified as the sole Tier 2 strategy for achieving this desired outcome. The Kaiser Permanente SSF 2022 Community Health Needs Assessment also identified mental & behavioral health as the top priority for the SSF service area, with community leaders highlighting the need for culturally and linguistically relevant mental health support, increased education regarding available services, and meeting families in places they already frequent. Between our WHY warm handoffs, streamlined internal referral process and Promotores outreach, FFY seamlessly connects youth and their families to culturally and linguistically relevant wraparound support services. Most importantly, however, our mentorship programs provide youth with trusted adults who show up consistently in their lives.

14. Timeline: Provide a brief timetable for project implementation and achievement of projected goals and how you plan to expend your funds in a timely manner by the end of the fiscal year.

JUNE 2024:

- Recruitment and Outreach
- 1-to-1 Mentoring Cohort 01 Match

JULY 2024:

- Planning meeting with all community school coordinators

AUGUST 2024:

- Recruitment and Outreach
- Group Mentoring Program Orientation at school and community sites

SEPT 2024:

- 1-to-1 Mentoring Cohort 02 Match
- Start Group Mentoring Programs

DEC 2024:

- 1-to-1 Mentoring Cohort 03 Match
- End of year survey for group mentees
- End of year evaluation survey for 1-to-1 mentors and mentees
- End of year career field trip for group mentees + End of year group activity for 1-to-1 mentees

JAN 2025:

- Return to group sessions weeks 13-24 SEL curriculum

FEB 2025:

- 1-to-1 referral partner check ins

MAR 2025:

- 1-to-1 Mentoring Cohort 04 Match
- 1-to-1 mentee recruitment and outreach

APRIL 2025:

- Referral partner presentations

MAY 2025:

- Recruitment for 1-to-1 group mentors referrals for students to summer programs

JUNE 2025:

- End of school year celebration + End of year outcome evaluation

15. Evaluation: Briefly describe how you will determine and measure the success of your program and whether or not program goals were met? If your program is currently receiving grant funds please describe accomplishments

of goals to date.

1-to-1 Mentoring:

- Match Rate: Achieve a rate of matching 30 high quality 1-to-1 mentorships per year by 2026
- Satisfaction Rate: Maintain our current rate of 90% of 1-to-1 mentees being “satisfied” or “highly satisfied” with their experience
- Completion Rate: 25% increase in the % of mentorships that last a full year (from 50% in 2022-23 to 75%)
- Mentorship Duration Length: 90% of mentorships reach the 6 months minimum duration
- Mentor Support: Increase support and resources for mentors

Group Mentoring:

- Number of Youth Reached: Reach 50% more school year and summer kids (420) by 2025
- Mentorship Availability: Group mentoring is available in elementary (5th and up) through high school for all the districts we currently serve (2022-23 Redwood City School District, Sequoia Union High School District, and San Mateo Foster City School District)
- Expansion: Group mentoring is made available in San Mateo Union High School District by 2025 (Aragon High, San Mateo High, and/or Capuchino High, Mills High)
- Satisfaction Rate: Maintain our current rate of 90% of Group mentees being “satisfied” or “highly satisfied” with their experience
- Completion Rate: Increased completion rate of youth in group mentoring (from 60% to 75%)

FFY prioritizes community-based research and client-centered design, conducting annual needs assessments and mid-year check-ins to tailor our services based on qualitative feedback, stories, and quotes

16. Collaboration: Describe partnerships with other organizations/agencies, the nature of the partnership, and how it relates to the proposed project.

FFY is the backbone agency of the Whole Health for Youth (WHY) Collaborative, a multi-agency partnership that aims to improve youth mental health and wellness through coordinated prevention and early intervention services, as well as mental health and wellness education for parent, caregivers, and supporting staff and volunteers. Through our collaborative warm handoffs and streamlined internal referral process, we build bridges within communities and seamlessly connect youth and their families to necessary support services offered by our nonprofit partners. Our core partners include Siena Youth Center, Pal Center, and One Life Counseling Center, along with a larger network of school and community supporting partners. Together, we have provided 85+ bilingual trainings, launched 60+ wellness programs, facilitated 250+ referrals to mental health & wellness services, and collectively served 5,700+ youth & families. We hope to prove that by working together, nonprofits can reduce duplicative services, increase access and field expertise, multiply impact and serve communities holistically with more breadth and depth. WHY programming includes weekly group mentorship, bilingual individual therapy, and mental health workshops for youth, along with weekly therapy groups, monthly support groups, and fitness and mental health workshops for parents and caregivers.

17. Impact: : Discuss any general trends and conditions that have affected or impacted your service levels or service populations. For New Applicants – describe what these funds would allow your agency to do that you may not be able to do now. For Continuing Applicants – describe how your program would be impacted without these funds.

Youth and their caregivers have made it abundantly clear that the burdening cost of living crisis, compounded by the pandemic, is placing youth and families under increased stress and directly contributing to the declining social, emotional, mental and behavioral health of our youth. Several community members have voiced the need for culturally and linguistically relevant services, given that accessing mental health services can often be seen as a sign of weakness and is highly stigmatized in BIPOC communities. It is not only necessary that adults supporting youth mental health speak the languages of the communities that our youth and families come from, but also that they understand the socioeconomic and cultural context which uniquely shapes barriers to accessing services provided by the city and county.

Organizationally, we have seen a decrease in individual fundraising, while simultaneously facing a steep increase in need for mentoring services and case management, as the number of youth, schools and community sites on our waitlists for our 1-to-1 and group mentoring programs continue to grow. However, we are struggling to meet this need due to limited staff capacity. Receiving funding would allow us to hire more staff to serve the numerous schools and community sites on our group mentoring program waitlist, and also allow us to expand our efforts to get the youth on our 1-to-1 waitlist paired with a trusted, caring adult mentor.

18. Project Beneficiaries/Quantifiable Measurement: Indicate the expected number of beneficiaries to be served by the program. For each response below please indicate both the number of households and number of individuals. Refer to the San Mateo County Income Limits.

a. Indicate the total number of **low-income** beneficiaries you expect to serve with this program for each jurisdiction application for funding. *Low-income is 80% of Area Median Income or below. [See AMI table](#)

b. Indicate the **total** number of beneficiaries you expect to serve with this program in each jurisdiction -

regardless of income.

Jurisdiction	a. Number of low-income beneficiaries to be served per grant jurisdiction application. **Low-income** is 80% of Area Median Income or below.		b. All beneficiaries to be served per grant jurisdiction application regardless of income	
	Persons	Households	Persons	Households
Daly City	60	15	60	15
Redwood City	884	221	1,604	401
City of San Mateo	268	67	436	109
County of San Mateo	1,244	311	2,136	534
South San Francisco	32	8	36	9
Totals	2,488	622	4,272	1,068

19. Populations Served: Check the boxes below if they describe a significant population served by your program. These categories are not considered "presumed benefit" by HUD, and require income verification.

- Persons exiting incarceration
- Low-income youth
- Other

20. Affirmative Outreach:

a. Use the demographics from your previous program year to provide an analysis of the population you serve relative to the demographics in the table. *NOTE: If you are a new applicant please provide your best estimation.*

Race & Ethnicity	City of San Mateo Population	City of San Mateo % by Ethnicity	Low Income by Ethnicity served by your Program	Your Program % by Ethnicity
Total	97,207	100%	109	100%
White and not Hispanic	45,240	46.54%	6	5.50%
White and Hispanic	25,815	26.56%	83	76.15%
Asian	18,153	18.67%	3	2.75%
African American	2,099	2.16%	3	2.75%
Pacific Islander	1,937	1.99%	0	0.00%
Native American	140	0.14%	0	0.00%
Other	3,823	3.93%	14	12.84%

Race & Ethnicity	County of San Mateo Population	County of San Mateo % by Ethnicity	Low Income by Ethnicity served by your Program	Your Program % by Ethnicity
Total	764,442	100%	656	100%
White and not Hispanic	280,550	36.70%	24	3.66%
White and Hispanic	181,937	23.80%	533	81.25%
Asian	250,737	32.80%	11	1.68%
African American	20,640	2.70%	19	2.90%
Pacific Islander	10,702	1.40%	17	2.59%
Native American	6,880	0.90%	2	0.30%
Other	12,996	1.70%	50	7.62%

Race & Ethnicity	South San Francisco Population	South San Francisco % by Ethnicity	Low Income by Ethnicity served by your Program	Your Program % by Ethnicity
Total	63,632	100%	17	100%
White and not Hispanic	23,760	37.34%	5	29.41%
White and Hispanic	21,645	34.02%	8	47.06%
Asian	23,293	36.61%	0	0.00%
African American	1,625	2.55%	1	5.88%
Pacific Islander	1,111	1.75%	0	0.00%
Native American	395	0.62%	0	0.00%

Other	9,598	15.08%	3	17.65%
-------	-------	--------	---	--------

b. Based on the percentages that you indicate your organization served describe your efforts to improve affirmative outreach to groups that may be underserved by your program and the result of your efforts:

In our collaborative, we are interested in partnering with agencies that serve indigenous, LGBTQIA+, and Pacific Islander populations. We have staff on our team that identify in these minority groups, who can and will improve affirmative outreach efforts.

21. Leveraging: Describe your fundraising efforts and additional sources of revenue for this project and your organization. Please state whether any of these fund sources are already committed and in what amount.

SV2 \$25,000 per year from 2023-2026
 Sequoia Healthcare District \$143,000
 PwC ReImagine Grant \$25,000
 San Mateo County Measure K \$50,000
 City of Sunnyvale \$15,000

Staff List

List below key staff members who work on **this program**

Position Title	Name of Staff Person	Job Responsibilities	Qualifications
Executive Director	Cecilia Chu	Program Management, Evaluations and Analysis, MSW Graduate Student Intern Program	Masters of Social Work, Columbia University B.S. Environmental Sciences, UC Berkeley B.A. Art, UC Berkeley Minor in Education, UC Berkeley SIFI-certified Field Instructor, 10+ years of youth development experience, Associate Social Worker and LCSW-candidate
Director of Operations	Monica Meija	Day-to-Day Operations, Program Management, Evaluations and Analysis	B.A. in Psychology, 10 years of non-profit experience, Expertise in program and project management, Redwood City and North Fair Oaks Resident, Spanish-speaker
Program Manager	Jasmine Cardenas	School-based Group Program and SEL curriculum	B.A. Sociology, trained in Mental Health First Aid, 6+ years of youth development experience, Spanish-speaker
Partnerships Coordinator	Ryan Campagna	Whole Health for Youth Initiative, collaboratives and community partnerships	B.A. Psychology, MSW San Francisco State, Former Program Director, 20+ years of nonprofit experience
Program Coordinator	Yanhia Crespin	School-based Group Program Facilitation, Mentor Recruitment, Case Management, Whole Health for Youth events and outreach	5+ years of youth development experience, Child Development studies, Certified in Conflict Mediation, Spanish-speaker
Program Associate	Fany Villalobos	Assistance with School-based Group Program Facilitation, Whole Health for Youth events and outreach	B.A. Criminal Justice 3+ years of youth development experience, San Mateo Native, Spanish-speaker
Program Coordinator	Daisy Fernandez	Case Management and Mentee Mentor Matching for 1-to-1 Mentorship Program	BSW and In-Progress MSW, 2+ years of Youth Development and case management experience

Program Coordinator	Joshua Selvaratnam	Case Management and Mentee Mentor Matching for 1-to-1 Mentorship Program	B.A. in International Relations, 1+ years of case management and outreach coordination experience
Program Associate	Bhavya Jha	Assistance with School-based Group Program Facilitation, Whole Health for Youth events and outreach	B.A in Sociology, M.A. in Conflict Transformation and Social Justice, Trained in Mental Health First Aid
Development Associate	Eunice Navarro	Assistance with School-based Group Program Facilitation, Whole Health for Youth events and outreach	Former FFY mentee, 10+ years with the organization, 5+ years of youth development experience

PROPOSED PROGRAM BUDGET FOR FY 2024-25

Budget Line Item	Agency Total	Pgm%	Program Total	City of San Mateo		County of San Mateo		South San Francisco		Total Jurisdictions	
				%	Requested	%	Requested	%	Requested	Pgm%	Requested
Labor											
Executive Director	\$120,000	50%	\$60,000	0%	\$0	0%	\$0	0%	\$0	0%	\$0
Director of Operations	\$87,500	50%	\$43,750	0%	\$0	0%	\$0	0%	\$0	0%	\$0
Program Manager	\$65,000	100%	\$65,000	8%	\$5,000	8%	\$5,000	8%	\$5,000	23%	\$15,000
Partnerships Coordinator	\$65,000	10%	\$6,500	0%	\$0	0%	\$0	0%	\$0	0%	\$0
Program Coordinator	\$51,000	100%	\$51,000	10%	\$5,000	10%	\$5,000	5%	\$2,500	25%	\$12,500
Program Associate	\$48,000	100%	\$48,000	10%	\$5,000	10%	\$5,000	5%	\$2,500	26%	\$12,500
Program Coordinator	\$53,500	100%	\$53,500	9%	\$5,000	9%	\$5,000	5%	\$2,500	23%	\$12,500
Program Coordinator	\$52,000	100%	\$52,000	10%	\$5,000	10%	\$5,000	0%	\$0	19%	\$10,000
Program Associate	\$53,000	100%	\$53,000	9%	\$5,000	9%	\$5,000	0%	\$0	19%	\$10,000
Development Associate	\$49,000	30%	\$14,700	0%	\$0	0%	\$0	0%	\$0	0%	\$0
Taxes/Benefits	\$88,215	80%	\$70,625	0%	\$0	0%	\$0	0%	\$0	0%	\$0
Other Direct Costs											
Mentor Screening/Training	\$5,000	100%	\$5,000	0%	\$0	0%	\$0	0%	\$0	0%	\$0
Mentorship Activities	\$22,000	100%	\$22,000	0%	\$0	0%	\$0	0%	\$0	0%	\$0
Mentor Recruitment/Management	\$15,000	100%	\$15,000	0%	\$0	0%	\$0	0%	\$0	0%	\$0
Insurance	\$17,000	100%	\$17,000	0%	\$0	0%	\$0	0%	\$0	0%	\$0
Modified Total Direct Costs (MTDC)	\$791,215	73%	\$577,075	5%	\$30,000	5%	\$30,000	2%	\$12,500	13%	\$72,500
Indirect cost rate (10% de minimis rate unless the entity has a negotiated indirect rate with the federal government)	0%		0%		0%		0%		0%		
Indirect costs	\$0		\$0		\$0		\$0		\$0		\$0
Direct Costs Not MTDC											
Partnership Allocation	\$88,000	0%	\$0	0%	\$0	0%	\$0	0%	\$0	0%	\$0
TOTAL	\$879,215	66%	\$577,075	5%	\$30,000	5%	\$30,000	2%	\$12,500	13%	\$72,500
Number of Individual Beneficiaries					436		2,136		36		2,608
Cost per Individual					\$68.81		\$14.04		\$347.22		\$27.80

For the City of South San Francisco ONLY, answer the following:

1. Marketing/Advertising

a. Check all of the following methods your agency utilizes to promote and advertise your programs and services:

- Flyers/brochures
- Website
- Phone book listing

- SMC Connect (Handbook/Database)
- Outreach presentations to service providers
- Outreach presentations to public
- PSA's
- Social Media - Please list:
- Other - Please describe:

b. Which of the above marketing/advertising materials are available in multi-lingual form and which languages are they available in?

Our fliers, applications and surveys are available in Spanish.

c. How and where are the materials distributed?

Materials are distributed through social media posts, outreach events such as tabling and community health fairs, and by advertising fliers in community coffee shops and public spaces.

For the San Mateo County ONLY, answer the following:

1. Due to the usage and allocation restrictions, CDBG funding for FY24-25 is limited. If CDBG funding is not available for your proposed project, would you be open to accepting funding from a Federal ESG, State ESG or State PLHA grant if your project qualifies? These funding sources are subject to additional requirements and specific reporting compliance which , which are outlined in the NOFA and/or will be provided to you by San Mateo County.

Yes

2. Describe in detail the scope of work directly related to the requested budget items. Describe the objectives for each activity and the specific tasks that need to be accomplished to achieve those objectives. The description should use the guidelines listed below:

- The purpose and nature of the different services to be offered and where they will be provided;
- The tasks to be performed (outreach, intake, enrollment, day care services, etc.);
- The level of service that will be provided for each activity (identified in some quantifiable unit of service, Ex. Children cared for per month)

The only budget lines we are requesting are for program staff salaries and fringe benefit costs. Our direct service programs are run by our Program Associates, Coordinators and Managers.

Staff time covers costs for:

- Outreach and volunteer recruitment, 18% of all inquiries become mentors on average
- Curriculum development, 500 hours of staff time
- Session and activity facilitation for 30 weeks during the school year
- Weekly case management for each mentee and their family

Source	Committed	Proposal Submitted	To Be Determined
Other Federal Funds			
State/Local Funds			
Private Funds			
Other: <input type="text"/>			
Total	\$0	\$0	\$0

End of the San Mateo County section

Attachments

- 1. Resolution authorizing application and designation of signatory, by the Board of Directors [SMC_and_Sunnyvale_Authorization_Document.doc](#)
- 2. Proof of 501(c)3 / tax-exempt status [FFY_501c3_tax_exempt_letter.pdf](#)
- 3. By-laws [2016-FINAL-BYLAW-REV_JAN_2020.docx](#)
- 4. Articles of Incorporation [FFY_Articles_of_Incorporation.pdf](#)
- 5. Board roster, including:
 - Name, Company, Years on Board
 - Meeting dates for previous 12 months
 - Number of years allowed for each board term
- 6. Organizational chart for entire organization [2023_FFY_Organizational_Chart_and_Job_Matrix_IN_PROGRESS.pdf](#)
- 7. Certified financial audit no more than 1 fiscal year old, prepared by a CPA, and:
 - Management letters (if applicable)
 - A-122 and A-133 Single Audit (for entities that receive more than \$750,000 in federal funding) **OR**
 - A letter from your Executive Director or Chief Financial Officer certifying that agency does not receive more than \$750,000 in federal funds and is not subject to the Single Audit.
- 8. The following are required: [MASTER_2024_BUDGETS_AND_WORKSHEETS_-_2_2024_AGENCY_BUDGET_2.pdf](#)
 - Current (FY23-24) **Agency** Operating Budget
 - Proposed (FY24-25) **Agency** Operating Budget
- 9. Mission Statement [Screenshot_2024-01-18_at_2.14.46_PM.png](#)
- 10. Non-discrimination policy for Staff and Clients [FFY_Non-Discrimination_Policy_2017.pdf](#)
- 11. Reasonable Accommodations Policy for Staff and Clients [FFY_Accessibiity_Policy_.pdf](#)
- 12. Conflict of Interest Policy. (If not available, please indicate when you will submit) [FFY_Conflict_of_Interest_2020.pdf](#)
- 13. Negotiated Rate Letter. (If required) [2020-21_Mentoring_Programs_End_of_Year_Outcome_Evaluation_2.pdf](#)
- 14. Other - [2022-2023 Annual Program Report](#) [2022-2023_Annual_Report.pdf](#)

If you would like all the attachments downloaded into your Dropbox folder, please contact CDS

Program Manager Signature [Cecilia Chu](#)

Date Signed [01/18/2024](#)

Initially submitted: Jan 18, 2024 - 16:09:17

Human Investment Project (HIP) Housing

Consolidated Community Funding Application
Redwood City, City of San Mateo, San Mateo County and South San Francisco
Application for New Funding for FY 2024-25

GENERAL INFORMATION

1. **Organization Name:** Human Investment Project, Inc.
 2. **Project Title:** Affordable Housing Programs

We are applying for funding from:

Redwood City City of San Mateo South San Francisco County of San Mateo

Budget/Client Summary (Auto-populated from Budget, below)

Jurisdictions receiving this application	Amount Requested	% of Program Budget	Proposed # of Clients Served	% of Clients Served	Total \$ Per Client	Total Agency Budget
City of San Mateo	\$25,000	1%		0%	\$1,000.00	
South San Francisco	\$12,000	0%		0%	\$857.14	
Total	\$37,000	1%	39	100%	\$948.72	

Grant Funded Programs:

We are applying for a Public Services Program

CDBG National Objective Eligibility - How are you serving low income populations?

Service to low income clients verified through income documentation.

Income Verification: Describe how you obtain, verify, and maintain proof of income and presumed benefit status. Third party documentation or client signatures on the certification forms must be available on file for review at all times.

As a requirement of participation in the programs, applicants must provide documentation of their source(s) of income, including paycheck stubs, bank statements, tax returns, income award letters, confirmation of support from family or other sources, etc. Additionally, applicants sign an Income Documentation form confirming their source(s) of income and annual income amount.

3. **Project Address:** 800 S. Claremont St., # 210 City: San Mateo Zip: 94402-1450

4. Provide a one sentence project summary:

HIP Housing's Affordable Housing Programs are multifaceted and provide housing and/or case management support to individuals in the Home Sharing, Self-Sufficiency, and Housing Readiness Programs as well as in HIP Housing's owned or managed properties, all of which prevent homelessness, maintain housing affordability, and increase access to housing resources for those who live, work, or attend school in San Mateo County.

Organization Address: 800 S. Claremont St., #210 City: San Mateo Zip: 94402-1450

Organization Phone: (650) 348-6660 Website: www.hiphousing.org

Type of Applicant: Non-Profit **Our agency serves:** Clients

5. **Contact Person / Project Administrator:** Name: Laura Fanucchi Title: Director of Programs Telephone: (650) 348-6660
 Contact Email: lfanucchi@hiphousing.org Fax: (650) 348-0284

6. **Name of Agency Director:** Kate Comfort Harr

7. Fiscal Officer: Name: Ghion Dessie Email: gdessie@hiphouinsg.org Telephone: (650) 348-6660
 Fiscal Officer Address: 800 S. Claremont St., #210 City: San Mateo Zip: 94402-1450

8. Authorized Signatory: Name: Kate Comfort Harr Email: kcomfort@hiphousing.org Telephone: (650) 348-6660
 Authorized Signatory Address: 800 S. Claremont St., #210 City: San Mateo Zip: 94402-1450

9. Please provide days and hours of regularly scheduled operation:

Our business hours are 8:30 am to 5:00 pm, Monday through Friday.

10. SAM/UEI Number: RA1XSFF29QK1 **Federal EIN/TIN Number:** 94-2154614

11. HUD Activity: Choose the HUD activity that most closely matches your service:

05 - Public Services

12. Project Specific Narrative: Provide a narrative description of the specific activities to be carried out with the requested funds. This should also include program objectives and key priorities for each specific jurisdiction.
 HIP Housing's Affordable Housing Programs prevent homelessness, maintain housing affordability, and increase access to housing resources.

The Home Sharing Program creates new affordable housing County-wide by matching people who have space in their home with people who are searching for an affordable place to live. Activities include: screening applicants; referring potential housemates to each other; guiding clients through the match process, and ongoing support after a match is made.

The Self-Sufficiency Program offers a 1-5 year rental scholarship and coaching support for low income parents and/or transitional age foster youth who are in school. Activities include: monthly case-management meetings to review budget, education, and parenting goals; Life Skills workshops; rent scholarship; mental health counseling; and referrals to community resources.

The Housing Readiness Program empowers San Mateo County community members to navigate our complex local housing landscape. People who contact our agency will be provided with housing resources, assistance with completing housing applications, and other assistance.

The Property Development and Management division provides affordable housing to low-income individuals and families, ensuring their long-term housing stability. HIP Housing owns 1 property in SSF and 6 in the City of San Mateo. We do third-party property management or compliance work for 4 additional properties in the City of San Mateo.

13A. Assessment of Need - City of San Mateo: Briefly describe how you determined the need for your program **for each specific jurisdiction that you are applying for funds.** Identify target population(s) and area(s) served. Please state the source(s) and date(s) of information. Identify any similar programs in the community.

Throughout the County of San Mateo, we seek to be a global hub for biotechnology and innovation. Yet, the housing supply in the City of San Mateo has not kept pace with job growth. This has a disproportionate negative effect on low-wage workers, families, and seniors. The average rent for an apartment in the City of San Mateo is \$3311 per month, according to Rentcafé.com. An employee earning minimum wage in the City would need to work 191 hours in a month just to afford this rent alone.

The Affordable Housing Programs serve individuals who live, work, attend school, or have a housing voucher in San Mateo County.

The target population for the Home Sharing Program is primarily older adult Home Providers with extra space and low-income individuals either through income, age, or disability, who are seeking housing.

The target population for the Self-Sufficiency Program is families with dependent children and transitional-aged foster youth (with or without children) whose adults are enrolled in an educational program leading to advancement in their career and economic stability.

The Housing Readiness Program's target population includes anyone who contacts HIP Housing for housing resources and needs support in navigating the complex housing landscape in our County. Extremely low-income older adults will receive weekly case management support to improve their access to housing resources.

13B. Assessment of Need - South San Francisco: Briefly describe how you determined the need for your program **for each specific jurisdiction that you are applying for funds.** Identify target population(s) and area(s) served. Please state the source(s) and date(s) of information. Identify any similar programs in the community.

The City of South San Francisco is a global hub for biotechnology and innovation. Yet, the housing supply in the City has not kept pace with job growth. This has a disproportionate negative effect on low-wage workers, families, and seniors. The average rent for an apartment in South San Francisco is \$2,977 per month, according to Rentcafé.com. An employee earning minimum wage in the City would need to work 173 hours in a month just to afford rent alone.

The Affordable Housing Programs serve individuals who live, work, attend school, or have a housing voucher in San Mateo County.

The target population for the Home Sharing Program is primarily older adult Home Providers with extra space and low-income individuals either through income, age, or disability, who are seeking housing.

The target population for the Self-Sufficiency Program is families with dependent children and transitional-aged foster youth (with or without children) whose adults are enrolled in an educational program leading to advancement in their career and economic stability.

The Housing Readiness Program's target population includes anyone who contacts HIP Housing for housing resources and needs support in navigating the complex housing landscape in our County. Extremely low-income older adults will receive weekly case management support to improve their access to housing resources.

14. Timeline: Provide a brief timetable for project implementation and achievement of projected goals and how you plan to expend your funds in a timely manner by the end of the fiscal year.

In FY 2024-2025, our goals and activities will include:

Home Sharing Program:

Interview, screen, and provide housing assistance to 60-80 people who live or work in SSF and 60-80 people who live or work in San Mateo.

Place individuals in a new home sharing arrangements (7 in SSF and 7-10 in San Mateo)

Provide ongoing follow-up support residents who entered home sharing matches in previous years (30 in SSF and 60 in San Mateo)

Self-Sufficiency Program:

Interview 3-5 low-income families with dependent children or Transitional Aged Foster Youth in both SSF and San Mateo whose educational goals will lead to economic self-sufficiency.

Place 1-2 SSF households and 1-2 San Mateo households in housing either in one of HIP Housing's four group share homes or with support of a housing scholarship in a unit rented on the open market.

Conduct monthly case management with 4-6 SSF families and 7-10 San Mateo families to provide support on financial, parenting, mental health, and educational needs.

Housing Readiness Program:

Provide housing assistance and community resources to 100-120 SSF residents and 100-120 San Mateo residents who contact our agency for information, and follow-up with callers one month after the initial contact to determine what additional assistance they need with navigating housing applications.

Case-Manage 15-20 older adults from SSF and 30-40 older adults from San Mateo.

15. Evaluation: Briefly describe how you will determine and measure the success of your program and whether or not program goals were met? If your program is currently receiving grant funds please describe accomplishments of goals to date.

HIP Housing's Affordable Housing Programs are evaluated on and tracked in program databases to help us assess:

Number of clients and households served

Number of intake calls and referrals provided

Number of clients placed in housing arrangements

Number of clients receiving case management

Income level of clients

Affordability of housing

Length of time client remains housed

Current grant funds, which we received to support only our Home Sharing Program in the current fiscal year, have enabled us to:

Respond to 30 inquiries from SSF residents and 83 inquiries from San Mateo residents.
 Interview and screen 31 Home Sharing Program applications in SSF and 36 in San Mateo and provide case management support.
 Place 5 San Mateo residents in new Home Sharing matches.
 Maintain Home Sharing match arrangements for 21 residents in SSF and 60 in San Mateo
 Conduct community outreach to raise awareness of the program in the community

16. Collaboration: Describe partnerships with other organizations/agencies, the nature of the partnership, and how it relates to the proposed project.

Finding a safe, affordable place to live is only one piece of the puzzle for our clients. We have built strong partnerships with a number of organizations that provide a wide variety of resources to those we serve. We, in turn, provide affordable housing information, resources, and opportunities to individuals and families referred to us by other agencies.

Programs we work with include:

Cal State East Bay, SJSU, and Eastside College Preparatory School – provide interns

CORE Community Centers – provide rent assistance, shelter referrals, etc.

Legal Aid and Project Sentinel – provide legal advice

Peninsula Conflict Resolution Center – provides conflict resolution training for Home Sharing Coordinators

Life Moves – provides housing resources for shelter clients and Life Moves staff

smhousingsearch.org – posts information about HIP Housing's Home Providers

2nd Harvest of Silicon Valley - collaborates on making referrals for SSP clients needing food resources

San Mateo County's Independent Living Skills networking group – shares best practices and resources that are available for Transitional Aged Foster Youth.

CORA's TDAH (To Do At Home) program - provides families with children between 0-5 with a TDAH activity bag to build connections between parents and kids to prevent domestic violence

One Life Counseling Center and other mental health clinicians provide services in which HIP Housing pays for up to 10 sessions

17. Impact: : Discuss any general trends and conditions that have affected or impacted your service levels or service populations. For New Applicants – describe what these funds would allow your agency to do that you may not be able to do now. For Continuing Applicants – describe how your program would be impacted without these funds.

The lack of affordable housing has led to economic insecurity and mass displacement of low-income residents.

The population of older adults is growing at historic rates. The Harvard Joint Center for Housing Studies projects that households headed by adults 80 and older will double by 2040 to 17 million. Researchers at UCSF estimate that among single, unhoused individuals in California aged 50 and over, 41% first became homeless at age 50 or older. An increase in low-income seniors referred to HIP Housing requires staff to administer intensive assistance. Seniors facing homelessness face enormous stress and trauma that can exacerbate other health conditions.

Home Sharing clients cite many reasons that Home Sharing is one of their only options for secure housing: extra income to pay mortgage and rent; rising utility expenses; homelessness; overcrowding; uninhabitable living conditions; job relocation; rental increase. One challenge is the disparity between what Home Providers need to charge for rent and what Home Seekers can afford to pay.

Self-Sufficiency Program families lack the resources to afford housing while trying to focus on their education. We currently have a waiting list for families who seek a housing scholarship. Families are staying in the program longer due to the rising cost of living, which impacts their ability to afford housing.

The impact of our Housing Programs will be considerably lessened without funding from the City.

18. Project Beneficiaries/Quantifiable Measurement: Indicate the expected number of beneficiaries to be served by the program. For each response below please indicate both the number of households and number of individuals. Refer to the San Mateo County Income Limits.

a. Indicate the total number of **low-income** beneficiaries you expect to serve with this program for each jurisdiction application for funding. *Low-income is 80% of Area Median Income or below. [See AMI table](#)

b. Indicate the **total** number of beneficiaries you expect to serve with this program in each jurisdiction - regardless of income.

Jurisdiction	a. Number of low-income beneficiaries to be served per grant jurisdiction application. **Low-income** is 80% of Area Median Income or below.		b. All beneficiaries to be served per grant jurisdiction application regardless of income	
	Persons	Households	Persons	Households
Daly City				
Redwood City				
City of San Mateo	21	18	25	22
County of San Mateo				
South San Francisco	10	7	14	11
Totals	31	25	39	33

19. Populations Served: Check the boxes below if they describe a significant population served by your program. These categories are not considered "presumed benefit" by HUD, and require income verification.

- Persons exiting incarceration
- Low-income youth
- Other [Homeless, At Risk of Becoming Homeless, Seniors](#)

20. Affirmative Outreach:

a. Use the demographics from your previous program year to provide an analysis of the population you serve relative to the demographics in the table. *NOTE: If you are a new applicant please provide your best estimation.*

Race & Ethnicity	City of San Mateo Population	City of San Mateo % by Ethnicity	Low Income by Ethnicity served by your Program	Your Program % by Ethnicity
Total	97,207	100%	60	100%
White and not Hispanic	45,240	46.54%	9	15.00%
White and Hispanic	25,815	26.56%	13	21.67%
Asian	18,153	18.67%	7	11.67%
African American	2,099	2.16%	5	8.33%
Pacific Islander	1,937	1.99%	0	0.00%
Native American	140	0.14%	3	5.00%
Other	3,823	3.93%	23	38.33%

Race & Ethnicity	South San Francisco Population	South San Francisco % by Ethnicity	Low Income by Ethnicity served by your Program	Your Program % by Ethnicity
Total	63,632	100%	35	100%
White and not Hispanic	23,760	37.34%	6	17.14%
White and Hispanic	21,645	34.02%	12	34.29%
Asian	23,293	36.61%	9	25.71%
African American	1,625	2.55%	2	5.71%
Pacific Islander	1,111	1.75%	1	2.86%
Native American	395	0.62%	2	5.71%
Other	9,598	15.08%	3	8.57%

b. Based on the percentages that you indicate your organization served describe your efforts to improve affirmative outreach to groups that may be underserved by your program and the result of your efforts:

To ensure that our programs are informed by the populations we serve, we conduct multiple client surveys that provide insight into what works well and where we can improve. And, our agency is always searching for opportunities that will enable us to share information about our programs through outreach activities to all ethnic and racial groups in the County.

Program materials are available in Spanish, English, Mandarin, Cantonese, and Tagalog. Staff speak a variety of languages including: Spanish, Tagalog, Mandarin/Cantonese, German, Indonesian, Italian, some being certified in Spanish to work directly with Spanish-speaking clients.

HIP Housing has a DEI committee that directs DEI efforts for the agency and informs the use of a DEI and trauma-sensitive lens when working with program clients.

Outreach activities include:

Networked with the PACIFIC ISLANDERS' CULTURAL ASSOCIATION, Latino Commission, Multicultural Institute, Puente
 Participated in events during Active Aging Week, Earth Day, National Night Out, CSM Farmers Markets, the Primary school in East Palo Alto
 Presentations for staff of Star Vista, Center for the Independence of Persons with Disabilities, San Mateo county libraries, El Concilio, Job Train, Life Moves, Samaritan House, Peninsula Family Services
 Networking groups such as the Pacifica Collaborative, Age Forward Coalition, San Mateo/Foster City schools group, Immigrant Welcoming Committee, OYA Latin X conference

21. Leveraging: Describe your fundraising efforts and additional sources of revenue for this project and your organization. Please state whether any of these fund sources are already committed and in what amount.

HIP Housing operates on a robust and sustainable earned-income model, which allows us to generate a substantial amount of our income through property development and management fees, as well as rent. Today, we generate enough earned income to cover all of our administrative costs.

For FY 2023-2024, we have received support from municipal governments across San Mateo County, as well as foundations and corporations, including:

General support:

- Palo Alto Community Fund: \$10,000
- Mervyn L. Brenner Foundation: \$1,500
- Sunlight Giving: \$55,000
- Chan Zuckerberg Initiative: \$62,500
- Atkinson Foundation: \$15,000
- Sobrato Family Foundation: \$100,000
- Bank of America: \$100,000
- David and Lucile Packard Foundation: \$75,000
- Leslie Family Foundation: \$1,000

Home Sharing Program:

- Sutter Health Mills Peninsula: \$65,000
- United Way Bay Area: \$20,000
- Bank of the West: \$15,000
- Wells Fargo: \$20,000

Self Sufficiency Program:

- Sobrato Family Foundation: \$180,000
- Grove Foundation: \$50,000
- Kaiser Permanente: \$25,000
- JH Robbins Foundation: \$5,000
- Sand Hill Foundation: \$60,000
- U.S. Bank: \$50,000

Housing Readiness Program:

- San Mateo County Housing Authority \$16,000

We expect renewed funding for FY 2024-25 from most (but not all) of these sources, and we continue to actively seek new funding sources, especially for the Housing Readiness Program.

Staff List

List below key staff members who work on **this program**

Position Title	Name of Staff Person	Job Responsibilities	Qualifications
Director of Programs	Laura Fanucchi	Oversees the activities of the Home Sharing, Self Sufficiency, and Housing Readiness Programs including: staffing, training, volunteer coordination, reporting, and outreach.	Laura has worked for HIP Housing since 1992 as the Director of Programs and has over 35 years of experience in the field. She holds a bachelor's degree in

			Psychology from the University of San Francisco. She is the Vice President of the National Shared Housing Resource Center and provides technical assistance to nonprofits regarding developing Home Sharing Programs throughout the country. She is also a member of the Dignity Community Advisory Committee of Sequoia Hospital.
Home Sharing Program Manager	Laura Moya	Manages Home Sharing staff and special outreach and collaboration for the program, and provides support.	Laura holds a Bachelor of Arts degree in Hispanic Studies with a concentration in Multicultural Studies. She has completed a 40-hour domestic violence training program and is a graduate of Toastmasters, the Engaged Latina Leadership Activists (ELLA) Program, and the Chamber Leadership Program. Laura is an active member of the San Mateo Community and serves as a mentor for students looking to enter the nonprofit sector. Additionally, Laura is a dedicated member of the Orgullo y Educación (OYE) Annual Conference Planning Committee. This committee is committed to creating an inclusive space for Latinx youth to explore their identities, deepen their interests, and receive support to pursue future goals. Laura is bilingual, proficient in both Spanish and English.
Senior Home Sharing Coordinator (South County)	Barbara Liedtke	Coordinates South County Home Sharing activities and conducts outreach for the area. Provides counseling for clients. Supervises and provides support to the North County Home Sharing Coordinator.	Barbara has nearly 35 years of experience in social work. She holds a BA from San Francisco State University and completed graduate coursework at Universidad Iberoamericana in Santo Domingo. She is trilingual in English, Spanish, and German.
Senior Home Sharing Coordinator (Mid-County)	Debra Smith	Coordinates Mid-County County Home Sharing activities and conducts outreach for the area. Provides counseling for clients. Supervises and provides support to the Coastside Home Sharing Coordinator.	Debra has nearly 25 years of experience as a Home Sharing Coordinator. She is a graduate of the Chamber Leadership Program and a Notary Public.
Office Manager	Sue Kallstrom	Lead staff member fielding incoming calls and provides initial caller assessments	Sue Kallstrom has worked for HIP Housing for over 15 years.

		along with housing and community resource information.	
Self Sufficiency Program Manager	James Simmons	Manages all aspects of the Self Sufficiency Program including supervising staff, leading the Nurturing Fathers Program, developing program policies and procedures, conducting case management with clients and serving on the HIP Housing Diversity, Equity, and Inclusion council.	James holds a BA in Psychology from Fordham University and certificates of Specialty in Biblical Studies and Human Resources from Jubilee Christian Center and the College of San Mateo, respectively. James is also a certified conflict resolution mediator through the Peninsula Conflict Resolution Center. He has 23 years of experience working in the fields of alcohol and drug abuse recovery, housing insecurities, mental health, and educational/vocational services with a focus on youth and young adult development in collaboration with the foster care and justice systems in California's Greater Bay Area. Over the last ten years, James has been developing and providing fatherhood-specific support services.
Self Sufficiency Client Services Manager	Shirley Suprpto	Case manages Self Sufficiency Program clients, supervises the MSW interns and is also the agency's lead coordinator for trauma-informed care systems	Shirley Suprpto, ASW, MSW, has over 25 years of experience in the social service sector, with 20 years working in the Home Sharing and Self-Sufficiency Program departments.
Self Sufficiency Program Case Manager	Vitani Taamu	Case manages Self Sufficiency Program clients	Vitani Taamu has 9 years of experience in social work. She graduated from San Jose State University in 2013 with a Bachelor's in Behavioral Science and a double major in Sociology, spending a semester studying abroad in Melbourne, Australia.
Self Sufficiency Program Specialist	Tafisi Suafai	Provides administrative and outreach support to the Self Sufficiency Program and and clients	Tafisi has 6 years of experience including serving as a Care Coordinator for HealthRight 360, Program Leader for BACR for youth, and in her current role as the SSP Specialist.
Housing Readiness Program Coordinator	Montserrat Zamora Olivares	Coordinates all aspects of the program including case management of older adults, supervision of MSW intern, monitoring client follow-up calls, development of resource guides, offering services in Spanish.	Montserrat has a Bachelor's in Social Work with a certification in Spanish and will complete a Master's in Social Work from San Jose State in May 2024. She started as the HRP coordinator in August 2022 and has worked for several

social service organizations since 2010.

PROPOSED PROGRAM BUDGET FOR FY 2024-25

Budget Line Item	Agency Total	Pgm%	Program Total	City of San Mateo		South San Francisco		Total Jurisdictions	
				%	Requested	%	Requested	Pgm%	Requested
Labor									
Salaries	\$1,751,977	80%	\$1,393,736	2%	\$22,500	1%	\$12,000	2%	\$34,500
Bonus Expense	\$30,900	81%	\$24,900	0%		0%		0%	\$0
Payroll Processing Fees	\$9,366	81%	\$7,547	0%		0%		0%	\$0
Unemployment Compensation	\$3,520	80%	\$2,817	0%		0%		0%	\$0
Workers Comp	\$11,811	78%	\$9,205	0%		0%		0%	\$0
Taxes/Benefits	\$427,068	80%	\$343,223	1%	\$2,500	0%	\$0	1%	\$2,500
Other Direct Costs									
Administrative Expenses	\$421,129	80%	\$336,903	0%		0%		0%	\$0
Operating and Maintenance	\$261,066	80%	\$208,853	0%		0%		0%	\$0
Service Expense	\$226,476	100%	\$226,476	0%		0%		0%	\$0
Fundraising Expenses	\$73,963	77%	\$57,171	0%		0%		0%	\$0
Modified Total Direct Costs (MTDC)	\$3,217,276	81%	\$2,610,831	1%	\$25,000	0%	\$12,000	1%	\$37,000
Indirect cost rate (10% de minimis rate unless the entity has a negotiated indirect rate with the federal government)									
Indirect costs	\$0		\$0		\$0		\$0		\$0
TOTAL	\$3,217,276	81%	\$2,610,831	1%	\$25,000	0%	\$12,000	1%	\$37,000
Number of Individual Beneficiaries					25		14		39
Cost per Individual					\$1,000.00		\$857.14		\$948.72

For the City of South San Francisco ONLY, answer the following:

1. Marketing/Advertising

a. Check all of the following methods your agency utilizes to promote and advertise your programs and services:

- Flyers/brochures
- Website
- Phone book listing
- SMC Connect (Handbook/Database)
- Outreach presentations to service providers
- Outreach presentations to public
- PSA's
- Social Media - Please list:
- Other - Please describe:

b. Which of the above marketing/advertising materials are available in multi-lingual form and which languages are they available in?

Program flyers and postcards are translated into Spanish, Tagalog, and simplified Chinese. Outreach presentations are conducted in English and Spanish. During tabling events, volunteers and staff who are bilingual in various languages often participate. Monthly Home Sharing Program flyers that describe available rooms for rent and persons seeking housing are translated to Spanish. HIP Housing's recyclable bags that are used for outreach purposes have content translated to Spanish. Program and property staff speak a variety of languages including: Spanish, Tagalog, Mandarin/Cantonese, German, Indonesian, Italian, some being certified in Spanish to work directly with Spanish-speaking clients.

c. How and where are the materials distributed?

Program flyers are posted on HIP Housing's website and are distributed monthly during an email e-blast, which gets reshared with potential applicants and/or posted. Outreach materials that are translated to other languages are distributed at tabling and other outreach events.

Attachments

- | | |
|---|---|
| <input checked="" type="checkbox"/> 1. Resolution authorizing application and designation of signatory, by the Board of Directors | 2023-24 HIP Housing Signer Resolution 9 26 .23.pdf |
| <input checked="" type="checkbox"/> 2. Proof of 501(c)3 / tax-exempt status | HIP IRS Determination Letter June 2006.pdf |
| <input checked="" type="checkbox"/> 3. By-laws | HIP Housing Bylaws.pdf |
| <input checked="" type="checkbox"/> 4. Articles of Incorporation | HIP Housing Articles of Incorporation.pdf |
| <input checked="" type="checkbox"/> 5. Board roster, including: <ul style="list-style-type: none"> • Name, Company, Years on Board • Meeting dates for previous 12 months • Number of years allowed for each board term | 2023 - 24 HIP Board Roster 11.21.23.docx |
| <input checked="" type="checkbox"/> 6. Organizational chart for entire organization | HIP Housing org chart.pdf |
| <input checked="" type="checkbox"/> 7. Certified financial audit no more than 1 fiscal year old, prepared by a CPA, and: <ul style="list-style-type: none"> • Management letters (if applicable) • A-122 and A-133 Single Audit (for entities that receive more than \$750,000 in federal funding) OR • A letter from your Executive Director or Chief Financial Officer certifying that agency does not receive more than \$750,000 in federal funds and is not subject to the Single Audit. | Human Investment Project Inc. 6-30-22 FINAL Audit.pdf
Award Certification 2021-22.pdf
Award Certificatiom 2022-23.pdf |
| <input checked="" type="checkbox"/> 8. The following are required: <ul style="list-style-type: none"> • Current (FY23-24) Agency Operating Budget • Proposed (FY24-25) Agency Operating Budget | HIP Programs FY 23-24 and FY 24-25.pdf |
| <input checked="" type="checkbox"/> 9. Mission Statement | Mission Statement.docx |
| <input checked="" type="checkbox"/> 10. Non-discrimination policy for Staff and Clients | Non-Discrimination Policy.docx |
| <input checked="" type="checkbox"/> 11. Reasonable Accommodations Policy for Staff and Clients | Reasonable Accomodations Policy.docx |
| <input checked="" type="checkbox"/> 12. Conflict of Interest Policy. (If not available, please indicate when you will submit) | Conflict of Interest Policy.docx |
| <input type="checkbox"/> 13. Negotiated Rate Letter. (If required) | |
| <input checked="" type="checkbox"/> 14. Other - Note on outcome chart and budget | Note on outcomes chart and budget.docx |

If you would like all the attachments downloaded into your Dropbox folder, please contact CDS

Program Manager Signature [Laura Fanucchi](#)

Date Signed [01/17/2024](#)

Initially submitted: Jan 17, 2024 - 16:04:47

Legal Aid Society

Consolidated Community Funding Application
Redwood City, City of San Mateo, San Mateo County and South San Francisco
Application for New Funding for FY 2024-25

GENERAL INFORMATION

1. **Organization Name:** [Legal Aid Society of San Mateo County](#)
 2. **Project Title:** [HomeSavers Preserving Affordable Housing](#)

We are applying for funding from:

Redwood City City of San Mateo South San Francisco County of San Mateo

Budget/Client Summary (Auto-populated from Budget, below)

Jurisdictions receiving this application	Amount Requested	% of Program Budget	Proposed # of Clients Served	% of Clients Served	Total \$ Per Client	Total Agency Budget
City of San Mateo	\$12,900	1%		0%	\$100.00	
South San Francisco	\$12,300	1%		0%	\$100.00	
Total	\$25,200	2%	252	100%	\$100.00	

Grant Funded Programs:

We are applying for a [Public Services Program](#)

CDBG National Objective Eligibility - How are you serving low income populations?

[Service to low income clients verified through income documentation.](#)

Income Verification: Describe how you obtain, verify, and maintain proof of income and presumed benefit status. Third party documentation or client signatures on the certification forms must be available on file for review at all times.

All Legal Aid SMC clients are required to complete a declaration of household income, which they must sign under penalty of perjury, either on a paper intake form or electronically through the online intake system. We request that clients bring source documentation of income for all household members, if they have it, to their intake interview, or upload documentation to the online intake system. Documentation provided can include recent bank statements or tax returns, two consecutive paycheck records from an employer, a statement of benefits from a government agency, or proof of receipt of a government benefit (such as MediCal or EBT card). Clients who are unable to upload source documents complete an income self-certification. Client income declarations, documentation, and self-certifications are maintained in the electronic case file.

3. **Project Address:** [330 Twin Dolphin Drive, Suite 123](#) City: [Redwood City](#) Zip: [94065-1455](#)

4. Provide a one sentence project summary:

[Legal assistance to people threatened with losing their homes or living in substandard conditions with the goals of keeping people in their homes; preventing homelessness through the enforcement of legal rights, in and out of court; and remedying substandard living conditions through advocacy.](#)

Organization Address: [330 Twin Dolphin Drive, Suite 123](#) City: [Redwood City](#) Zip: [94065-1455](#)

Organization Phone: [650-558-0915](#) Website: [www.legalaidsmc.org](#)

Type of Applicant: **Our agency serves:** [Clients](#)

5. **Contact Person / Project Administrator:** Name: [Maria Chatterjee](#) Title: [Housing Program Operations Manager](#) Telephone: [650-517-8939](#)
 Contact Email: mchatterjee@legalaidsmc.org Fax: [650-517-8973](#)

6. Name of Agency Director: M. Stacey Hawver

7. Fiscal Officer: Name: Allison Marseille Email: amarseille@legalaidsmc.org Telephone: 650-517-8916
Fiscal Officer Address: 330 Twin Dolphin Drive, Suite 123 City: Redwood City Zip: 94065-1455

8. Authorized Signatory: Name: M. Stacey Hawver Email: mshawver@legalaidsmc.org Telephone: 650-517-8917
Authorized Signatory Address: 330 Twin Dolphin Drive, Suite 123 City: Redwood City Zip: 94065-1455

9. Please provide days and hours of regularly scheduled operation:
Monday to Friday, 9 am - noon, 1-5 pm

10. SAM/UEI Number: RV3HNNQ1TFH4 **Federal EIN/TIN Number:** 94-1451894

11. HUD Activity: Choose the HUD activity that most closely matches your service:
05C - Legal Services

12. Project Specific Narrative: Provide a narrative description of the specific activities to be carried out with the requested funds. This should also include program objectives and key priorities for each specific jurisdiction.
Program Objective: Legal Aid SMC keeps low-income tenants in their affordable homes by defending them against illegal and unfair evictions through in-court representation and assistance and out-of-court advocacy. We provide legal representation, advocacy, advice and other services to approximately 50 households per month and answer dozens of tenant questions through phone consultations each week. Services are provided in person in our Redwood City office, and in weekly housing clinics in the community. We also provide services remotely for those with mobility or transportation issues.

Key Priorities: Legal Aid SMC strives to provide low-income clients with legal representation, advocacy, or the knowledge and practical assistance they need to more effectively advocate for themselves and their families with the goal of preserving their affordable housing and preventing them from becoming homeless or being displaced from their community.

Specific Activities: Legal Aid SMC attorneys, project staff, and trained pro bono attorneys represent clients in court, advocate for their legal rights out of court, consult one-on-one with clients to answer questions, provide legal advice, help with the completing of legal paperwork, and explain what to expect in the county's housing courts. Legal Aid SMC is also able to aggregate eviction data to track rents and impacts in specific cities.

13A. Assessment of Need - City of San Mateo: Briefly describe how you determined the need for your program **for each specific jurisdiction that you are applying for funds**. Identify target population(s) and area(s) served. Please state the source(s) and date(s) of information. Identify any similar programs in the community.

Rents are extremely high for families with low and moderate incomes living in San Mateo and throughout the county. Many households' incomes have not kept pace with the rise in rents, and high inflation has further eroded many tenants' ability to pay their monthly expenses. As a result, many members of our community working in the service sector and in blue-collar jobs struggle to keep their place in our community. The median income of our San Mateo clients last year was \$25,200. A market-rate apartment is out of reach for our clients, and the cost of moving is prohibitive. It is critical that these families maintain their current housing whenever possible, and the primary factor that influences this outcome is timely legal help in defending an eviction. Tenant protections, like all laws, are only effective when there are attorneys to enforce them. Utilization of available tenant protections, like those provided in the Tenant Protection Act, is also dependent on tenants' knowledge of their rights and ability to assert them. Tenant education and access to legal services is key to keeping many San Mateo families in their homes.

13B. Assessment of Need - South San Francisco: Briefly describe how you determined the need for your program **for each specific jurisdiction that you are applying for funds**. Identify target population(s) and area(s) served. Please state the source(s) and date(s) of information. Identify any similar programs in the community.

Rents are extremely high for families with low and moderate incomes living in South San Francisco and throughout the county. Many households' incomes have not kept pace with the rise in rents, and high inflation has further eroded many tenants' ability to pay their monthly expenses. As a result, many members of our community working in the service sector and in blue-collar jobs struggle to keep their place in our community. The median income of our South San Francisco clients last year was \$24,000. A market-rate apartment is out of reach for our clients, and the cost of moving is prohibitive. It is critical that these families maintain their current housing whenever possible, and the primary factor that influences this outcome is timely legal help in defending an eviction. Tenant protections,

like all laws, are only effective when there are attorneys to enforce them. Utilization of available tenant protections, like those provided in the Tenant Protection Act, is also dependent on tenants' knowledge of their rights and ability to assert them. Tenant education and access to legal services is key to keeping many South San Francisco families in their homes.

14. Timeline: Provide a brief timetable for project implementation and achievement of projected goals and how you plan to expend your funds in a timely manner by the end of the fiscal year.

This work is ongoing. Legal Aid SMC can begin utilizing CDBG funds immediately to provide free legal services to low-income tenants. Staffing and infrastructure to support this work is already in place.

15. Evaluation: Briefly describe how you will determine and measure the success of your program and whether or not program goals were met? If your program is currently receiving grant funds please describe accomplishments of goals to date.

Legal Aid SMC is committed to utilizing both internal and external data to evaluate its programs. We measure success by the number of households we serve as well as by the number of cases that result in a favorable outcome for the client. We also work to reduce the number of unlawful detainer (UD) cases that result in a default judgment by the court. A default judgment is entered when a tenant fails to respond, responds incorrectly, or responds too late to a UD, and can mean that the tenants are rapidly displaced from their home. In some cases, a household may be evicted in as little as five days after a default judgment. We will track the number of housing clients who come to us with unlawful detainers and the number of Answers to UDs that we prepare for clients, compared to the total number of UD Answers and defaults throughout the County.

16. Collaboration: Describe partnerships with other organizations/agencies, the nature of the partnership, and how it relates to the proposed project.

Legal Aid SMC partners with San Mateo Superior Court and Community Legal Services in East Palo Alto to ensure that self-represented litigants in eviction proceedings have access to pro bono assistance at essential points of the legal process, including preparation of paperwork by Legal Aid SMC at the outset of the case and assistance with settlement negotiations by Community Legal Services at subsequent court dates. We work with other community organizations like Faith in Action and Project Sentinel to provide outreach and comprehensive services to low-income individuals and families facing housing issues. Through active collaboration, client referrals, and targeted partnerships that address specific needs in the community, Legal Aid SMC and its partners work to maximize resources and community impact while eliminating duplication of services.

17. Impact: : Discuss any general trends and conditions that have affected or impacted your service levels or service populations. For New Applicants – describe what these funds would allow your agency to do that you may not be able to do now. For Continuing Applicants – describe how your program would be impacted without these funds.

The housing affordability crisis continues to significantly impact low-income families throughout San Mateo County. For many of our clients, their income simply can't keep up with the region's rising rents and the high rate of inflation. We continue to see many eviction cases due to nonpayment of rent. Additionally, we're seeing a trend of landlords serving multiple tenants who are paying lower rents with eviction notices claiming they want to 'substantially remodel' the apartments. Some of these landlords do not actually intend to remodel the units, they are just using it as a pretext to get around the rent increase caps in the Tenant Protection Act. Legal Aid SMC scrutinizes these attempts to evict and fights them when they are illegal.

CDBG funding is an important part of the HomeSavers funding infrastructure. Without this resource, we would seek funding from other sources. Other funders may have goals and priorities that differ from those of CDBG

18. Project Beneficiaries/Quantifiable Measurement: Indicate the expected number of beneficiaries to be served by the program. For each response below please indicate both the number of households and number of individuals. Refer to the San Mateo County Income Limits.

a. Indicate the total number of **low-income** beneficiaries you expect to serve with this program for each jurisdiction application for funding. *Low-income is 80% of Area Median Income or below. [See AMI table](#)

b. Indicate the **total** number of beneficiaries you expect to serve with this program in each jurisdiction - regardless of income.

Jurisdiction	a. Number of low-income beneficiaries to be served per grant jurisdiction application. **Low-income** is 80% of Area Median Income or below.		b. All beneficiaries to be served per grant jurisdiction application regardless of income	
	Persons	Households	Persons	Households
Daly City	0	0	0	0
Redwood City	0	0	0	0

City of San Mateo	129	52	129	52
County of San Mateo	0	0	0	0
South San Francisco	123	49	123	49
Totals	252	101	252	101

19. Populations Served: Check the boxes below if they describe a significant population served by your program. These categories are not considered "presumed benefit" by HUD, and require income verification.

- Persons exiting incarceration
- Low-income youth
- Other

20. Affirmative Outreach:

a. Use the demographics from your previous program year to provide an analysis of the population you serve relative to the demographics in the table. *NOTE: If you are a new applicant please provide your best estimation.*

Race & Ethnicity	City of San Mateo Population	City of San Mateo % by Ethnicity	Low Income by Ethnicity served by your Program	Your Program % by Ethnicity
Total	97,207	100%	148	100%
White and not Hispanic	45,240	46.54%	21	14.19%
White and Hispanic	25,815	26.56%	36	24.32%
Asian	18,153	18.67%	9	6.08%
African American	2,099	2.16%	9	6.08%
Pacific Islander	1,937	1.99%	9	6.08%
Native American	140	0.14%	1	0.68%
Other	3,823	3.93%	63	42.57%

Race & Ethnicity	South San Francisco Population	South San Francisco % by Ethnicity	Low Income by Ethnicity served by your Program	Your Program % by Ethnicity
Total	63,632	100%	47	100%
White and not Hispanic	23,760	37.34%	3	6.38%
White and Hispanic	21,645	34.02%	18	38.30%
Asian	23,293	36.61%	7	14.89%
African American	1,625	2.55%	1	2.13%
Pacific Islander	1,111	1.75%		0.00%
Native American	395	0.62%		0.00%
Other	9,598	15.08%	18	38.30%

b. Based on the percentages that you indicate your organization served describe your efforts to improve affirmative outreach to groups that may be underserved by your program and the result of your efforts:

Legal Aid SMC serves low-income residents of San Mateo County. Our client demographics more closely resemble that of individuals at or below 125% of the poverty level living in San Mateo County rather than the demographics of each city's population. Legal Aid SMC continues to work to provide services for low-income residents of all races and ethnicities, but specifically focuses on providing culturally and linguistically appropriate services to serve the significant low-income Hispanic populations in the City of San Mateo and South San Francisco.

21. Leveraging: Describe your fundraising efforts and additional sources of revenue for this project and your organization. Please state whether any of these fund sources are already committed and in what amount.

Legal Aid SMC has a successful development program that has allowed it to secure program funding from an annual campaign, targeted major donor solicitations, and an annual luncheon and golf tournament. In addition, Legal Aid SMC has been successful in obtaining grants and contracts to support its work from a number of foundations and government agencies. For FY24-25, in addition to any CDBG funding awarded, we anticipate receiving support for the HomeSavers program from the State Bar of California Trust Fund Program (\$28,148 committed); Redwood City HSFA (\$15,000 requested); San Mateo ARPA (\$116,197 committed); Daly City ARPA (\$21,555 committed); San Mateo County EIF (\$100,000 requested); and San Mateo County Measure K (\$561,655 requested).

Staff List

List below key staff members who work on **this program**

Position Title	Name of Staff Person	Job Responsibilities	Qualifications
Directing Attorney	David Carducci	Oversee project; provide direct legal services to housing clients	Member of the California State Bar; J.D., 1991
Staff Attorney	Shane Sagisi	Provide direct legal services to housing clients	Member of the California State Bar; J.D., 2018
Staff Attorney	Dustin Helmer	Provide direct legal services to housing clients	Member of the California State Bar; J.D., 2014
Staff Attorney	Katie Roussos	Provide direct legal services to housing clients	Member of the New York State Bar; J.D., 2019
Housing Program Operations Manager	Maria Chatterjee	Interpret for Spanish-speaking clients; provide written translation for litigation cases; maintain litigation case records	Masters Degree; Spanish fluency
Project Coordinator	Marlon Morales	Screen clients; schedule appointments; interpret for Spanish-speaking clients; provide information and referrals to clients; translate self-help and outreach materials into Spanish	B.A.; Spanish fluency
Project Coordinator	Erika Ramirez	Screen clients; schedule appointments; interpret for Spanish-speaking clients; provide information and referrals to clients; translate self-help and outreach materials into Spanish	B.A.; Spanish fluency
Project Coordinator	Nadia Henze	Screen clients; schedule appointments; interpret for Spanish-speaking clients; provide information and referrals to clients; translate self-help and outreach materials into Spanish	B.A.; Spanish fluency

PROPOSED PROGRAM BUDGET FOR FY 2024-25

Budget Line Item	Agency Total	Pgm%	Program Total	City of San Mateo		South San Francisco		Total Jurisdictions	
				%	Requested	%	Requested	Pgm%	Requested
Labor									
Directing Attorney D.C.	\$133,087	100%	\$133,087	2%	\$3,000	2%	\$2,540	4%	\$5,540
Staff Attorney S.S.	\$93,074	100%	\$93,074	2%	\$2,000	2%	\$2,000	4%	\$4,000
Staff Attorney D.H.	\$103,940	100%	\$103,940	2%	\$2,000	2%	\$2,000	4%	\$4,000
Staff Attorney K.R.	\$95,580	100%	\$95,580	2%	\$1,960	2%	\$2,000	4%	\$3,960
Other Staff	\$2,781,924	10%	\$272,952	0%	\$0	0%	\$0	0%	\$0
Taxes/Benefits	\$833,977	22%	\$181,645	1%	\$2,330	1%	\$2,220	3%	\$4,550
Other Direct Costs									
Rent/Occupancy	\$182,674	25%	\$44,900	1%	\$437	1%	\$422	2%	\$859
Equipment and Technology	\$115,675	23%	\$26,133	0%		0%		0%	\$0
Insurance	\$21,008	23%	\$4,746	0%		0%		0%	\$0
Travel/Training/Legal Research	\$34,453	23%	\$7,784	0%		0%		0%	\$0
Litigation	\$8,000	31%	\$2,500	0%		0%		0%	\$0
Client Rental Assistance	\$75,000	100%	\$75,000	0%		0%		0%	\$0
Other Operating Expenses	\$323,595	0%		0%		0%		0%	\$0
Subcontracts	\$1,053,598	0%		0%		0%		0%	\$0
Modified Total Direct Costs (MTDC)	\$5,855,585	18%	\$1,041,341	1%	\$11,727	1%	\$11,182	2%	\$22,909

Indirect cost rate (10% de minimis rate unless the entity has a negotiated indirect rate with the federal government)			10%		10%		10%		
Indirect costs	\$0		\$104,134	1%	\$1,173	1%	\$1,118	2%	\$2,291
TOTAL	\$5,855,585	20%	\$1,145,475	1%	\$12,900	1%	\$12,300	2%	\$25,200
Number of Individual Beneficiaries					129		123		252
Cost per Individual					\$100.00		\$100.00		\$100.00

For the City of South San Francisco ONLY, answer the following:

1. Marketing/Advertising

a. Check all of the following methods your agency utilizes to promote and advertise your programs and services:

- Flyers/brochures
- Website
- Phone book listing
- SMC Connect (Handbook/Database)
- Outreach presentations to service providers
- Outreach presentations to public
- PSA's
- Social Media - Please list:
- Other - Please describe:

b. Which of the above marketing/advertising materials are available in multi-lingual form and which languages are they available in?

All fliers, brochures, and website materials are available in English and Spanish. Some brochures are also available in Chinese and Tagalog.

c. How and where are the materials distributed?

Printed materials are available at the San Mateo County Court, Core Service Agencies, and outreach events. Resources are also available on the housing resource page of the Legal Aid SMC website: <https://www.legalaidsmc.org/housing-resources>.

Attachments

- 1. Resolution authorizing application and designation of signatory, by the Board of Directors [12_LegalAidSMC_Funding_Resolution_2023.pdf](#)
- 2. Proof of 501(c)3 / tax-exempt status [LASSMC_IRS_501c3_Letter_2003.PDF](#)
- 3. By-laws [Legal Aid Society of San Mateo - Bylaws November 2022 as adopted.pdf](#)
- 4. Articles of Incorporation [LASSMC_Articles_of_Incorporation.pdf](#)
- 5. Board roster, including:
 - [LegalAidSMC_Board_List_January_2024_CDS_version.pdf](#)
 - Name, Company, Years on Board
 - Meeting dates for previous 12 months

- Number of years allowed for each board term

6. Organizational chart for entire organization [OrgChart_September_2023.pdf](#)

7. Certified financial audit no more than 1 fiscal year old, prepared by a CPA, and: [LASSMC_FY2023_FINAL_CL.pdf](#)
[LASSMC_FY2023_Audit_Report.pdf](#)

- Management letters (if applicable)
- A-122 and A-133 Single Audit (for entities that receive more than \$750,000 in federal funding) **OR**
- A letter from your Executive Director or Chief Financial Officer certifying that agency does not receive more than \$750,000 in federal funds and is not subject to the Single Audit.

8. The following are required: [LASSMC_Budget_FY2024_for_Grants.pdf](#)
[Projected_LASSMC_Budget_FY2025_for_Grants.pdf](#)

- Current (FY23-24) **Agency** Operating Budget
- Proposed (FY24-25) **Agency** Operating Budget

9. Mission Statement [LASSMC_Mission_and_Vision_Statements.pdf](#)

10. Non-discrimination policy for Staff and Clients [Legal_Aid_Equal_Opportunity_Policy_Including_Reasonable_Accommodations.pdf](#)

11. Reasonable Accommodations Policy for Staff and Clients [Reasonable_Accommodations_Policy.docx](#)

12. Conflict of Interest Policy. (If not available, please indicate when you will submit) [Legal_Aid_Conflict_of_Interest_Policy.pdf](#)

13. Negotiated Rate Letter. (If required)

14. Other -

If you would like all the attachments downloaded into your Dropbox folder, please contact CDS

Program Manager Signature [Lauren Gee](#)

Date Signed [01/18/2024](#)

Initially submitted: Jan 18, 2024 - 16:48:20

Life Moves

5. Contact Person / Project Administrator:

Contact Email:

Name: [Jacob Stone](#)
jstone@lifemoves.orgTitle: [Director of Shelters and Services, SMC](#)

Fax:

Telephone: [650-685-5880](tel:650-685-5880)**6. Name of Agency Director:**[Aubrey Merriman](#)**7. Fiscal Officer:**

Fiscal Officer Address:

Name: [Paul Simpson](#)[2550 Great America Way, Suite 201](#)

Email:

paul@lifemoves.orgCity: [Santa Clara](#)Telephone: [650-685-5880](tel:650-685-5880)Zip: [95045-1160](#)**8. Authorized Signatory:**

Authorized Signatory Address:

Name: [Aubrey Merriman](#)[2550 Great America Way, Suite 201](#)

Email:

amerriman@lifemoves.orgCity: [Santa Clara](#)Telephone: [650-685-5880](tel:650-685-5880)Zip: [95045-1160](#)**9. Please provide days and hours of regularly scheduled operation:**[All LifeMoves emergency interim housing sites in San Mateo County, including Family Crossroads, operate 365 days per year, 24 hours per day.](#)**10. SAM/UEI Number:** [PTNGHYLHY9G3](#)**Federal EIN/TIN Number:** [77-01060469](#)**11. HUD Activity:** Choose the HUD activity that most closely matches your service:[05 - Public Services](#)**12. Project Specific Narrative:** Provide a narrative description of the specific activities to be carried out with the requested funds. This should also include program objectives and key priorities for each specific jurisdiction.[LifeMoves' mission is to provide emergency interim housing and supportive services that create opportunities for families and individuals experiencing homelessness to return to stable housing and long-term self-sufficiency. At all six LifeMoves San Mateo County sites, LifeMoves staff work with clients to develop the skills they need to transform their lives and build lasting solutions to homelessness. All clients work with case managers to create and execute concrete plans to secure jobs, find childcare, locate housing, and other components needed to create a sustainable lifestyle and prevent future homelessness. In addition to meeting with their case manager to develop and implement individualized case plans, clients attend life skills workshops and adhere to key practices \(e.g. a savings program\) to help them regain self-sufficiency. Workshop curricula include effective search strategies for employment and housing, financial literacy training, and parenting skills. Additional onsite services include behavioral health, health care referrals, and substance abuse treatment support.](#)[FY 2024/25 objectives: Of the clients for whom LifeMoves has housing history from HMIS, 58 individuals in 54 households will have housing history that includes South San Francisco. LifeMoves will serve 142 individuals in 40 households at Family Crossroads. 80% of families completing an interim housing program will secure stable housing and 20% will maintain or increase their income.](#)**13. Assessment of Need - South San Francisco:** Briefly describe how you determined the need for your program **for each specific jurisdiction that you are applying for funds.** Identify target population(s) and area(s) served.

Please state the source(s) and date(s) of information. Identify any similar programs in the community.

[LifeMoves brings over 35 years of experience successfully operating emergency interim housing programs and service sites. Despite the successes of LifeMoves' programs over the past several decades, the need for the services LifeMoves provides is even more pressing today. San Mateo County unemployment, underemployment, and low wages continue to conspire with the extremely high and ever-rising housing costs in the region, making it increasingly difficult for working families and individuals to have the resources needed for permanent housing and a stable home life.](#)[Our six sites in San Mateo County—Family Crossroads in Daly City, First Step for Families in San Mateo, Navigation Center \(formerly Maple Street\) in Redwood City, Haven Family House in Menlo Park, Coast House in Half Moon Bay, and Redwood Family House in Redwood City—all have long histories of serving families and individuals experiencing homelessness. South San Francisco persons will be assigned to the nearest, or best suited to their needs, emergency interim housing site through the County's Coordinated Entry System \(CES\).](#)[As the largest provider of homeless services in San Mateo County, LifeMoves provides a valuable service to the community by helping families and individuals secure stable housing. LifeMoves has a wealth of data on its own programs that clearly demonstrate both the ongoing need for services and the success of the LifeMoves programs at addressing that need.](#)

14. Timeline: Provide a brief timetable for project implementation and achievement of projected goals and how you plan to expend your funds in a timely manner by the end of the fiscal year.

Family Crossroads is fully operational and ready to accept clients at any time for the upcoming 2024-25 Fiscal Year. The project has dedicated staff and supervision along with the processes and procedures in place to start aiding clients immediately upon contract execution.

LifeMoves has a strong track record working with people experiencing homelessness and people who are at-risk of homelessness, having provided successful programs in San Mateo and Santa Clara Counties for over 35 years. As a long time CDBG/HUD grantee, with no outstanding issues, LifeMoves is experienced in managing complex public contracts with robust reporting, draw-down and HMIS requirements. LifeMoves uses Deltek Costpoint financial management software, which is integrated with our Paycom timekeeping and payroll system. These systems allow for accurate timekeeping and timely billing, and in addition, they provide staff and management with easy access to program expenses and budget-to-actual comparisons.

15. Evaluation: Briefly describe how you will determine and measure the success of your program and whether or not program goals were met? If your program is currently receiving grant funds please describe accomplishments of goals to date.

To ensure that all outcomes are met, LifeMoves follows a robust performance measurement protocol. To evaluate our programs, complete records of LifeMoves client outcomes and demographics are entered into the Homeless Management Information System (HMIS), a county-wide system, tracks the services each client receives. In addition, LifeMoves maintains a customized Salesforce database (Voyager) that provides additional data and capabilities that allow for more in-depth program analysis by our Impact and Learning team. Additionally, LifeMoves solicits feedback at regular intervals from program participants through weekly house meetings, case management sessions, and open-ended surveys. Additionally, all clients are asked to complete client satisfaction surveys upon graduation from the program.

In the first two quarters of FY24, we have served 148 individuals from 43 households at Family Crossroads, and 42 South San Francisco persons from 18 households in total.

16. Collaboration: Describe partnerships with other organizations/agencies, the nature of the partnership, and how it relates to the proposed project.

LifeMoves maintains a strong network of community resources that contribute to our program's success. Our staff are effective in successfully leveraging community resources to benefit the greatest number of participants. LifeMoves works in close partnership with the County of San Mateo and with the collaborative efforts of numerous community-based agencies to provide referrals and critically needed services including access to legal services, behavioral health assessment and treatment, and health care, among others. These collaborative relationships throughout our region facilitate effective, complementary, and unduplicated services to individuals and households experiencing homelessness in our community.

LifeMoves works in deep partnership with several organizations in San Mateo County including Caminar, Second Harvest Food Bank, Loaves and Fishes, Mid-Peninsula Housing, Samaritan House, Peninsula Family Service, San Mateo County Behavioral Health and Recovery Services, HIP Housing, Legal Aid Society, Vocational Rehabilitation Services (VRS), and the Society of Saint Vincent de Paul. Additionally, LifeMoves makes referrals to County medical, dental, and mental health clinics, vocational support, and numerous other social services offered within the community.

17. Impact: : Discuss any general trends and conditions that have affected or impacted your service levels or service populations. For New Applicants – describe what these funds would allow your agency to do that you may not be able to do now. For Continuing Applicants – describe how your program would be impacted without these funds.

The pandemic and high housing costs continue to adversely impact our clients, resulting in longer client stays in most of our emergency interim housing sites. Rents continue to increase in the Bay Area with no sign of abatement, and while our Housing Specialists review with clients the cost of housing in other parts of California, and indeed in other parts of the country, many clients wish to remain in the Bay Area because of family connections, medical care, friendships, faith communities, and other social supports also essential to well-being. LifeMoves has also seen an increase in undocumented clients, who face immense and unique barriers when pursuing employment, assistance programs, and other components necessary to secure stable housing.

LifeMoves relies on the financial support of the community to achieve our intended outcomes and continue to conduct highly impactful work to help those most in need in our community. Without funding for the project, LifeMoves would be forced to scale back services for clients in San Mateo County, leaving a vulnerable population without critical housing and supportive services.

18. Project Beneficiaries/Quantifiable Measurement: Indicate the expected number of beneficiaries to be served by the program. For each response below please indicate both the number of households and number of individuals. Refer to the San Mateo County Income Limits.

- a. Indicate the total number of **low-income** beneficiaries you expect to serve with this program for each jurisdiction application for funding. *Low-income is 80% of Area Median Income or below. [See AMI table](#)
- b. Indicate the **total** number of beneficiaries you expect to serve with this program in each jurisdiction - regardless of income.

Jurisdiction	a. Number of low-income beneficiaries to be served per grant jurisdiction application. **Low-income** is 80% of Area Median Income or below.		b. All beneficiaries to be served per grant jurisdiction application regardless of income	
	Persons	Households	Persons	Households
Daly City	20	17	20	17
Redwood City	337	261	337	261
City of San Mateo	94	81	94	81
County of San Mateo	760	450	760	450
South San Francisco	58	54	58	54
Totals	1,269	863	1,269	863

19. Populations Served: Check the boxes below if they describe a significant population served by your program. These categories are not considered "presumed benefit" by HUD, and require income verification.

- Persons exiting incarceration
- Low-income youth
- Other

20. Affirmative Outreach:

a. Use the demographics from your previous program year to provide an analysis of the population you serve relative to the demographics in the table. *NOTE: If you are a new applicant please provide your best estimation.*

Race & Ethnicity	South San Francisco Population	South San Francisco % by Ethnicity	Low Income by Ethnicity served by your Program	Your Program % by Ethnicity
Total	63,632	100%	91	100%
White and not Hispanic	23,760	37.34%	15	16.48%
White and Hispanic	21,645	34.02%	60	65.93%
Asian	23,293	36.61%	5	5.49%
African American	1,625	2.55%	7	7.69%
Pacific Islander	1,111	1.75%	3	3.30%
Native American	395	0.62%	1	1.10%
Other	9,598	15.08%	0	0.00%

b. Based on the percentages that you indicate your organization served describe your efforts to improve affirmative outreach to groups that may be underserved by your program and the result of your efforts:

Potential program enrollees into LifeMoves interim housing programs are only accepted by referral from the County of San Mateo Coordinated Entry System; there are no walk-up admissions. To improve affirmative outreach, the LifeMoves Homeless Outreach Team identifies and engages unsheltered individuals and households by distributing printed program information and developing relationships with individuals that may not be fully accessing County resources. After program intake, LifeMoves makes every effort to ensure all individuals regardless of race, ethnicity, or sexual orientation feel safe and accepted.

LifeMoves serves a diverse population: of the clients LifeMoves served across all six of our San Mateo County emergency interim housing sites last year, 39.8% were White and Hispanic, 24.5% were White and Non-Hispanic, 15.6% were Black, 4.2% were Native American, 3.9% were Asian, 7.8% were Native Hawaiian/Pacific Islander, and 4.1% were multiracial or other. For detailed South San Francisco data, please reference the table above. With this diverse clientele, cultural competency is an integral part of LifeMoves training. LifeMoves contracts with a licensed clinical psychologist to provide a mandatory, semi-annual training to all LifeMoves staff on integrating multiculturalism into organizational practices.

21. Leveraging: Describe your fundraising efforts and additional sources of revenue for this project and your organization. Please state whether any of these fund sources are already committed and in what amount.

With over 35 years of experience, LifeMoves is a financially strong organization with sound leadership, strong Board governance, and fundraising and financial oversight. LifeMoves has a historically strong, well-balanced public and private funding base with an annual budget of ~\$66M for fiscal year 2023-24. In addition to grants from corporations and private foundations, as well as contracts from public sources, LifeMoves employs a broad spectrum of private fundraising and stewardship techniques combined with a strategic marketing campaign to achieve our annual fundraising goals. LifeMoves respectfully requests \$28,000 from South San Francisco to continue operations at Family Crossroads. The total program cost is \$1,016,146 of which \$592,757 is committed and \$423,389 is to be determined.

LifeMoves is experienced at leveraging grant funding so services are maximally cost-efficient and effective. Through a full spectrum of publicly- (federal, county and city) and privately-funded programs located throughout Santa Clara and San Mateo Counties, LifeMoves provides outreach, drop-in services, emergency shelter, interim housing, permanent supportive housing, homelessness prevention, and other services for more than 7,000 clients annually. We continue to solicit new and returning public and private funders for new and ongoing programs.

Staff List

List below key staff members who work on **this program**

Position Title	Name of Staff Person	Job Responsibilities	Qualifications
Interim Chief Program Officer	Andrew Niklaus	Oversees the Programs and the Impact and Learning Department, supervises key staff, leads efforts to improve how data is utilized to drive decision-making, informs program service delivery	In his consulting practice, Andrew has worked with philanthropy, government agencies, and direct service organizations to craft strategic plans, design intentional programming, assess and coach talent, and promote the importance of performance management. Prior to joining LifeMoves, Andrew founded Pivot Consulting and was the Director of Impact and Learning at Tipping Point.
Director of Shelters Services, SMC	Jacob Stone	Coordinates objectives, strategies, and goals to manage efficient, well-run interim housing programs. Ensures the delivery of all client services, meets program operations while maintaining programs within budget, coordinating agency activities, and implementing LifeMoves policies and procedures.	Jacob began with LifeMoves 15 years ago as Facility Coordinator at First Step for Families. He has since held the role of Program Director at multiple interim housing sites in San Mateo County. Prior to his current position, Jacob held the role of Director of Impact and Learning.
Program Director, Family Crossroads	Rebecca Hernandez	Responsible for day-to-day management and operations of the Family Crossroads emergency interim housing program. Supervises staff, interns, and volunteers, and is responsible for ensuring the delivery of high-quality services that help homeless clients return to permanent housing.	Rebecca joined LifeMoves in 2015 as a Children's Service Coordinator. She subsequently held roles as a Bilingual Case Manager and an Associate Program Director before her current role as Program Director of Redwood Family House. Rebecca holds a B.A. in Political Science.

PROPOSED PROGRAM BUDGET FOR FY 2024-25

Budget Line Item	Agency Total	Pgm%	Program Total	South San Francisco		Total Jurisdictions	
				%	Requested	Pgm%	Requested
Labor							
Program Directors	\$2,041,280	2%	\$42,013	0%		0%	\$0
Case Managers	\$4,711,828	1%	\$62,525	15%	\$9,096	15%	\$9,096
Children's Service Coordinators	\$582,561	10%	\$57,169	0%		0%	\$0
Other Labor	\$9,436,589	1%	\$81,719	1%	\$483	1%	\$483
Residential Services Coordinators	\$5,642,171	3%	\$146,747	3%	\$5,000	3%	\$5,000
Taxes/Benefits	\$6,240,081	3%	\$161,922	4%	\$5,904	4%	\$5,904
Other Direct Costs							
Client Assistance	\$12,789,138	0%	\$2,000	0%		0%	\$0
Other Direct Costs	\$7,806,210	2%	\$147,837	0%		0%	\$0
Modified Total Direct Costs (MTDC)	\$49,249,858	1%	\$701,932	3%	\$20,483	3%	\$20,483
Indirect cost rate (10% de minimis rate unless the entity has a negotiated indirect rate with the federal government)							
Indirect costs	\$0		\$0		\$0		\$0
Direct Costs Not MTDC							
Administration	\$18,305,140	2%	\$314,214	2%	\$7,517	2%	\$7,517
TOTAL	\$67,554,998	2%	\$1,016,146	3%	\$28,000	3%	\$28,000
Number of Individual Beneficiaries				58		58	
Cost per Individual				\$482.76		\$482.76	

For the City of South San Francisco ONLY, answer the following:

1. Marketing/Advertising

a. Check all of the following methods your agency utilizes to promote and advertise your programs and services:

- Flyers/brochures
- Website
- Phone book listing
- SMC Connect (Handbook/Database)
- Outreach presentations to service providers
- Outreach presentations to public
- PSA's
- Social Media - Please list:
- Other - Please describe:

b. Which of the above marketing/advertising materials are available in multi-lingual form and which languages are they available in?

Outreach to service providers and the public, as well as flyers and brochures, are available in Spanish.

c. How and where are the materials distributed?

Outreach materials to the public are distributed at least weekly by the LifeMoves Homeless Outreach Team. We also supply brochures and flyers to our community partners on request

Attachments

- 1. Resolution authorizing application and designation of signatory, by the Board of Directors [1 -LifeMoves - BOD Authorizing_Res_022019.pdf](#)
- 2. Proof of 501(c)3 / tax-exempt status [2 -LifeMoves - 501c3.pdf](#)
- 3. By-laws [3 -LifeMoves - ByLaws amended_041316.pdf](#)
- 4. Articles of Incorporation [4 -LifeMoves - Articles of Incorporation.pdf](#)
- 5. Board roster, including:
 - [5a -LifeMoves BOD Roster 2024.pdf](#)
 - [5b -LifeMoves BOD and EC Calendar 2023.pdf](#)
 - Name, Company, Years on Board
 - Meeting dates for previous 12 months
 - Number of years allowed for each board term
- 6. Organizational chart for entire organization [6 -LifeMoves_Org_Chart_221020_no_titles.pdf](#)
- 7. Certified financial audit no more that 1 fiscal year old, prepared by a CPA, and: [7-LifeMoves_FY23_Single_Audit.pdf](#)
 - Management letters (if applicable)
 - A-122 and A-133 Single Audit (for entities that receive more than \$750,000 in federal funding)
 - OR**
 - A letter from your Executive Director or Chief Financial Officer certifying that agency does not receive more than \$750,000 in federal funds and is not subject to the Single Audit.
- 8. The following are required:
 - Current (FY23-24) **Agency** Operating Budget [8a -LifeMoves_FY24_Budget.pdf](#)
 - Proposed (FY24-25) **Agency** Operating Budget [8b -LifeMoves_FY25_Budget_Not_Available.pdf](#)
[8c -LifeMoves_FY24_Budget_RWC.pdf](#)
- 9. Mission Statement [9 - LifeMoves_Vision_Mission_Strategy_Value_Statements.pdf](#)
- 10. Non-discrimination policy for Staff and Clients [10-Non-Discrimination - EEO_policy_Clients_and_Staff.pdf](#)
- 11. Reasonable Accommodations Policy for Staff and Clients [11-Reasonable_Accommodations_Policy.pdf](#)
- 12. Conflict of Interest Policy. (If not available, please indicate when you will submit) [12-Conflicts_of_Interest.pdf](#)
- 13. Negotiated Rate Letter. (If required) [13-N1-8251-FY22_LifeMovesHUD_RA_Updated_-_signed_PS.pdf](#)
- 14. Other -

If you would like all the attachments downloaded into your Dropbox folder, please contact CDS

Program Manager Signature [Haley Aniceta Eligio](#)

Date Signed [01/18/2024](#)

Initially submitted: Jan 18, 2024 - 16:19:29

Magic Tooth Bus

Consolidated Community Funding Application
Redwood City, City of San Mateo, San Mateo County and South San Francisco
Application for New Funding for FY 2024-25

GENERAL INFORMATION

1. Organization Name: [Magic Tooth Bus](#)
 2. Project Title: [Oral Health Services at South San Francisco The Breezeway Hub and Redwood City](#)

We are applying for funding from:
 Redwood City City of San Mateo South San Francisco County of San Mateo

Budget/Client Summary (Auto-populated from Budget, below)

Jurisdictions receiving this application	Amount Requested	% of Program Budget	Proposed # of Clients Served	% of Clients Served	Total \$ Per Client	Total Agency Budget
Redwood City	\$10,019	24%		0%	\$10.02	
South San Francisco	\$20,048	48%		0%	\$10.02	
Total	\$30,067	72%	3,000	100%	\$10.02	

Grant Funded Programs:

We are applying for a [Public Services Program](#)

CDBG National Objective Eligibility - How are you serving low income populations?

[Service to "presumed benefit" groups listed below \(income verification not required, but verification of presumed benefit status is required\):](#)

- | | |
|---|---|
| <input checked="" type="checkbox"/> Abused children | <input checked="" type="checkbox"/> Homeless persons |
| <input checked="" type="checkbox"/> Victims of domestic violence | <input type="checkbox"/> Illiterate adults |
| <input checked="" type="checkbox"/> Elderly persons/seniors (age 62+) | <input type="checkbox"/> Persons living with AIDS |
| <input type="checkbox"/> Severely disabled <u>adults</u> | <input checked="" type="checkbox"/> <u>Migrant</u> farm workers |

Income Verification: Describe how you obtain, verify, and maintain proof of income and presumed benefit status. Third party documentation or client signatures on the certification forms must be available on file for review at all times.

[N/A. Magic Tooth Bus will NOT ask for income verification to avail dental services.](#)

3. Project Address: [366 Grand Avenue](#) City: [South San Francisco](#) Zip: [94080-1811](#)

4. Provide a one sentence project summary:

[Magic Tooth Bus will provide oral health outreach and dental screenings to Breezeway Hub in SSF and Health Fairs in Redwood City.](#)

Organization Address: [1 Avenue of the Palms Avenue, Ste 206](#) City: [San Francisco](#) Zip: [94130-1811](#)

Organization Phone: [\(415\) 519-2408](#) Website:

Type of Applicant: [Non-Profit](#) Our agency serves: [Clients](#)

5. Contact Person / Project Administrator: Name: [Mylene Deano](#) Title: [Co-Founder / RDA](#) Telephone: [\(415\) 519-2408](#)
 Contact Email: info@magictoothbus.org Fax:

6. Name of Agency Director: [Andrea Almario](#)

7. Fiscal Officer: Name: [n/a](#) Email: [n/a](#) Telephone: [n/a](#)
Fiscal Officer Address: [n/a](#) City: [n/a](#) Zip: [n/a](#)

8. Authorized Signatory: Name: [Andrea Almario](#) Email: andrea@magictoothbus.org Telephone: [4155192408](#)
Authorized Signatory Address: [1 Avenue of the Palms Avenue](#) City: [San Francisco](#) Zip: [94130-1811](#)

9. Please provide days and hours of regularly scheduled operation:

[Tuesday](#)
[Wednesday](#)
[Thursday](#)
[Saturday](#)

10. SAM/UEI Number: [ZYS1JF96CZK8](#) **Federal EIN/TIN Number:** [81-5467957](#)

11. HUD Activity: Choose the HUD activity that most closely matches your service:
[05M - Health Services](#)

12. Project Specific Narrative: Provide a narrative description of the specific activities to be carried out with the requested funds. This should also include program objectives and key priorities for each specific jurisdiction.

The mission of Magic Tooth Bus (MTB), a 501(c)3 nonprofit founded in 2017, is to provide accessible dental care and education to low income communities in the Bay Area. We envision a world free of dental disease. Our values are centered on equity, accessibility, and community.

Magic Tooth Bus's ongoing project with Breezeway Hub and community partners aims to increase dental access and improve the oral health of underserved neighborhoods. The project we are proposing is Dental Access to High Risk Cavity in South San Francisco (SSF) and Redwood City.

1. Magic Tooth Bus will partner with SSF and Redwood Promotores and community based organization leaders to help provide dental services (screening and fluoride application) for children, pregnant women, adults and seniors.
2. We aim to strengthen partnerships with the city leaders, public schools and community health centers so that we can provide a safety net and prevent disease progression. Children whose mothers have poor oral health are five times more likely to have oral health problems than children whose mothers have good oral health.
3. To promote oral health awareness about the importance of oral health since youth do not normally receive from their prenatal care professionals.
4. MTB works to carry out the mission by providing oral health outreach services such as assisting with oral health enrollment and providing resources for care; brushing and flossing demonstrations.

13A. Assessment of Need - Redwood City: Briefly describe how you determined the need for your program **for each specific jurisdiction that you are applying for funds**. Identify target population(s) and area(s) served. Please state the source(s) and date(s) of information. Identify any similar programs in the community.

Access to dental care is a significant concern for low-income children in California, even though pediatric dentistry is a covered benefit under Medi-Cal. Medi-Cal reimbursement rates are among the lowest in the country, leaving providers unable to cover their operating costs. Magic Tooth Bus is currently building relationship with PAL Center, Fair Oaks Public Library and Office of Community Affairs in Redwood City. These organizations are helping low-income children and their families. They offer services like health and wellness fairs and after school programs for K through 8th graders who have dental issues that need to be addressed. These children and their families have limited access to dental care ad need to be prioritized since they are most at risk of dental caries.

Magic Tooth Bus had collaborated with the organizations listed by participating in different events, for example, Dia Familia, Dia Delos Ninos, Friendship Park, Holiday workshop and health and wellness fair. These events happened between the spring and winter seasons. We constantly receive invitations from different agencies located in Redwood City requesting our organization to provide outreach and dental kits at their events. These organizations also see a need to promote good oral health habits. The population that we served most in these events are LatinE/X children and their families.

13B. Assessment of Need - South San Francisco: Briefly describe how you determined the need for your program **for each specific jurisdiction that you are applying for funds.** Identify target population(s) and area(s) served. Please state the source(s) and date(s) of information. Identify any similar programs in the community.

The requested amount of \$20,000 will help contribute towards implementing the project fully. The total cost of a small program focused in two areas for one year is about \$40,000. A portion of that has already been committed from other fundraising campaigns.

MTB targets to participate in twelve events over the course of one year to expand our current oral health education and dental services. The requested funding of \$20,000 would cover three hands on screening events and three outreach events. At each event, we target to average 30-50 patients seen for screenings and dental outreach services. With the help of funding we would be able to bring in dental services to the low income neighborhoods of South San Francisco. A well-knowledge and diverse team is required to provide excellent patient care services from outreach to end of treatment. Magic Tooth Bus had participated in two Breezeway events in 2023, but plan to expand our services by bringing dental screenings. During our participation, we asked individuals what they would like to see in the future and many had expressed interest in receiving dental services at that location. The event organizers had also mentioned the popularity of our participation and requested for our return.

We gathered the following information from our Breezeway Hub participation:

- Majority of the attendees do not have a dental home
- Only 50% attendees have a dental home and seen a dentist
- Majority of the attendees

14. Timeline: Provide a brief timetable for project implementation and achievement of projected goals and how you plan to expend your funds in a timely manner by the end of the fiscal year.

We hope to be able to continue our participation at the Breezeway Hub by being more consistent so attendees know when to expect the Magic Tooth Bus Team to be present. We aim to participate every two months alternating outreach and dental screening months. This will slowly ease our expansion until we fully understand what the community needs.

Total outreach events 5

Total Dental Screening events 4

1. Funding will be used for Oral Health Promotion and Outreach:

- To purchase incentive giveaways such as child and adult toothbrushes and toothpastes, timers, floss, denture cleaners, etc.
- To purchase materials for the education table where children can practice brushing fun models, and answer questions regarding oral health for awards.
- To print resources for referrals, brochures, and dental educational materials on oral health care and maintenance.

2. Funding will be used for Dental Services:

- Dentists and Registered Dental Hygienists can provide dental screenings to provide guidance for the next steps the individual should take in their/ their child's oral health.
- Screenings are not examinations and do not involve making diagnosis that lead to treatment plans.
- To purchase screening materials such as Fluoride varnish and other protective equipment.
 - A team is required to prepare, organize, participate, and report on the event.

15. Evaluation: Briefly describe how you will determine and measure the success of your program and whether or not program goals were met? If your program is currently receiving grant funds please describe accomplishments of goals to date.

To evaluate program effectiveness, MTB will collect data on the number of dental treatments planned. We will evaluate the treatment acceptance rate, and referral rate. Six months after the patient's initial visit, we will follow up with another visit to examine the patient for any new decay or assess any improvements from the last visit.

Throughout the grant term, we will follow the Plan, Do, Study, Act process to continuously evaluate and assess our program effectiveness. The data collected during the grant term would summarize our program's effectiveness. In addition, we hope to receive a few success stories of the patient process and learning experiences gained by the end of the grant period. At the end of the grant period, we will provide a report of the services rendered and a reflection of our programs. Finally, MTB will evaluate our program quality via survey questionnaires from families and reflections and success stories from our community partners.

16. Collaboration: Describe partnerships with other organizations/agencies, the nature of the partnership, and how it relates to the proposed project.

Community members most impacted will be involved in project planning through constant communication with school officials such as principals, school nurses and teachers to coordinate space and time of our presentations

and dental services. Magic Tooth Bus has built a relationship with the Promoter of South San Francisco City Hall to aid in the mission to help the new comers from Columbia, Ecuador and other Latin Countries. Our collaboration and community involvement will help create a safety net for families needing dental care.

The community benefits from our activities by having a resource to support wellness activities. With our services we engage with students and families to reinforce good oral health habits year-round. The skills gained will benefit schools, districts and community events beyond the funding period and for future years to come. The Magic Tooth Bus team will collaborate with PAL Center, Public Library, Office of Community Affairs and Latin/e/x Coalition to create a solid network for success.

Activities for sharing ideas, insights, and lessons learned from this project with the city of South San Francisco and Redwood City will be through collaboration and constant communication with community based organizations, School District officials, and San Mateo Department of Public Health. Through relationship building and interconnected work, Magic Tooth Bus will be able to share the lessons learned from the project through meetings and reflecti

17. Impact: : Discuss any general trends and conditions that have affected or impacted your service levels or service populations. For New Applicants – describe what these funds would allow your agency to do that you may not be able to do now. For Continuing Applicants – describe how your program would be impacted without these funds.

Our vision is to build a healthier community by eradicating tooth decay. The funding can support our mission, vision, and goals and continued work targeting the same population and sharing the same goal of making healthy choices easier and desired. We have an ethnic and linguistically diverse staff with the ability to adapt to a variety of cross-cultural situations. We strengthen partnerships with public schools, community based organizations, community health centers and city leaders by leveraging their existing site’s wellness team committee and health advocates.

Magic Tooth Bus has steadfastly committed to improving oral health outcomes within disadvantaged communities. The demand for our services has been consistently high, underscoring the pressing need for our presence in various community events, schools, and health initiatives. However, as a small three-person team, we recognize that our current capacity limits our ability to meet the needs of the community we serve fully. Magic Tooth Bus has proven its value in promoting oral health awareness and services, and with your support, we are poised to amplify our impact. We humbly request your consideration of our application which will enable us to grow our team, extend our outreach, and create a lasting positive impact on on the oral health of underserved populations in San Mateo and the San Francisco Bay Area. We remain committed to our mission and are eager to expand our reach with your support.

18. Project Beneficiaries/Quantifiable Measurement: Indicate the expected number of beneficiaries to be served by the program. For each response below please indicate both the number of households and number of individuals. Refer to the San Mateo County Income Limits.

a. Indicate the total number of **low-income** beneficiaries you expect to serve with this program for each jurisdiction application for funding. *Low-income is 80% of Area Median Income or below. [See AMI table](#)

b. Indicate the **total** number of beneficiaries you expect to serve with this program in each jurisdiction - regardless of income.

Jurisdiction	a. Number of low-income beneficiaries to be served per grant jurisdiction application. **Low-income** is 80% of Area Median Income or below.		b. All beneficiaries to be served per grant jurisdiction application regardless of income	
	Persons	Households	Persons	Households
Daly City				
Redwood City	450	150	1,000	250
City of San Mateo				
County of San Mateo		0		
South San Francisco	1,800	600	2,000	800
Totals	2,250	750	3,000	1,050

19. Populations Served: Check the boxes below if they describe a significant population served by your program. These categories are not considered "presumed benefit" by HUD, and require income verification.

Persons exiting incarceration

- Low-income youth
- Other

20. Affirmative Outreach:

a. Use the demographics from your previous program year to provide an analysis of the population you serve relative to the demographics in the table. *NOTE: If you are a new applicant please provide your best estimation.*

Race & Ethnicity	Redwood City Population	Redwood City % by Ethnicity	Low Income by Ethnicity served by your Program	Your Program % by Ethnicity
Total	74,402	100%	144	100%
White and not Hispanic	40,656	54.64%	9	6.25%
White and Hispanic	23,557	31.66%	80	55.56%
Asian	6,715	9.03%	30	20.83%
African American	1,916	2.58%	10	6.94%
Pacific Islander	663	0.89%	5	3.47%
Native American	384	0.52%		0.00%
Other	1,511	2.03%	10	6.94%

Race & Ethnicity	South San Francisco Population	South San Francisco % by Ethnicity	Low Income by Ethnicity served by your Program	Your Program % by Ethnicity
Total	63,632	100%	306	100%
White and not Hispanic	23,760	37.34%	30	9.80%
White and Hispanic	21,645	34.02%	130	42.48%
Asian	23,293	36.61%	90	29.41%
African American	1,625	2.55%	35	11.44%
Pacific Islander	1,111	1.75%	5	1.63%
Native American	395	0.62%		0.00%
Other	9,598	15.08%	16	5.23%

b. Based on the percentages that you indicate your organization served describe your efforts to improve affirmative outreach to groups that may be underserved by your program and the result of your efforts:

Magic Tooth Bus targets the underserved communities and aim to partner with Community-Based Organizations (CBOs) who serve mainly those areas. However, there are oftentimes where our target population is not what we had expected. In order to improve affirmative outreach, our team will conduct more surveys and questionnaires on the needs of our target population. We will ask questions on the location, convenience, and what services they are interested in. We will also ask how our population receive information so that we may use the appropriate form of communicating when we will be present at events. For example, when an attendee visit our table, we will ask them to complete a survey in their preferred language. We then present this information to the CBO or event organizer hoping to improve affirmative outreach in future events.

21. Leveraging: Describe your fundraising efforts and additional sources of revenue for this project and your organization. Please state whether any of these fund sources are already committed and in what amount.

Capital Contribution - Magic Tooth Bus contributes to sustain all the operational cost.

Corporate Grant- Magic Tooth bus received a sponsorship from Kaiser (\$1,000) for health and wellness event.

Family Foundation - MTB applied to Family Foundation and waiting for response.

City Funding - Magic Tooth Bus applying for the CDBG Program to expand services.

Individual Donations - Our organization runs annual campaigns hoping to raise unrestricted funding. We have a few funders committed to consistent funding.

In-kind Donations - Our organization applies to multiple suppliers to request for dental donations such as dental kits that include toothbrushes, toothpastes, and floss. We already have 2-3 suppliers committed to donating to our organization consistently.

Volunteers - There are also many ways volunteer engagement can help solve some of the most pressing issues nonprofit leaders face. Volunteering is the essence of connection, growth, and fulfillment. Providing many benefits,

it's definitely worth doing your bit to help. The volunteers can help us to grow and help sustain the work that has already been done, without the worry of relying on profit. Our organization does not have enough funding to grow and so the need of volunteers will be a generous help for us to get by. The great thing is, they don't have to volunteer for months if you are not available and giving just a few hours of their time will have a positive impact and will

Staff List

List below key staff members who work on **this program**

Position Title	Name of Staff Person	Job Responsibilities	Qualifications
Dental Provider	DDS or DMD	Screen patient's oral health	Licensed DDS or DMD
Registered Dental Assistant	RDA	Assist dental provider in charting and	Licensed dental assistant with OSHA knowledge
Programs Manager	Admin	Coordinating the event for appropriate staffing and reporting	Knowledge of organizing the event and reporting

PROPOSED PROGRAM BUDGET FOR FY 2024-25

Budget Line Item	Agency Total	Pgm%	Program Total	Redwood City		South San Francisco		Total Jurisdictions	
				%	Requested	%	Requested	Pgm%	Requested
Labor									
Dental Provider	\$55,000	11%	\$6,000	30%	\$1,800	30%	\$1,800	60%	\$3,600
Dental Assistant	\$37,885	14%	\$5,400	30%	\$1,620	60%	\$3,240	90%	\$4,860
Programs Team	\$156,000	5%	\$7,960	30%	\$2,388	60%	\$4,776	90%	\$7,164
Taxes/Benefits	\$10,550	17%	\$1,800	17%	\$300	28%	\$500	44%	\$800
Other Direct Costs									
Insurance	\$13,400	15%	\$2,000	0%		0%		0%	\$0
Meals	\$6,000	15%	\$900	0%		0%		0%	\$0
Transportation	\$3,100	7%	\$232	0%		0%		0%	\$0
Modified Total Direct Costs (MTDC)	\$281,935	9%	\$24,292	25%	\$6,108	42%	\$10,316	68%	\$16,424
Indirect cost rate (10% de minimis rate unless the entity has a negotiated indirect rate with the federal government)	10%		10%		10%		10%		
Indirect costs	\$28,194	9%	\$2,429	25%	\$611	42%	\$1,032	68%	\$1,643
Direct Costs Not MTDC									
Dental Kits Incentives	\$10,000	50%	\$5,000	16%	\$800	60%	\$3,000	76%	\$3,800
Dental Screening Supplies	\$15,000	33%	\$5,000	20%	\$1,000	44%	\$2,200	64%	\$3,200
Promotion Materials	\$9,850	51%	\$5,000	30%	\$1,500	70%	\$3,500	100%	\$5,000
TOTAL	\$344,979	12%	\$41,721	24%	\$10,019	48%	\$20,048	72%	\$30,067
Number of Individual Beneficiaries					1,000		2,000		3,000
Cost per Individual					\$10.02		\$10.02		\$10.02

For the City of Redwood City ONLY, answer the following:

1. Funding Criteria:

3. Priority: Sustain or Expand Human Services: Sustain or expand the high level of basic human needs services for extremely low-, very low-, low- and moderate-income persons and households including but not limited to childcare, mental health and substance abuse services.

2. Program Outcomes:

a. Please describe the accomplishments of program goals for FY/23.

Magic Tooth Bus (MTB) has served over 3,500 individuals and families and distributed over 8,000 dental kits in FY22/23. MTB provided oral health education to over 250 individuals, screened over 300 individuals, and participated in over 70 community events. MTB served over 500 individuals in San Mateo county alone in 2023.

Magic Tooth Bus is a resource for teachers, parents, and caregivers for oral health questions and concerns. Targeting young children and their families will establish a foundation for success in keeping the mouth healthy and clean. The Magic Tooth Bus is committed to bringing oral health education and dental services to all populations regardless of access, location, race, or income. Our work closes the disparity gap and improves access to care for those living in low-income communities. We do this by bringing consistent oral health care education and preventative services on sites to overcome barriers created by social determinants of health. The Magic Tooth Bus is committed to supporting our target audience in overcoming obstacles created by social determinants of health and delivering diverse and culturally appropriate services to students, staff, pregnant women, and families. Our multilingual staff can communicate in a language participants are most comfortable speaking.

b. In what ways has your program made a difference in the lives of the people you serve? Please provide at least one concrete example from the people served in FY/23:

To date, Magic Tooth Bus has helped over 5,000 families, easily surpassing 8,000 people. We've done this through our partnerships with CBO's and public schools. We also helped 200 low income families. Meetings teach students and families how to take care of their teeth and where to get dental care at the same time providing this information in various languages such as English, Spanish, and Cantonese.

Pacifica School District approved the MOU with Magic Tooth Bus in June 2023 to allow Magic Tooth Bus to provide kindergarten oral health assessment to students at 5 elementary schools. Our team received positive feedback from the San Mateo County and the school district. Magic Tooth Bus able to screen 300 Kindergarten students (ages 4-5 years old) and by checking their teeth at early age the sooner children begin getting regular dental checkups, the healthier their mouths will stay throughout their lives. Early checkups help prevent cavities and tooth decay, which can lead to pain, trouble concentrating in class, activities and other medical issues.

Each time we go to schools, we leave an impression to students. We teach them things they may not know about such as flossing and the importance of cleaning their tongues. The school staff would provide immediate feedback to us as they walk the students back to class after the screening and they would tell us what the students talked about during that short period of time (majority would provide immediate feedback o

For the Cities of South San Francisco and Redwood City ONLY, answer the following:**3. Marketing/Advertising****a. Check all of the following methods your agency utilizes to promote and advertise your programs and services:**

- Flyers/brochures
- Website
- Phone book listing
- SMC Connect (Handbook/Database)
- Outreach presentations to service providers
- Outreach presentations to public
- PSA's
- Social Media - Please list:
- Other - Please describe:

b. Which of the above marketing/advertising materials are available in multi-lingual form and which languages are they available in?

YouTube

c. How and where are the materials distributed?

Magic Tooth Bus to continue to deliver access to dental care in high risk areas, it will be available through stories and testimonials in our website and various social media platforms (Twitter, Instagram, Facebook, LinkedIn). We

also circulate press releases, brochures and publications to our wider community where they can read more about our programs and the events that we will participate at. We also have communicate with our community partners and include our logos in their event flyer or announcements.

Attachments

- 1. Resolution authorizing application and designation of signatory, by the Board of Directors [MTB_Board_Resolution.pdf](#)
- 2. Proof of 501(c)3 / tax-exempt status [IRS_501c3_1.pdf](#)
- 3. By-laws [Magic Tooth Bus - Bylaws.doc.pdf](#)
- 4. Articles of Incorporation [MTB_Articles_of_Incorporation.jpg](#)
- 5. Board roster, including: [Board_of_Directors_and_Board_Members_1_1.pdf](#)
 - Name, Company, Years on Board
 - Meeting dates for previous 12 months
 - Number of years allowed for each board term
- 6. Organizational chart for entire organization [MTB_Organizational_Chart.png](#)
- 7. Certified financial audit no more that 1 fiscal year old, prepared by a CPA, and: [MTB_CEO_PROOF_OF_FUNDING_1.pdf](#)
 - Management letters (if applicable)
 - A-122 and A-133 Single Audit (for entities that receive more than \$750,000 in federal funding) **OR**
 - A letter from your Executive Director or Chief Financial Officer certifying that agency does not receive more than \$750,000 in federal funds and is not subject to the Single Audit.
- 8. The following are required: [Agency_Operating_Budgets.xlsx](#)
 - Current (FY23-24) **Agency** Operating Budget
 - Proposed (FY24-25) **Agency** Operating Budget
- 9. Mission Statement [MTB_Intro.pdf](#)
- 10. Non-discrimination policy for Staff and Clients [MTB_Employee_Handbook.docx](#)
- 11. Reasonable Accommodations Policy for Staff and Clients [MTB_Employee_Handbook.docx](#)
- 12. Conflict of Interest Policy. (If not available, please indicate when you will submit) [MTB_Employee_Handbook.docx](#)
- 13. Negotiated Rate Letter. (If required)
- 14. Other -

If you would like all the attachments downloaded into your Dropbox folder, please contact CDS

Program Manager Signature [Mylene Deano](#)

Date Signed [01/18/2024](#)

Initially submitted: Jan 18, 2024 - 14:16:37

Ombudsman Services of San Mateo County

Consolidated Community Funding Application
Redwood City, City of San Mateo, San Mateo County and South San Francisco
Application for New Funding for FY 2024-25

GENERAL INFORMATION

1. **Organization Name:** [Ombudsman Services of San Mateo County, Inc](#)
 2. **Project Title:** [Ombudsman Services of San Mateo County, Inc](#)

We are applying for funding from:

Redwood City City of San Mateo South San Francisco County of San Mateo

Budget/Client Summary (Auto-populated from Budget, below)

Jurisdictions receiving this application	Amount Requested	% of Program Budget	Proposed # of Clients Served	% of Clients Served	Total \$ Per Client	Total Agency Budget
Redwood City	\$25,000	3%		0%	\$23.19	
City of San Mateo	\$25,000	3%		0%	\$13.11	
South San Francisco	\$20,000	2%		0%	\$22.83	
Total	\$70,000	9%	3,861	100%	\$18.13	

Grant Funded Programs:

We are applying for a [Public Services Program](#)

CDBG National Objective Eligibility - How are you serving low income populations?

[Service to low income clients verified through income documentation.](#)

Income Verification: Describe how you obtain, verify, and maintain proof of income and presumed benefit status. Third party documentation or client signatures on the certification forms must be available on file for review at all times.

[OSSMC receives it funding from Federal government, state government which is sent to San Mateo County and then sent to OSSMC via contracts. We also receive funding from private grants, general donations, fundraisers when able, stocks and estate planning. The residents we serve in long term facilities received great benefits from the Ombudsman Program. We are the eyes, hears and the voice for each resident in the facility they live in. Without this program, the resident would not have anyone protecting them and their needs.](#)

3. **Project Address:** [1455 Madison Avenue](#) City: [Redwood City](#) Zip: [94061-1549](#)

4. Provide a one sentence project summary:

[We are the only program wholly dedicated and legally mandated to advocate for the dignity and quality of life of people living in licensed long term care facilities.](#)

Organization Address: [1455 Madison Avenue](#) City: [Redwood City](#) Zip: [94061-1549](#)
 Organization Phone: [650 780 5707](#) Website: [www.ossmc.org](#)

Type of Applicant: [Non-Profit](#) **Our agency serves:** [Clients](#)

5. **Contact Person / Project Administrator:** Name: [Elyse Brummer](#) Title: [Executive Director](#) Telephone: [650 780 5702](#)
 Contact Email: [elysebrummer@ossmc.org](#) Fax: [650-364-5399](#)

6. **Name of Agency Director:** [Elyse Brummer](#)

7. **Fiscal Officer:** Name: [Robert](#) Email: [info@ossmc.org](#) Telephone: [650 780 5707](#)
 Fiscal Officer Address: [1455 Madison Avenue](#) City: [Redwood city](#) Zip: [94061](#)

8. Authorized Signatory:

Authorized Signatory Address:

Name: Elyse Brummer

1455 Madison Ave.

Email:

elysebrummer@ossmc.org

Telephone: 650-780-5702

City: Redwood City

Zip: 94061-1549

9. Please provide days and hours of regularly scheduled operation:

WE are open Monday through Friday from 8:30 am to 4:00pm. There is also a statewide Ombudsman toll free 24 hr. crisisline 1-800-231-4024 to call.

10. SAM/UEI Number: GHT7YVD9FR85**Federal EIN/TIN Number:** 943397402**11. HUD Activity:** Choose the HUD activity that most closely matches your service:

05A - Senior Services

12. Project Specific Narrative: Provide a narrative description of the specific activities to be carried out with the requested funds. This should also include program objectives and key priorities for each specific jurisdiction.

The Ombudsman is there to advocate and support all residents in long term care facilities. WE make unannounced visits to residential care facilities once a month and to the SNF (Nursing Homes) we go once a week and sometimes more depending on the situation to insure quality of care, and quality of life with dignity. The Ombudsman investigates financial abuse, sexual abuse and physical abuse. In addition to what I have just mentioned, we support residents, their families, and the facilities in accessing community resources.

13A. Assessment of Need - Redwood City: Briefly describe how you determined the need for your program **for each specific jurisdiction that you are applying for funds**. Identify target population(s) and area(s) served. Please state the source(s) and date(s) of information. Identify any similar programs in the community.

The population we serve in the city of Redwood City are licensed long term care facilities within the boundaries of the city of Redwood City. Presently there are 61 facilities with 1078 residents in the city that we presently visit and monitor. These include RCFEs (assisted living) SNFs (skilled nursing homes) and ICFs,(homes for the mentally and physically impaired individuals) along with the Adult Day Programs.

You will find the current list of long term care licensed facilities in San Mateo County on the Community Care Licensing website that the Ombudsman Program visit and monitor. The list is updated once a year for the public to view if interested.

There is no other program in San Mateo County that provides the services we do. Our program is a federal mandated program that each state in the United States is required to have. The state then contracts with the different counties to operate the program or contracts with a non-profit to be responsible which is what San Mateo County does with OSSMC. We were previously funded, however did not receive funding last year.

13B. Assessment of Need - City of San Mateo: Briefly describe how you determined the need for your program **for each specific jurisdiction that you are applying for funds**. Identify target population(s) and area(s) served. Please state the source(s) and date(s) of information. Identify any similar programs in the community.

The population we serve in the city of San Mateo are licensed long term care facilities within the boundaries of the city of San Mateo. Presently there are 122 facilities with 1909 residents in the city that we presently visit and monitor. These include RCFEs (assisted living) SNFs (skilled nursing homes) and ICFs,(homes for the mentally and physically impaired individuals) along with the Adult Day Programs.

You will find the current list of long term care licensed facilities in San Mateo County on the Community Care Licensing website that the Ombudsman Program visit and monitor. The list is updated once a year for the public to view if interested.

There is no other program in San Mateo County that provides the services we do. Our program is a federal mandated program that each state in the United States is required to have. The state then contracts with the different counties to operate the program or contracts with a non-profit to be responsible which is what San Mateo County does with OSSMC.

13C. Assessment of Need - South San Francisco: Briefly describe how you determined the need for your program **for each specific jurisdiction that you are applying for funds**. Identify target population(s) and area(s) served. Please state the source(s) and date(s) of information. Identify any similar programs in the community.

The population we serve in the South San Francisco are licensed long term care facilities within the boundaries of SSF. Presently there are 63 facilities with 839 residents in the city that we presently visit and monitor. These include RCFEs (assisted living) SNFs (skilled nursing homes) and ICFs,(homes for the mentally and physically impaired individuals) along with the Adult Day Programs.

You will find the current list of long term care licensed facilities in San Mateo County on the Community Care Licensing website that the Ombudsman Program visit and monitor. the list is updated once a year for the public to view if interested.

There is no other program in San Mateo County that provides the services we do. Our program is a federal mandated program that each state in the United States is required to have. The state then contracts with the

different counties to operate the program or contracts with a non-profit to be responsible which is what San Mateo County does with OSSMC.

14. Timeline: Provide a brief timetable for project implementation and achievement of projected goals and how you plan to expend your funds in a timely manner by the end of the fiscal year.

Both the city of San Mateo and South San Francisco require quarterly invoicing along with OSSMC's quarterly report. This quarterly reports includes number of residents visited-monitored, complaints, age, income, ethnicity, and sex. All of this data is required on our invoicing.

15. Evaluation: Briefly describe how you will determine and measure the success of your program and whether or not program goals were met? If your program is currently receiving grant funds please describe accomplishments of goals to date.

Each city that we receive a CDBG grant from requires the same data for invoicing. OSSMC is required to enter all data and cases into a software program that is connected to the State and it is called ODIN. This software will give us any information that is needed for our quarterly reports for each city. Each Ombudsman is required to enter all the data they have regarding each resident they visit per day or week or monthly. Our goals of visiting the RDFEs and SNFs in each city have been met and continue to be met.

16. Collaboration: Describe partnerships with other organizations/agencies, the nature of the partnership, and how it relates to the proposed project.

OSSMC collaborates with Institute on Aging, Safe Harbor, Community Care Licensing, San Mateo Oral Health, San Mateo County Commission on Aging, California Department of Public Health, California Department of Social Services, State Ombudsman Office, Police Departments, Ault Protective Services, the District Attorneys Office, and Legal Aid.

OSSMC works with all of these agencies because of the complex nature of each resident's needs. We advocate for each resident and each person has a different need. The needs go from , the water is not cold enough to some one is taking money out of my checking account. WE investigate these claims and they ar entered into ODIN and sometimes we have the police involved. WE work very hard to get resolution for each case.

17. Impact: : Discuss any general trends and conditions that have affected or impacted your service levels or service populations. For New Applicants – describe what these funds would allow your agency to do that you may not be able to do now. For Continuing Applicants – describe how your program would be impacted without these funds.

The impact our program has on the city of San Mateo and South San Francisco is that each of these cities are assured that the residents in the licensed facilities in each city have the Ombudsman to advocate, educate and empower each person all the time. WE believe everyone deserves to be seen, heard, valued and supported so they can have the best quality of life in the long term care facilities. The funds received from each city helps with the cost of the program and to help with the salaries of our staff.

18. Project Beneficiaries/Quantifiable Measurement: Indicate the expected number of beneficiaries to be served by the program. For each response below please indicate both the number of households and number of individuals. Refer to the San Mateo County Income Limits.

a. Indicate the total number of **low-income** beneficiaries you expect to serve with this program for each jurisdiction application for funding. *Low-income is 80% of Area Median Income or below. [See AMI table](#)

b. Indicate the **total** number of beneficiaries you expect to serve with this program in each jurisdiction - regardless of income.

Jurisdiction	a. Number of low-income beneficiaries to be served per grant jurisdiction application. **Low-income** is 80% of Area Median Income or below.		b. All beneficiaries to be served per grant jurisdiction application regardless of income	
	Persons	Households	Persons	Households
Daly City				
Redwood City	1,078	1,078	1,078	1,078
City of San Mateo	1,907	1,907	1,907	1,907
County of San Mateo				
South San Francisco	876	876	876	876
Totals	3,861	3,861	3,861	3,861

19. Populations Served: Check the boxes below if they describe a significant population served by your program. These categories are not considered "presumed benefit" by HUD, and require income verification.

Persons exiting incarceration

- Low-income youth
- Other

20. Affirmative Outreach:

a. Use the demographics from your previous program year to provide an analysis of the population you serve relative to the demographics in the table. *NOTE: If you are a new applicant please provide your best estimation.*

Race & Ethnicity	Redwood City Population	Redwood City % by Ethnicity	Low Income by Ethnicity served by your Program	Your Program % by Ethnicity
Total	74,402	100%	175	100%
White and not Hispanic	40,656	54.64%	75	42.86%
White and Hispanic	23,557	31.66%	83	47.43%
Asian	6,715	9.03%	8	4.57%
African American	1,916	2.58%	7	4.00%
Pacific Islander	663	0.89%		0.00%
Native American	384	0.52%		0.00%
Other	1,511	2.03%	2	1.14%

Race & Ethnicity	City of San Mateo Population	City of San Mateo % by Ethnicity	Low Income by Ethnicity served by your Program	Your Program % by Ethnicity
Total	97,207	100%	416	100%
White and not Hispanic	45,240	46.54%	190	45.67%
White and Hispanic	25,815	26.56%	0	0.00%
Asian	18,153	18.67%	12	2.88%
African American	2,099	2.16%	9	2.16%
Pacific Islander	1,937	1.99%	10	2.40%
Native American	140	0.14%	0	0.00%
Other	3,823	3.93%	195	46.88%

Race & Ethnicity	South San Francisco Population	South San Francisco % by Ethnicity	Low Income by Ethnicity served by your Program	Your Program % by Ethnicity
Total	63,632	100%	169	100%
White and not Hispanic	23,760	37.34%	110	65.09%
White and Hispanic	21,645	34.02%	0	0.00%
Asian	23,293	36.61%	30	17.75%
African American	1,625	2.55%	12	7.10%
Pacific Islander	1,111	1.75%	0	0.00%
Native American	395	0.62%	0	0.00%
Other	9,598	15.08%	17	10.06%

b. Based on the percentages that you indicate your organization served describe your efforts to improve affirmative outreach to groups that may be underserved by your program and the result of your efforts:

OSSMC serves all residents in the licensed long term care facilities in the city of San Mateo and South San Francisco regardless of any specific population, age or income. We also have Ombudsmen with diversity in languages and cultural backgrounds to help serve our residents.

21. Leveraging: Describe your fundraising efforts and additional sources of revenue for this project and your organization. Please state whether any of these fund sources are already committed and in what amount.

For the '22-'23 year we have received funds from San Mateo County Title 111B, title V11A, General Funds, CARES ACT, State Funds, Measure K Funds, Grants from Burlingame, Foster City, Town of Colma, Peninsula Healthcare District, Sequoia Healthcare District, Holiday Appeal, Board Gifts, General Donations, Volunteer Recognition Luncheon, Gellert Foundation, Palo Alto Community Fund, Safeway Foundation, Woodlawn Foundation, Atkinson Foundation and Touchpoint Foundation. We also have in-kind volunteers hours valued at \$115,000.

For the FY23-23 year the only funds we have committed are the Measure K Funds and the Peninsula Healthcare Funds and the Sequoia Healthcare Funds. We will start to received other committed funds starting in April of 2022

for '2023-2024.

Staff List

List below key staff members who work on **this program**

Position Title	Name of Staff Person	Job Responsibilities	Qualifications
Executive Director	Elyse Brummer	Responsible for Ombudsman Services Program	30 years plus experience and MPA
Program Manager	Betty Fraymen-Kori	Oversee' the Regional Supervisors	7 years at OSSMC plus MSW degree
Bookkeeper	Karen Morical	In charge of finances	20 years plus experience
Office Manager	Colette Becker	Admin and Office Duties	12 years of experience
Regional Supervisor	Nicki Manski	Supervisor's Field Ombudsmen in South County	16 years of experience
Regional Supervisor	Bob Lewetzen	Supervisor's field Ombudsmen in North County	7 years of experience
Volunteer Coordinator	Patty Hovik	Trains our volunteers to become field Ombudsmen	25 plus years of experience
Abuse Specialist	Bill Rodenspiel	Monitors and visits all disable facilities-menta; and physical	Retired police officer
Ombudsman	Alan Kornfield	Monitors and visits facilities as assigned	Former volunteer Ombudsman

PROPOSED PROGRAM BUDGET FOR FY 2024-25

				Redwood City		City of San Mateo		South San Francisco		Total Jurisdictions	
Budget Line Item	Agency Total	Pgm%	Program Total	%	Requested	%	Requested	%	Requested	Pgm%	Requested
Labor											
Redwood City	\$78,011	100%	\$78,011	32%	\$25,000	0%	\$0	0%		32%	\$25,000
San Mateo Ombudsman	\$76,650	100%	\$76,650	0%		33%	\$25,000	0%		33%	\$25,000
Other Staff	\$483,867	100%	\$483,867	0%		0%		0%		0%	\$0
South San Francisco	\$44,566	100%	\$44,566	0%		0%		45%	\$20,000	45%	\$20,000
Abuse Specialist	\$47,695	0%	\$48	0%		0%		0%		0%	\$0
Taxes/Benefits	\$77,320	100%	\$77,320	0%		0%		0%		0%	\$0
Other Direct Costs											
	\$0			0%		0%		0%		0%	\$0
				0%		0%		0%		0%	\$0
Modified Total Direct Costs (MTDC)	\$808,109	94%	\$760,462	3%	\$25,000	3%	\$25,000	3%	\$20,000	9%	\$70,000
Indirect cost rate (10% de minimis rate unless the entity has a negotiated indirect rate with the federal government)	0%		0%								
Indirect costs	\$0		\$0		\$0		\$0		\$0		\$0
Direct Costs Not MTDC											
Board Exp.	\$0		\$0	0%		0%		0%		0%	\$0
Facilities and Equipment	\$29,660	100%	\$29,660	0%		0%		0%		0%	\$0
Financial Exp	\$15,525	100%	\$15,525	0%		0%		0%		0%	\$0
Insurance	\$5,215	100%	\$5,215	0%		0%		0%		0%	\$0
TOTAL	\$858,509	94%	\$810,862	3%	\$25,000	3%	\$25,000	2%	\$20,000	9%	\$70,000
Number of Individual Beneficiaries					1,078		1,907		876		3,861
Cost per Individual					\$23.19		\$13.11		\$22.83		\$18.13

For the City of Redwood City ONLY, answer the following:**1. Funding Criteria:**

3. Priority: Sustain or Expand Human Services: Sustain or expand the high level of basic human needs services for extremely low-, very low-, low- and moderate-income persons and households including but not limited to childcare, mental health and substance abuse services.

2. Program Outcomes:

a. Please describe the accomplishments of program goals for FY/23.

We conducted over 5,000 visits and worked on approximately 1,200 cases of elder abuse and complaints across the County.

b. In what ways has your program made a difference in the lives of the people you serve? Please provide at least one concrete example from the people served in FY/23:

We ensure that residents at risk for eviction are connected with public assistance to ensure their housing and care needs are met.

For the Cities of South San Francisco and Redwood City ONLY, answer the following:**3. Marketing/Advertising**

a. Check all of the following methods your agency utilizes to promote and advertise your programs and services:

- Flyers/brochures
- Website
- Phone book listing
- SMC Connect (Handbook/Database)
- Outreach presentations to service providers
- Outreach presentations to public
- PSA's
- Social Media - Please list:
- Other - Please describe:

b. Which of the above marketing/advertising materials are available in multi-languag form and which languages are they available in?

Brochure to residents

c. How and where are the materials distributed?

Field Ombudsman distribute, online, senior fairs, community events

Attachments

- 1. Resolution authorizing application and designation of signatory, by the Board of Directors [Board__Resolution_Signed.pdf](#)
- 2. Proof of 501(c)3 / tax-exempt status [IRS Letter of Determination.pdf](#)
- 3. By-laws [Bylaws.doc](#)
- 4. Articles of Incorporation [Articles_of Incorporation.pdf](#)
- 5. Board roster, including: [Board Information.-Years_of Service 2024.docx](#)
 - Name, Company, Years on Board
 - Meeting dates for previous 12 months
 - Number of years allowed for each board term

6. Organizational chart for entire organization [OSSMC Org Chart October 2023.pdf](#)
7. Certified financial audit no more than 1 fiscal year old, prepared by a CPA, and: [Audit Report FY22 - 23 Final 1.pdf](#)
- Management letters (if applicable)
 - A-122 and A-133 Single Audit (for entities that receive more than \$750,000 in federal funding) **OR**
 - A letter from your Executive Director or Chief Financial Officer certifying that agency does not receive more than \$750,000 in federal funds and is not subject to the Single Audit.
8. The following are required: [Budget FY23-24 Approved 6-16-23 purple only-bw.xlsx](#)
- Current (FY23-24) **Agency** Operating Budget
 - Proposed (FY24-25) **Agency** Operating Budget
9. Mission Statement [Mission Statement on Letterhead.pdf](#)
10. Non-discrimination policy for Staff and Clients [Non-Discrimination Policy.pdf](#)
11. Reasonable Accommodations Policy for Staff and Clients [Non Discrimination Reasonable Accommodation Policy.docx](#)
12. Conflict of Interest Policy. (If not available, please indicate when you will submit) [Conflict of Interest Form.pdf](#)
13. Negotiated Rate Letter. (If required)
14. Other -

If you would like all the attachments downloaded into your Dropbox folder, please contact CDS

Program Manager Signature [Elyse Brummer](#)

Date Signed [01/18/2024](#)

Initially submitted: Jan 18, 2024 - 13:14:20

Rape Trauma Services Center

Organization Address: 1860 El Camino Real, Suite 406 City: Burlingame Zip: 94010-3117
 Organization Phone: 650-652-0598 Website: <http://www.rapetraumaservices.org/>

Type of Applicant: Non-Profit Our agency serves: Clients

5. Contact Person / Project Administrator:
 Name: Emily Abrams Title: Executive Director Telephone: 650-652-0598
 Contact Email: emily@rapetraumaservices.org Fax: 650.652.0596

6. Name of Agency Director: Emily Abrams

7. Fiscal Officer: Name: Lorry Thomas Email: Lorry@rapetraumaservices.org Telephone: 650.652.0598
 Fiscal Officer Address: 1860 El Camino Real, Suite 406 City: Burlingame Zip: 94010-3117

8. Authorized Signatory: Name: Emily Abrams Email: emily@rapetraumaservices.org Telephone: 650.652.0598
 Authorized Signatory Address: 1860 El Camino Real, Suite 406 City: Burlingame Zip: 94010-3117

9. Please provide days and hours of regularly scheduled operation:

RTS' crisis intervention services (crisis counseling, advocacy, accompaniment, information and referrals) are available 24-hours a day. Counseling is scheduled to meet the needs of clients and families. In addition to Monday - Friday 8:30 am - 5:30 pm hours, sessions are available in the early mornings and evenings.

10. SAM/UEI Number: UP9FW5SDEM46 **Federal EIN/TIN Number:** 94-3215045

11. HUD Activity: Choose the HUD activity that most closely matches your service:
 05N - Abused and Neglected Children

12. Project Specific Narrative: Provide a narrative description of the specific activities to be carried out with the requested funds. This should also include program objectives and key priorities for each specific jurisdiction.
 RTS aims to help child abuse survivors learn the skills needed to heal from sexual abuse, decrease the likelihood of Post-Traumatic Stress Disorder, develop the tools to be supportive of their healing, and prevent continued or future abuse. RTS' program clearly matches many HUD activities by providing Basic Human Needs to Abused Children. RTS provides mental health services to child abuse survivors including Advocacy & Accompaniment, Crisis Intervention, Therapy, Information, Referrals, and Violence Prevention.

The Polaris Project, the human trafficking crisis line, has identified San Mateo County as a Human Trafficking Hotspot. Child Sexual Exploitation is a form of child abuse in itself, but the number one risk factor for being sexually exploited is having been a victim of childhood sexual abuse.

County-wide, in FY 2023 RTS provided 593 child abuse victims with crisis intervention, accompaniment, and advocacy during forensic medical exams & interviews. RTS provides children with emotional support, answers questions, and makes sure survivors understand what is happening and that their rights are protected under the law. Counselors are trained to provide services to youth of all ages. RTS works with police to ensure victims receive information about ongoing RTS services. RTS provides children with individual and group therapy to help break the isolation that is common among survivors – especially children.

13A. Assessment of Need - Redwood City: Briefly describe how you determined the need for your program **for each specific jurisdiction that you are applying for funds**. Identify target population(s) and area(s) served. Please state the source(s) and date(s) of information. Identify any similar programs in the community.

RTS is the only agency in San Mateo County that responds 24-hours a day to law enforcement, Keller Center and Child Advocacy Center when a child has been identified as a victim of sexual violence. The National Crime survey reports 1-in-3 girls and 1-in-6 boys will be sexually abused by the time they are 18 and the SM County Grand Jury discovered "everyday a child in SM County is sexually abused." Last year, RTS provided crisis intervention to 593 victims of child sexual abuse, 91 of these children live in Redwood City, 11 identified being victimized by commercial sexual exploitation. Children ranged in age from 2 to 17 and are predominantly low-income. Children who are sexually abused often exhibit emotional, cognitive, and behavioral problems, such as depression, suicidal

behavior, difficulty in school, use of alcohol and drugs, and early sexual activity. The housing crisis has created a dire situation for low- and moderate-income families, creating a link to child sexual abuse. Families are depending on strangers for a place to live, which has impacted the number of child sex abuse reports. Cramped quarters, without a formalized lease, have resulted in sexual abuse contributing to families having to choose between the safety of their child or being homeless. RTS is a place where survivors find support. The ability to heal from trauma is fundamental to a child's safety and well-being. For 29 years RTS has provided services to the target group: child victims of sexual abuse.

13B. Assessment of Need - City of San Mateo: Briefly describe how you determined the need for your program **for each specific jurisdiction that you are applying for funds.** Identify target population(s) and area(s) served. Please state the source(s) and date(s) of information. Identify any similar programs in the community.

RTS is the only agency in San Mateo County that responds 24-hours a day to law enforcement, Keller Center and Child Advocacy Center when a child has been identified as a victim of sexual violence. The National Crime survey reports 1-in-3 girls and 1-in-6 boys will be sexually abused by the time they are 18 and the SM County Grand Jury discovered "everyday a child in SM County is sexually abused." Last year, RTS provided crisis intervention to 593 victims of child sexual abuse, 82 of these children live in San Mateo, 8 identified being victimized by commercial sexual exploitation. Children ranged in age from 4 to 17 and are predominantly low-income. Children who are sexually abused often exhibit emotional, cognitive, and behavioral problems, such as depression, suicidal behavior, difficulty in school, use of alcohol and drugs, and early sexual activity. The housing crisis has created a dire situation for low- and moderate-income families, creating a link to child sexual abuse. Families are depending on strangers for a place to live, which has impacted the number of child sex abuse reports. Cramped quarters, without a formalized lease, have resulted in sexual abuse contributing to families having to choose between the safety of their child or being homeless. RTS is a place where survivors find support. The ability to heal from trauma is fundamental to a child's safety and well-being. For 29 years RTS has provided services to the target group: child victims of sexual abuse.

13C. Assessment of Need - South San Francisco: Briefly describe how you determined the need for your program **for each specific jurisdiction that you are applying for funds.** Identify target population(s) and area(s) served. Please state the source(s) and date(s) of information. Identify any similar programs in the community.

RTS is the only agency in SM County that responds 24-hours a day to law enforcement, Keller Center and Child Advocacy Center when a child has been identified as a victim of sexual violence. The National Crime survey reports 1-in-3 girls and 1-in-6 boys will be sexually abused by the time they are 18 and the SM County Grand Jury discovered "everyday a child in SM County is sexually abused." Last year, RTS provided crisis intervention to 593 victims of child sexual abuse, 88 of these children live in South San Francisco, 9 identified being victimized by commercial sexual exploitation. Children ranged in age from 3 to 17 and are predominantly low-income. Children who are sexually abused often exhibit emotional, cognitive, and behavioral problems, such as depression, suicidal behavior, difficulty in school, use of alcohol and drugs, and early sexual activity. The housing crisis has created a dire situation for low- and moderate-income families, creating a link to child sexual abuse. Families are depending on strangers for a place to live, which has impacted the number of child sex abuse reports. Cramped quarters, without a formalized lease, have resulted in sexual abuse contributing to families having to choose between the safety of their child or being homeless. RTS is a place where survivors find support. The ability to heal from trauma is fundamental to a child's safety and well-being. For 29 years RTS has provided services to the target group: child victims of sexual abuse.

14. Timeline: Provide a brief timetable for project implementation and achievement of projected goals and how you plan to expend your funds in a timely manner by the end of the fiscal year.

The Sexual Abuse Services Program for Children and Youth is an ongoing program in which individuals seek needed services at any time throughout the year. Activities and staff are in place to implement all aspects of the program.

By the end of the Fiscal Year, RTS will provide:

85 Child Abuse survivors in Redwood City with

- Crisis Intervention
- Advocacy and Accompaniment services
- Mental Health Services: In person or virtual counseling (individual or group)

85 Child Abuse survivors in the City of San Mateo with

- Crisis Intervention
- Advocacy and Accompaniment services
- Mental Health Services: In person or virtual counseling (individual or group)

85 Child Abuse survivors in the City of South San Francisco with

- Crisis Intervention
- Advocacy and Accompaniment services

- Mental Health Services: In person or virtual counseling (individual or group)

15. Evaluation: Briefly describe how you will determine and measure the success of your program and whether or not program goals were met? If your program is currently receiving grant funds please describe accomplishments of goals to date.

A variety of measures are used to evaluate services. The Client Contact Data Form is completed for all clients. It collects detailed information about the services requested and provided, types of trauma/abuse suffered, demographics, and follow-up services provided. RTS holds weekly meetings to review individual cases, provide assessment, and complete mental health therapy assignments. This process allows program staff to track the number of services provided to city residents and evaluate a client's ability to identify and address immediate and long-term trauma needs as well as gauge if a client has gained skills needed for healing, an understanding of services, and/or received appropriate referral information.

Accomplishments to date (From July 1, 2023 - December 31, 2023):

RTS has provided crisis intervention services to 47 child abuse victims living in Redwood City - 54% of the yearly goal.

RTS has provided crisis intervention services to 45 child abuse victims living in San Mateo - 52% of the yearly goal.

RTS has provided crisis intervention services to 50 child abuse victims living in South San Francisco - 57% of the yearly goal.

16. Collaboration: Describe partnerships with other organizations/agencies, the nature of the partnership, and how it relates to the proposed project.

Children and teens who have suffered sexual trauma have a high likelihood of needing other services. RTS works with organizations throughout the County to assure survivors receive all necessary services (housing and basic needs, teen pregnancy prevention, substance abuse, mental health, child protective services). RTS is a member of the Commercial Sexual Exploitation of Children Steering Committee, County Sexual Assault Task Force, & Multi-Disciplinary Interview Team to create better understanding regarding child victim issues, provide training, and enhance the coordination and cooperation of all parties involved (law enforcement, medical personnel, DA, and Victim Services). RTS works with City & County Police Departments during an investigation to facilitate useful communication and support the creation of an environment that minimizes re-traumatization. RTS' role is to support the child victim, provide information, and answer questions. RTS addresses prevention by providing education programs in high-schools and middle-schools. 42% of students reach out for further information, crisis intervention, advocacy, and/or counseling. RTS serves underserved communities to promote prevention of sexual assault, and to provide intervention to those who have been affected. One of the collaborations that most affects youth is the Youth Empowerment & Advocacy Program, which involves cross training and information sharing between Victim Services Division of the DA's office, CORA and RTS.

17. Impact: : Discuss any general trends and conditions that have affected or impacted your service levels or service populations. For New Applicants – describe what these funds would allow your agency to do that you may not be able to do now. For Continuing Applicants – describe how your program would be impacted without these funds.

Sadly, each year new children reach out in need of victim services. Funding allows us to meet this demand. An ongoing trend is the increasing number of children seeking services who are victims of CSEC (Commercial Sexual Exploitation of Children). CSEC includes the prostitution of children, child pornography, child sex tourism & other forms of transactional sex where a child engages in sexual activities to have key needs fulfilled, such as food, shelter or access to education.

RTS provides a large percentage of direct services to Latinx children. Through our Bilingual Services, RTS focuses outreach to underserved populations actively targeting people who have limited resources to receive services elsewhere.

There is a high demand in San Mateo County for Mental Health Services. There is a greater need for therapy than our county can provide. As the only Rape Crisis Center, RTS provides follow-up services to every child who receives a Forensic Medical Exam at the Keller Center or a Forensic Interview at the Child Advocacy Center. In addition to providing Crisis Intervention and Advocacy, many children are in need of long term therapy. Without funds, RTS would have to initiate a waiting list for counseling, fewer school communities would receive services, some child victims may not receive accompaniment support during forensic exams/interviews, & fewer residents would receive information needed to make important & informed decisions.

18. Project Beneficiaries/Quantifiable Measurement: Indicate the expected number of beneficiaries to be served by the program. For each response below please indicate both the number of households and number of individuals. Refer to the San Mateo County Income Limits.

a. Indicate the total number of **low-income** beneficiaries you expect to serve with this program for each jurisdiction application for funding. *Low-income is 80% of Area Median Income or below. [See AMI table](#)

b. Indicate the **total** number of beneficiaries you expect to serve with this program in each jurisdiction - regardless of income.

Jurisdiction	a. Number of low-income beneficiaries to be served per grant jurisdiction application. **Low-income** is 80% of Area Median Income or below.		b. All beneficiaries to be served per grant jurisdiction application regardless of income	
	Persons	Households	Persons	Households
Daly City	50		50	
Redwood City	85		85	
City of San Mateo	85		85	
County of San Mateo	300		300	
South San Francisco	85		85	
Totals	605	0	605	0

19. Populations Served: Check the boxes below if they describe a significant population served by your program. These categories are not considered "presumed benefit" by HUD, and require income verification.

- Persons exiting incarceration
- Low-income youth
- Other

20. Affirmative Outreach:

a. Use the demographics from your previous program year to provide an analysis of the population you serve relative to the demographics in the table. *NOTE: If you are a new applicant please provide your best estimation.*

Race & Ethnicity	Redwood City Population	Redwood City % by Ethnicity	Low Income by Ethnicity served by your Program	Your Program % by Ethnicity
Total	74,402	100%	47	100%
White and not Hispanic	40,656	54.64%	10	21.28%
White and Hispanic	23,557	31.66%	23	48.94%
Asian	6,715	9.03%	5	10.64%
African American	1,916	2.58%	2	4.26%
Pacific Islander	663	0.89%	3	6.38%
Native American	384	0.52%	0	0.00%
Other	1,511	2.03%	4	8.51%

Race & Ethnicity	City of San Mateo Population	City of San Mateo % by Ethnicity	Low Income by Ethnicity served by your Program	Your Program % by Ethnicity
Total	97,207	100%	45	100%
White and not Hispanic	45,240	46.54%	10	22.22%
White and Hispanic	25,815	26.56%	17	37.78%
Asian	18,153	18.67%	9	20.00%
African American	2,099	2.16%	3	6.67%
Pacific Islander	1,937	1.99%	3	6.67%
Native American	140	0.14%	0	0.00%
Other	3,823	3.93%	3	6.67%

Race & Ethnicity	South San Francisco Population	South San Francisco % by Ethnicity	Low Income by Ethnicity served by your Program	Your Program % by Ethnicity
Total	63,632	100%	50	100%
White and not Hispanic	23,760	37.34%	10	20.00%
White and Hispanic	21,645	34.02%	18	36.00%
Asian	23,293	36.61%	11	22.00%
African American	1,625	2.55%	2	4.00%

Pacific Islander	1,111	1.75%	1	2.00%
Native American	395	0.62%	0	0.00%
Other	9,598	15.08%	8	16.00%

b. Based on the percentages that you indicate your organization served describe your efforts to improve affirmative outreach to groups that may be underserved by your program and the result of your efforts:

RTS is committed to making programs accessible by minimizing cultural, geographic, and economic barriers to participation. Staff is trained to be culturally sensitive to the needs of individuals and groups that have experienced oppression. Bilingual multicultural staff provide outreach to residents and specifically to the Latinx immigrant community. Presentations are given where there is a high likelihood of contact with survivors or potential victims. RTS created a 2+ minute video highlighting services provided through RTS' Sexual Abuse Program which is featured on our agency website home page and was distributed to several service providers and to all high schools in San Mateo County. The video is in English with Spanish subtitles.

Whites are underrepresented in RTS client pool because as a nonprofit agency with no cost counseling and support services, low-income and other underserved communities (i.e., non-White populations) overwhelmingly utilize RTS' programs due to a lack of resources to receive support elsewhere.

RTS has a community outreach plan which targets underserved communities and sends program materials to over 80 agencies throughout San Mateo County and the greater Bay Area, for example Native American Health Center, LGBT Community Centers, StarVista, Kaiser Permanente (Redwood City, South San Francisco and San Mateo Medical Office) San Mateo County Human Services Agencies, Asian American Recovery Services, and Larkin Street Youth Services.

21. Leveraging: Describe your fundraising efforts and additional sources of revenue for this project and your organization. Please state whether any of these fund sources are already committed and in what amount.

RTS receives an ongoing Rape Crisis Grant from Cal OES - the funding amount is \$225,000 for the Sexual Abuse Services Program for Children and Youth and ongoing funding for Child Abuse Treatment from Cal OES in the amount of \$150,000. RTS receives \$95,000 from The San Mateo County Victim Services for Child Abuse Prevention and Intervention.

RTS has received current funding from several Family Foundation (\$150,000) We will re-apply to these sources for the upcoming fiscal year and apply to additional Corporations and Foundations. A financial commitment from San Mateo, Redwood City, and South San Francisco lends additional credibility to our requests from all types of funders. When approaching business owners and city residents it has been very helpful to discuss ongoing city support.

RTS has continued its Non-profit membership of the RWC/SM Chamber of Commerce and speaks to and receives support from several service organizations (Rotary, Kiwanis, Lions) throughout the county.

We are anticipating funding cuts to our Cal OES and CDPH grants in FY2024/2025. We are preparing for these reduced grant amounts by increasing our outreach efforts to Family Foundations and researching additional funding which will support child abuse prevention and direct services. Funding from Redwood City, South San Francisco, and San Mateo will help with future funding opportunities.

Staff List

List below key staff members who work on **this program**

Position Title	Name of Staff Person	Job Responsibilities	Qualifications
Executive Director	Emily Abrams	Provides training and mentoring to staff and volunteers, provides crisis intervention and facilitates direct services to children and families. Provides oversight of all program activities.	Founding member of RTS. 29 years experience working in Sexual Assault Movement. CA State Certified Sexual Assault Counselor. Active member of the County Child Sexual Abuse Advisory Board & Multi-Disciplinary Interview Team.
Deputy Director	Lorry Thomas	Provides Direct Services (crisis counseling, advocacy, accompaniment,	Has an ASW and has worked in the field of sexual

		information and referrals) individual and group therapy and coordinates and implements services and programs to At Risk Youth.	abuse and domestic violence for 9 years. Advocate and Educator specially trained to work with youth and families. CA State Certified Sexual Assault Counselor. Active member of the Commercial Sexual Exploitation of Children Steering Committee.
Bilingual Family Advocate	Adriana Najera Cervantes	Provides crisis intervention, advocacy and accompaniment to children and families during forensic interviews at the Child Advocacy Center as part of the County response to child sexual abuse cases. She facilitates direct services to Spanish speaking community members.	Has a MSW and CA State Certified Sexual Assault Counselor. A bilingual/bicultural sexual assault advocate who understands the dynamics and needs that the Latinx community has in accessing services and is sensitive to these challenges. A trained sexual assault counselor with experience providing case management, advocacy, and support to children and families.

PROPOSED PROGRAM BUDGET FOR FY 2024-25

Budget Line Item	Agency Total	Pgm%	Program Total	Redwood City		City of San Mateo		South San Francisco		Total Jurisdictions	
				%	Requested	%	Requested	%	Requested	Pgm%	Requested
Labor											
Executive Director	\$160,000	34%	\$55,000	0%	\$0	0%	\$0	0%	\$0	0%	\$0
Deputy Director	\$127,000	51%	\$65,000	3%	\$2,000	3%	\$2,000	3%	\$2,000	9%	\$6,000
Bilingual Family Advocate	\$78,000	75%	\$58,500	3%	\$2,000	3%	\$2,000	3%	\$2,000	10%	\$6,000
Lead Advocate/CSEC Coordinator	\$75,000	67%	\$50,000	0%	\$0	0%	\$0	0%	\$0	0%	\$0
Volunteer Coordinator/Trauma Counselor	\$78,000	45%	\$35,000	6%	\$2,000	6%	\$2,000	6%	\$2,000	17%	\$6,000
Prevention Educators/Trauma Counselors (2 staff members)	\$135,000	48%	\$65,000	3%	\$2,000	3%	\$2,000	3%	\$2,000	9%	\$6,000
Advocates/Trauma Counselors (3 staff members)	\$198,000	56%	\$110,000	4%	\$4,000	4%	\$4,000	4%	\$4,000	11%	\$12,000
Trauma Therapists (2 staff members)	\$150,000	53%	\$80,000	0%	\$0	0%	\$0	0%	\$0	0%	\$0
Taxes/Benefits	\$201,400	45%	\$90,820	0%	\$0	0%	\$0	0%	\$0	0%	\$0
Other Direct Costs											
Occupancy Lease	\$129,795	40%	\$52,000	6%	\$3,000	6%	\$3,000	6%	\$3,000	17%	\$9,000
Telephone and Communication	\$29,500	41%	\$12,000	0%	\$0	0%	\$0	0%	\$0	0%	\$0
Local Travel / Mileage	\$15,000	37%	\$5,500	0%	\$0	0%	\$0	0%	\$0	0%	\$0
Office Supplies	\$7,500	47%	\$3,500	0%	\$0	0%	\$0	0%	\$0	0%	\$0
Equipment and Maintenance	\$5,000	40%	\$2,000	0%	\$0	0%	\$0	0%	\$0	0%	\$0
Postage and Delivery	\$7,500	40%	\$3,000	0%	\$0	0%	\$0	0%	\$0	0%	\$0

Printing and Reproduction	\$7,000	57%	\$4,000	0%	\$0	0%	\$0	0%	\$0	0%	\$0
General Liability Insurance	\$3,200	38%	\$1,200	0%	\$0	0%	\$0	0%	\$0	0%	\$0
Trainings and Workshops	\$2,000	50%	\$1,000	0%	\$0	0%	\$0	0%	\$0	0%	\$0
Membership Dues	\$1,625	31%	\$500	0%	\$0	0%	\$0	0%	\$0	0%	\$0
Modified Total Direct Costs (MTDC)	\$1,410,520	49%	\$694,020	2%	\$15,000	2%	\$15,000	2%	\$15,000	6%	\$45,000
Indirect cost rate (10% de minimis rate unless the entity has a negotiated indirect rate with the federal government)	7%		2%		0%		0%		0%		
Indirect costs	\$98,736	14%	\$13,880	0%	\$0	0%	\$0	0%	\$0	0%	\$0
TOTAL	\$1,509,256	47%	\$707,900	2%	\$15,000	2%	\$15,000	2%	\$15,000	6%	\$45,000
Number of Individual Beneficiaries					85	85		85		255	
Cost per Individual					\$176.47	\$176.47		\$176.47		\$176.47	

For the City of Redwood City ONLY, answer the following:

1. Funding Criteria:

3. Priority: Sustain or Expand Human Services: Sustain or expand the high level of basic human needs services for extremely low-, very low-, low- and moderate-income persons and households including but not limited to childcare, mental health and substance abuse services.

2. Program Outcomes:

a. Please describe the accomplishments of program goals for FY/23.

During FY 22/23, Rape Trauma Services provided crisis intervention, mental health services, advocacy, accompaniment, long term therapy, prevention and community outreach to child abuse survivors living in Redwood City.

RTS provided support services to 91 abused children living in RWC ranging in age from 2 to 17 years. The first point of contact for these children was from the child's school, RWC police department, or at the Child Advocacy Center or Keller Center where a Sexual Assault counselor provided accompaniment and advocacy services during a forensic medical exam and/or forensic interview.

Sixty-one percent (61%) of victims identified as Hispanic. RTS provided services to 11 children who identified being victimized by commercial sexual exploitation while residing in RWC.

RTS provided in-person therapy and crisis intervention services to At Risk Youth from Sequoia High School, Redwood High School, and McKinley Middle School. RTS Educators provided Ending Cycles of Violence workshops to students throughout Redwood City.

RTS provided training for parents and for community leaders on culturally sensitive support for child sexual abuse throughout the community. Training topics focused on healing from childhood trauma and the prevention of child abuse.

b. In what ways has your program made a difference in the lives of the people you serve? Please provide at least one concrete example from the people served in FY/23:

The "Garcias" came into contact with RTS at the Child Advocacy Center where RTS Advocates support families during the forensic interview (FI). Anna Garcia's 4 year old daughter, Mia, told her mom that her uncle hurt her. Anna called RWC police to report. Due to Mia's age & concerns about the uncle having access to her since they all lived together, an exigent FI took place followed by a medical legal exam (MLE). Julia, a Spanish speaking bilingual RTS Advocate accompanied the family to the FI & MLE. Immediately, Julia could feel a sense of relief from Anna because she was being supported directly by a Spanish speaker, not an interpreter. Anna told Julia that she had experienced childhood sexual abuse & that this happening to her daughter is her worst nightmare. She shared feelings of guilt due to their living situation & for failing to protect Mia. By the time the interview ended, Anna was in a more stable place emotionally & left with resources to Victim Services & RTS. Anna told Julia that she wanted to move because they live with several people & feels she can't trust anyone. She mentioned this has impacted her relationship with Mia's dad because she doesn't want to leave Mia alone with anyone. Julia offered to support the family in finding housing leads & other needed resources & that RTS offers therapy to children &

families. Anna wanted all the support possible for Mia and was matched with an RTS therapist. They have been seeing an RTS therapist & healing as a family.

For the Cities of South San Francisco and Redwood City ONLY, answer the following:

3. Marketing/Advertising

a. Check all of the following methods your agency utilizes to promote and advertise your programs and services:

- Flyers/brochures
- Website
- Phone book listing
- SMC Connect (Handbook/Database)
- Outreach presentations to service providers
- Outreach presentations to public
- PSA's
- Social Media - Please list:
- Other - Please describe:

b. Which of the above marketing/advertising materials are available in multi-lingual form and which languages are they available in?

All RTS materials are printed two sided in English and Spanish. Outreach presentations are provided in either English or Spanish. Radio and TV announcements are provided on English and Spanish stations.

RTS created a 2+ minute video highlighting services provided through the Sexual Abuse Program. The video was done in English and provides Spanish subtitles. The video is featured on the RTS agency website home page and was distributed to all high schools in San Mateo County.

RTS launched an awareness campaign for our 24-hour crisis line on SamTrans buses throughout San Mateo County. Posters are located both on the inside of the cabs and the outside of buses. Some are in English and some in Spanish.

c. How and where are the materials distributed?

RTS has a community outreach plan which targets underserved communities and sends program materials to over 80 agencies throughout San Mateo County and the greater Bay Area, for example Native American Health Center, LGBT Community Centers, StarVista, Kaiser Permanente (Redwood City, South San Francisco and San Mateo Medical Office) San Mateo County Human Services Agencies, Asian American Recovery Services, and Larkin Street Youth Services.

Materials are distributed at each Police Station in the county, The District Attorney's office, The Keller Center, The Child Advocacy Center, schools, libraries, and other social service agencies. Outreach presentations are provided throughout San Mateo County with a concentrated effort in low-income communities.

Attachments

- 1. Resolution authorizing application and designation of signatory, by the Board of Directors [RTS_City_Board_Resolution_2024.doc](#)
- 2. Proof of 501(c)3 / tax-exempt status [Rape_Trauma_Services_IRS_Tax_Exempt_Letter_2.pdf](#)
- 3. By-laws [RTS_BYLAWS.pdf](#)
- 4. Articles of Incorporation [RTS_articles_of_incorporation.pdf](#)
- 5. Board roster, including:
 - [RTS_BOARD_LIST_2023_25.doc](#)
 - [RTS_Board_Meeting_Dates_2023_2024.doc](#)
 - Name, Company, Years on Board
 - Meeting dates for previous 12 months

- Number of years allowed for each board term

6. Organizational chart for entire organization

[General_Org_Chart_-_Jan_2024.pdf](#)

7. Certified financial audit no more than 1 fiscal year old, prepared by a CPA, and:

[Rape_Trauma_Services_Final_FS_6_30_2022.pdf](#)

- Management letters (if applicable)
- A-122 and A-133 Single Audit (for entities that receive more than \$750,000 in federal funding) **OR**
- A letter from your Executive Director or Chief Financial Officer certifying that agency does not receive more than \$750,000 in federal funds and is not subject to the Single Audit.

8. The following are required:

[Agency_Budget_2023_24.pdf](#)

[Proposed_Agency_Budget_2024_2025.pdf](#)

- Current (FY23-24) **Agency** Operating Budget
- Proposed (FY24-25) **Agency** Operating Budget

9. Mission Statement

[RTS_Mission_Statement_1.pdf](#)

10. Non-discrimination policy for Staff and Clients

[RTS_Non_Discrimination_Policy_3.pdf](#)

11. Reasonable Accommodations Policy for Staff and Clients

[RTS_Reasonable_Accommodations_Policy_2.pdf](#)

12. Conflict of Interest Policy. (If not available, please indicate when you will submit)

[RTS_Conflict_of_Interest_Policy_2.pdf](#)

13. Negotiated Rate Letter. (If required)

14. Other -

If you would like all the attachments downloaded into your Dropbox folder, please contact CDS

Program Manager Signature [Emily Abrams](#)

Date Signed [01/18/2024](#)

Initially submitted: Jan 18, 2024 - 14:49:41

Samaritan House

Consolidated Community Funding Application
Redwood City, City of San Mateo, San Mateo County and South San Francisco
Application for New Funding for FY 2024-25

GENERAL INFORMATION

1. Organization Name: Samaritan House
 2. Project Title: Safe Harbor Shelter

We are applying for funding from:

- Redwood City City of San Mateo South San Francisco County of San Mateo

Budget/Client Summary (Auto-populated from Budget, below)

Jurisdictions receiving this application	Amount Requested	% of Program Budget	Proposed # of Clients Served	% of Clients Served	Total \$ Per Client	Total Agency Budget
Redwood City	\$19,800	1%		0%	\$521.05	
South San Francisco	\$19,800	1%		0%	\$220.00	
Total	\$39,600	2%	128	100%	\$309.38	

Grant Funded Programs:

We are applying for a [Public Services Program](#)

CDBG National Objective Eligibility - How are you serving low income populations?

[Service to "presumed benefit" groups listed below \(income verification not required, but verification of presumed benefit status is required\):](#)

- | | |
|--|--|
| <input type="checkbox"/> Abused children | <input checked="" type="checkbox"/> Homeless persons |
| <input type="checkbox"/> Victims of domestic violence | <input type="checkbox"/> Illiterate adults |
| <input type="checkbox"/> Elderly persons/seniors (age 62+) | <input type="checkbox"/> Persons living with AIDS |
| <input type="checkbox"/> Severely disabled <u>adults</u> | <input type="checkbox"/> <u>Migrant</u> farm workers |

Income Verification: Describe how you obtain, verify, and maintain proof of income and presumed benefit status. Third party documentation or client signatures on the certification forms must be available on file for review at all times.

[Unhoused persons who are extremely low income are a presumed benefit population in San Mateo County. All unhoused clients served by Safe Harbor Shelter are extremely low to very low income, and Samaritan House has a strict application and verification process to document eligibility based on household income. To verify income data, Safe Harbor staff obtain and review copies of pay stubs for employed clients and check stubs for Social Security, General Assistance and other forms of income from unemployed clients. For client homeless certification, intake staff verifies presumed benefit status utilizing a County form that is also utilized by the Housing Authority. This third-party documentation is available on file for review at all times.](#)

3. Project Address: [295 North Access Road](#) City: [South San Francisco](#) Zip: [94080-6907](#)

4. Provide a one sentence project summary:

[Safe Harbor Shelter, a 105-bed adult, congregate homeless shelter located in South San Francisco, is an integral component of San Mateo County's housing crisis resolution system offering short-term, emergency housing with supportive services to swiftly transition clients into permanent housing..](#)

Organization Address: [4031 Pacific Blvd.](#) City: [San Mateo](#) Zip: [94403-4666](#)
 Organization Phone: [650-341-4081](#) Website: [www.samaritanhousesanmateo.org](#)

Type of Applicant: Non-Profit **Our agency serves:** Clients

5. Contact Person / Project Administrator: Name: Alec Raffin; Anjenette Mendoza; Isabelle Anderson
 Title: Chief Operating Officer; Director of Shelter Services; Associate Director of Institutional Partnerships
 Telephone: 650-523-0824; 650.351.5032; 650-376-4992
 Contact Email: araffin@samaritanhousesanmateo.org; anje@samaritanhousesanmateo.org; ianderson@samaritanhousesanmateo.org
 Fax:

6. Name of Agency Director: Laura Bent

7. Fiscal Officer: Name: Jolie Bou
 Fiscal Officer Address: 4031 Pacific Blvd.
 Email: jbou@samaritanhousesanmateo.org
 Telephone: 650-523-0810
 City: San Mateo
 Zip: 94403-4666

8. Authorized Signatory: Name: Laura Bent
 Authorized Signatory Address: 4031 Pacific Blvd.
 Email: laura@samaritanhousesanmateo.org
 Telephone: 650-523-0812
 City: San Mateo
 Zip: 94403-4666

9. Please provide days and hours of regularly scheduled operation:

Safe Harbor Shelter is open 24 hours a day, 7 days per week, 365 days per year. Case management services are available during regular business hours, as well as during weekend and/or evening hours, in order to accommodate those clients with jobs or other daytime commitments.

10. SAM/UEI Number: FZGZTFE34JW1 **Federal EIN/TIN Number:** 23-7416272

11. HUD Activity: Choose the HUD activity that most closely matches your service:
 05 - Public Services

12. Project Specific Narrative: Provide a narrative description of the specific activities to be carried out with the requested funds. This should also include program objectives and key priorities for each specific jurisdiction.

Safe Harbor Shelter, a 105-bed adult, congregate homeless shelter located in South San Francisco, is an integral component of San Mateo County's housing crisis resolution system offering short-term, emergency housing with supportive services to swiftly transition clients into permanent housing. Services encompass nutrition; intensive case management; housing location services; counseling; medical, dental, behavioral health care; educational programming; linkages to Federal, state, and local benefits; employment assistance/job training; legal services; life skills training; substance abuse treatment services; and supportive services. Safe Harbor will provide emergency housing and supportive services for 38 residents from the City of Redwood City and 90 residents from the City of South San Francisco.

Safe Harbor employs a Housing First model, creating personalized empowerment plans to address housing barriers. Through a tiered case management model, Safe Harbor staff (case managers, housing liaison, and intake) assess, coordinate, and monitor client-centered services for unhoused residents.

Project outcomes include:

- 1: The shelter will be at full capacity 90% of the time.
- 2: 15% of clients will move into permanent, transitional or supportive housing.
- 3: 75% of clients identified as having mental health needs will receive referrals to mental health services.
- 4: 75% of clients identified as having substance abuse issues will receive referrals to AO

13A. Assessment of Need - Redwood City: Briefly describe how you determined the need for your program **for each specific jurisdiction that you are applying for funds**. Identify target population(s) and area(s) served.

Please state the source(s) and date(s) of information. Identify any similar programs in the community.

San Mateo County's high cost of living, steep rents, and lack of affordable housing, compounded by the economic fallout of the pandemic and high inflation, continue to severely impact the rate of homelessness. Extensive housing waitlists and insufficient income levels greatly impact a client's ability to exit to permanent housing. The average cost of rent for an apartment in Redwood City is \$3,298, approximately 23% increase year-over-year (Rent Café;

November 2023). Most of our clients are extremely low income, earning ~ \$500/month - 'too low' an income to qualify for below-market-rate units in the region.

The County's acute housing crisis, impacts a diverse set of populations. Many Safe Harbor clients are seniors, young adults, and individuals dually diagnosed with addiction and mental health disorder or addiction and physical health disorder. Over 50% of clients are at Safe Harbor for the first time, due in part to new client referrals and more effective collaboration between local Police Departments, HOT team outreach workers, and homeless services providers.

In North County, there are no other homeless shelters. There are motel voucher programs through LifeMoves; transitional housing through Caminar; and transitional housing for those with substance abuse issues through Catholic Charities and the Latino Commission.

13B. Assessment of Need - South San Francisco: Briefly describe how you determined the need for your program **for each specific jurisdiction that you are applying for funds**. Identify target population(s) and area(s) served. Please state the source(s) and date(s) of information. Identify any similar programs in the community.

San Mateo County's high cost of living, steep rents, and lack of affordable housing, compounded by the economic fallout of the pandemic and high inflation, continue to severely impact the rate of homelessness. Extensive housing waitlists and insufficient income levels greatly impact a client's ability to exit to permanent housing. The average cost of rent for an apartment in South San Francisco is \$3,290, approximately 50% increase over 2021 (rent.com; January 2024). Most of our clients are extremely low income, earning approximately \$500/month, which is 'too low' an income to qualify for below-market-rate units in the region.

The County's housing crisis, compounded by the pandemic, impacts a diverse set of populations. Many Safe Harbor clients are seniors, young adults, and individuals dually diagnosed with addiction and mental health disorder or addiction and physical health disorder. Over 50% of clients are at Safe Harbor for the first time, due in part to new client referrals and more effective collaboration between local Police Departments, HOT team outreach workers, and homeless services providers.

In North County, there are no other homeless shelters. There are motel voucher programs through LifeMoves; transitional housing through Caminar; and transitional housing for those with substance abuse issues through Catholic Charities and the Latino Commission.

14. Timeline: Provide a brief timetable for project implementation and achievement of projected goals and how you plan to expend your funds in a timely manner by the end of the fiscal year.

Safe Harbor Shelter is an ongoing, continuing program, open to San Mateo County's unhoused population 24 hours a day, 7 days per week, 365 days per year. We do not foresee any obstacles to implementing our project work plan as described, fully achieving our projected goals, and fully expending our contracted funds by the end of the fiscal year ending June 30, 2025.

15. Evaluation: Briefly describe how you will determine and measure the success of your program and whether or not program goals were met? If your program is currently receiving grant funds please describe accomplishments of goals to date.

Samaritan House utilizes a mix of process and outcome evaluation strategies to measure program outcomes and effectiveness for our various programs, including Safe Harbor Shelter. In addition to utilizing required external, funder-driven databases, we currently maintain internal databases to track and provide information about all of our clients and services.

Safe Harbor complies with all data collection and reporting requirements required by our funders. The Shelter uses Clarity Plus for capturing and managing client data and keeps case management files. Safe Harbor serves unhoused adults across San Mateo County. In FY23, Safe Harbor served 366 unique individuals with 125,080 services, including 18,906 bed nights and 60,795 meals. Additional services include on-going case management, Mobile Health Care Services, clothing, financial empowerment, and referral services to outside agencies.

Evaluation tools contribute to the ongoing review and refinement of program delivery. Recommendations arising from evaluations are incorporated into the program planning process, ensuring services are adapted to effectively meet our clients' needs and expectations. Evaluation results and lessons learned are regularly communicated through program reports to the executive team, board, and funders.

Accomplishments to date include: exceeded/on track to exceed FY24's contract outcomes for the City of Redwood City and the City of South San Francisco respectively.

16. Collaboration: Describe partnerships with other organizations/agencies, the nature of the partnership, and how it relates to the proposed project.

Samaritan House leverages its resources and ensures timely coordination of services through close collaborations with numerous government agencies (County Human Services Agency, Center on Homelessness), Core Services Agencies, 1,000+ landlords, homeless shelter providers (Abode Services, LifeMoves), domestic violence providers (CORA), local police departments, 211, and other agencies (Legal Aid Society of San Mateo County, Mental Health Association of San Mateo County, Peninsula Conflict Resolution Center, Star Vista, etc.).

Additional collaborations include, but not limited to:

- CalTrain and SamTrans provide transportation vouchers
- Samaritan House's Food Services Program, in partnership with Second Harvest of Silicon Valley, provides nutritious meals
- County SEAL team to expedite application process for SSDI and SSI benefits.
- County Mobile Dental Van provides onsite dental services bi-weekly
- Peninsula Works and NovaWorks provide employment assistance, support, and resources
- County Public Health Clinic provides onsite healthcare twice a week
- County Behavioral Health Services provides weekly, onsite mental healthcare
- Project Sentinel provides housing advocacy for unhoused and low-income tenants facing discrimination and rental issues
- HealthRight 360 provides mental health and substance use disorder treatment, as well as individual and group counseling
- The HUD-Veterans Affairs Supportive Housing (HUD-VASH)

17. Impact: : Discuss any general trends and conditions that have affected or impacted your service levels or service populations. For New Applicants – describe what these funds would allow your agency to do that you may not be able to do now. For Continuing Applicants – describe how your program would be impacted without these funds.

Safe Harbor houses San Mateo County's most difficult to serve unhoused population who have multiple barriers to self-sufficiency, including fixed income due to age or disability, poor general health and low education levels. The high cost of area rents and the increasing lack of affordable housing, compounded by the economic fallout of the pandemic, have severely impacted the ability of our clients to achieve permanent housing placements. While we continue to identify and successfully place clients into nontraditional housing options, including HIP Housing's Homesharing Program, and successfully help clients attain housing vouchers, fewer landlords countywide are accepting housing vouchers, which is impacting the availability of affordable housing for our clients. This dearth is due to high base rates for rentals, resulting in large gaps between base rents and fair market rent.

In response, Samaritan House actively participates in the County's efforts to end homelessness, and we continue to advocate for our clients at various forums led by housing advocacy groups, agencies, & legislators.

Given the economic trends that continue to adversely affect our service population, our program would be tremendously affected by any loss or decrease in CDBG funds that are an integral part of Safe Harbor's budget. Without these funds, we cannot assure the same level of service we have historically provided to all of the County's unhoused adults seeking our help.

18. Project Beneficiaries/Quantifiable Measurement: Indicate the expected number of beneficiaries to be served by the program. For each response below please indicate both the number of households and number of individuals. Refer to the San Mateo County Income Limits.

a. Indicate the total number of **low-income** beneficiaries you expect to serve with this program for each jurisdiction application for funding. *Low-income is 80% of Area Median Income or below. [See AMI table](#)

b. Indicate the **total** number of beneficiaries you expect to serve with this program in each jurisdiction - regardless of income.

Jurisdiction	a. Number of low-income beneficiaries to be served per grant jurisdiction application. **Low-income** is 80% of Area Median Income or below.		b. All beneficiaries to be served per grant jurisdiction application regardless of income	
	Persons	Households	Persons	Households
Daly City				
Redwood City	38	38	38	38
City of San Mateo				

County of San Mateo				
South San Francisco	90	90	90	90
Totals	128	128	128	128

19. Populations Served: Check the boxes below if they describe a significant population served by your program. These categories are not considered "presumed benefit" by HUD, and require income verification.

- Persons exiting incarceration
- Low-income youth
- Other

20. Affirmative Outreach:

a. Use the demographics from your previous program year to provide an analysis of the population you serve relative to the demographics in the table. *NOTE: If you are a new applicant please provide your best estimation.*

Race & Ethnicity	Redwood City Population	Redwood City % by Ethnicity	Low Income by Ethnicity served by your Program	Your Program % by Ethnicity
Total	74,402	100%	100	100%
White and not Hispanic	40,656	54.64%	26	26.00%
White and Hispanic	23,557	31.66%	31	31.00%
Asian	6,715	9.03%	3	3.00%
African American	1,916	2.58%	30	30.00%
Pacific Islander	663	0.89%	6	6.00%
Native American	384	0.52%	2	2.00%
Other	1,511	2.03%	2	2.00%

Race & Ethnicity	South San Francisco Population	South San Francisco % by Ethnicity	Low Income by Ethnicity served by your Program	Your Program % by Ethnicity
Total	63,632	100%	82	100%
White and not Hispanic	23,760	37.34%	24	29.27%
White and Hispanic	21,645	34.02%	23	28.05%
Asian	23,293	36.61%	6	7.32%
African American	1,625	2.55%	20	24.39%
Pacific Islander	1,111	1.75%	5	6.10%
Native American	395	0.62%	3	3.66%
Other	9,598	15.08%	1	1.22%

b. Based on the percentages that you indicate your organization served describe your efforts to improve affirmative outreach to groups that may be underserved by your program and the result of your efforts:

- Established in 1974, Samaritan House enhances its accessibility through continuous efforts:
- Disseminating information about its services to local agencies in both English and Spanish;
 - Securing coverage in local English and Spanish language newspapers and other media outlets;
 - Engaging with local service organizations (i.e., Rotary, Lion's) through speaking opportunities;
 - Actively participating in local community celebrations/fairs;
 - Extending outreach to agencies beyond the mainstream of "Safety Net Services"; and
 - Cultivating cross-referral relationships with bilingual service providers.

21. Leveraging: Describe your fundraising efforts and additional sources of revenue for this project and your organization. Please state whether any of these fund sources are already committed and in what amount.

Samaritan House's Advancement Department manages a fund development plan and seeks funding sources for all of the agency's programs, including Core Services. The agency raises grant funding from foundations, corporations, and government entities; forges partnerships with businesses and community groups; holds fundraising events; cultivates community donors; and conducts direct mail appeals to support the agency's operations. To effectively work with the most challenging unhoused populations in the County, Safe Harbor leverages its resources and ensures timely and relevant services for its clients through close collaborations with local nonprofits and government agencies.

Moreover, Safe Harbor Shelter receives financial support through CDBG funds from City of Redwood City

(\$14,716) and City of South San Francisco (\$18,000), as well as PLHA funds from the County of San Mateo (\$30,000) and City of San Mateo (\$15,000). Samaritan House receives funding from City of Burlingame (\$5,000), County of San Mateo BHRS (\$93,732), and County of San Mateo HSA Funds (\$1,358,471). We also receive private support for Safe Harbor from foundations, including Kaiser Permanente (\$50,000) and local corporations, such as Makena Capital, Observe, Inc and South San Francisco Rotary, as well as individually designated gifts (\$5,450).

Additionally, Samaritan House received \$75,760 from the County of San Mateo for Safe Harbor Shelter's Housing Location Services program.

Staff List

List below key staff members who work on **this program**

Position Title	Name of Staff Person	Job Responsibilities	Qualifications
Director of Shelter Programs	Anje Mendoza	Responsible for the management, administration and supervision of staff associated with intake and assessment, client services, programming, facility and data operations.	16 years' experience at Samaritan House. GED. Some college, AOD and Human Services Management Studies. Prior experience with shelter programming and services.
Shelter Services Operations Manager	Juan Molina	Under the supervision of the Director of Shelter Services, provides operational leadership to Safe Harbor Shelter, manages the housing liaison and program aides, works in partnership with case managers, ensures safety of facilities, and acts as community liaison.	3 years' experience at Samaritan House. Bilingual. Certified Salesforce Administrator. HS Graduate. Some college, Psychology. 10 yrs customer service experience.
Housing Liasion	Catalina O'Meany	Manage the Housing Location Services program to support clients in their housing search and acquisition. Provide assessment and housing case plan development for residents. Provide communication and mediation between owners/landlords, tenants/applicants, and social service agencies as needed to remove barriers to maintaining housing.	3 years' experience at Samaritan House. Bilingual. BA in Psychology. Previous experience at Star Vista - Health Ambassador Program. Certified community agent to help raise awareness and help increase access to behavioral health services through information sharing.
Case Manager & Community Liaison	Eric Brown	Provides assessment, case plan development, and referral for unhoused residents, serves as community liaison.	17 years' experience at Samaritan House. GED. Some college, Human Services. Prior experience with shelter programming and services.
Intake Coordinator	Bridgette Jones	Provides client services to shelter program constituents, ensures client needs are met during intake and onboarding process as well as throughout their residence in our program. Supports program aides, perform some program aide duties, and assist with the safety and security of our clients and agency property. Data systems and data management.	6 years' experience at Samaritan House. 30 years' experience customer service. Health and Human Services and Criminal Justice Education
Case Manager	Juan Carlos Mercado	Provides assessment, case plan development, life skills programming and referral for unhoused residents.	3 years' experience at Samaritan House. Bilingual. Working toward doctorate in Community/Liberation/Ecopsychology.

			MA in Clinical Psychology/MFT + BA in Psychology at Notre Dame de Namur University. Prior work experience in community-based and substance abuse programs, as well as with individuals with developmental disabilities.
Program Aide	Sal Estrada	Coordinates the orderly operation of Safe Harbor Shelter and facilitates the delivery of shelter services to clients. This position also works with vendors and community support services to support client needs.	4 years' experience at Samaritan House. Bilingual. 40 years' work experience. HS Diploma. Prior shelter client who successfully graduated Safe Harbor Program.
Program Aide	Maria Trujillo	Coordinates the orderly operation of Safe Harbor Shelter and facilitates the delivery of shelter services to clients. This position also works with vendors and community support services to support client needs.	24 years' experience at Samaritan House. Bilingual. H.S. Diploma. AA degree in Human Services.

PROPOSED PROGRAM BUDGET FOR FY 2024-25

				Redwood City		South San Francisco		Total Jurisdictions	
Budget Line Item	Agency Total	Pgm%	Program Total	%	Requested	%	Requested	Pgm%	Requested
Labor									
Case Manager - EB	\$71,801	100%	\$71,801	25%	\$18,000	25%	\$18,000	50%	\$36,000
Other staff	\$11,368,553	9%	\$1,041,806	0%		0%		0%	\$0
Taxes/Benefits	\$2,655,411	11%	\$300,572	0%		0%		0%	\$0
Other Direct Costs									
Supplies	\$1,421,312	18%	\$260,892	0%		0%		0%	\$0
Occupancy	\$797,985	2%	\$18,466	0%		0%		0%	\$0
Utilities & Communications	\$765,337	4%	\$31,473	0%		0%		0%	\$0
Housekeeping	\$551,571	7%	\$38,354	0%		0%		0%	\$0
Outside Services & Prof Fees	\$3,094,153	3%	\$78,781	0%		0%		0%	\$0
Temp staffing	\$178,000	53%	\$94,000	0%		0%		0%	\$0
Client Fiancial Assistance	\$1,750,000	0%	\$0	0%		0%		0%	\$0
Transport, fees & taxes	\$350,019	3%	\$10,098	0%		0%		0%	\$0
In-kind and other fees	\$9,955,024	5%	\$510,372	0%		0%		0%	\$0
<u>Modified Total Direct Costs (MTDC)</u>	\$32,959,166	7%	\$2,456,615	1%	\$18,000	1%	\$18,000	1%	\$36,000
Indirect cost rate (10% de minimis rate unless the entity has a negotiated indirect rate with the federal government)					10%		10%		
Indirect costs	\$0		\$0		\$1,800		\$1,800		\$3,600
TOTAL	\$32,959,166	7%	\$2,456,615	1%	\$19,800	1%	\$19,800	2%	\$39,600
Number of Individual Beneficiaries					38	90		128	
Cost per Individual					\$521.05	\$220.00		\$309.38	

For the City of Redwood City ONLY, answer the following:

1. Funding Criteria:

2. Priority: Supporting Persons Experiencing Homelessness Making homelessness short, rare and non-reoccurring by supporting the work of emergency shelters and funding other basic needs.

2. Program Outcomes:

a. Please describe the accomplishments of program goals for FY/23.

Safe Harbor Shelter is a year-round Emergency Shelter that provides housing services for San Mateo County's unhoused population. Safe Harbor's primary purpose is to provide warmth, shelter, nutrition and access to supportive services to unhoused individuals in a compassionate manner to meet their basic needs.

Our outcomes for FY22-23 were as follows:

OUTCOME 1: The shelter was at full capacity 89% of the time.

OUTCOME 2: 54% of Safe Harbor emergency clients moved into permanent transitional or supportive housing. (outcome has been impacted due to COVID-19)

OUTCOME 3: 90% of clients identified as having mental health needs received referrals to mental health services.

OUTCOME 4: 90% of clients identified as having substance abuse issues received referrals to AOD services.

b. In what ways has your program made a difference in the lives of the people you serve? Please provide at least one concrete example from the people served in FY/23:

Titus arrived at Safe Harbor in March 2021. As a 63-year-old Mandarin speaker, Titus required a translator for all interactions, adding a layer of complexity to his placement process. After a challenging period receiving mental health services at a hospital, Titus was discharged to Safe Harbor for help in finding stable housing.

Titus' struggles with mental health had strained his relationships with family members. A critical incident at home forced an emergency hospital trip and legal intervention, leaving Titus unwelcome at home. Dedicated Safe Harbor staff worked with a BHRS caseworker to connect him with crucial services, including Cal Fresh, the Social Security Office, and housing via a board and care facility in Redwood City.

Embracing newfound hope at Safe Harbor, Titus was determined to improve his situation and began saving money from his \$1040 monthly SSI payments. Buoyed by the positive changes, Titus was so content that leaving the shelter became a challenge. Staff, with their compassionate guidance, provided the extra push he needed to set forth on his housing search, and with the help of his case manager, Titus was matched with residential care housing. In June 2023, he moved into his forever home, marking a major milestone in Titus' journey towards stability and well-being. His story inspires us to advocate for those struggling with behavioral health challenges and homelessness, ensuring they receive the support they need to rebuild their lives.

For the Cities of South San Francisco and Redwood City ONLY, answer the following:

3. Marketing/Advertising

a. Check all of the following methods your agency utilizes to promote and advertise your programs and services:

- Flyers/brochures
- Website
- Phone book listing
- SMC Connect (Handbook/Database)
- Outreach presentations to service providers
- Outreach presentations to public
- PSA's
- Social Media - Please list:
- Other - Please describe:

b. Which of the above marketing/advertising materials are available in multi-lingual form and which languages are they available in?

Samaritan House makes every attempt to market its program services in multi-lingual formats by:

- Disseminating information about our services to local agencies in both English and Spanish;
- Cultivating cross-referral relationships with bilingual service providers.

c. How and where are the materials distributed?

Marketing/advertising materials are generally distributed through City programs, Core Service agencies, and San Mateo County.

Attachments

- 1. Resolution authorizing application and designation of signatory, by the Board of Directors [Samaritan House FY25 Board Resolution CDBG.pdf](#)
[Samaritan House FY25 Board Resolution CDBG LMIHAF.pdf](#)
- 2. Proof of 501(c)3 / tax-exempt status [Samaritan House IRS 501c3 Determination Letter.pdf](#)
- 3. By-laws [SH Bylaws approved amended 02252021.pdf](#)
- 4. Articles of Incorporation [Original Articles of Incorporation 12.12.1974.pdf](#)
- 5. Board roster, including: [SH Board of Directors Roster FY23-24 WITH TERMS.pdf](#)
 - Name, Company, Years on Board
 - Meeting dates for previous 12 months
 - Number of years allowed for each board term
- 6. Organizational chart for entire organization [Samaritan House Organization Chart 2023.pdf](#)
- 7. Certified financial audit no more than 1 fiscal year old, prepared by a CPA, and: [Samaritan House FYE23 Audit.pdf](#)
 - Management letters (if applicable)
 - A-122 and A-133 Single Audit (for entities that receive more than \$750,000 in federal funding) **OR**
 - A letter from your Executive Director or Chief Financial Officer certifying that agency does not receive more than \$750,000 in federal funds and is not subject to the Single Audit.
- 8. The following are required: [Samaritan House Total Agency FY24 Operating Budget.pdf](#)
[Samaritan House Projected Total Agency FY25 Operating Budget.pdf](#)
[Samaritan House Safe Harbor FY24 Operating Budget.pdf](#)
 - Current (FY23-24) **Agency** Operating Budget
 - Proposed (FY24-25) **Agency** Operating Budget
- 9. Mission Statement [Samaritan House Mission Statement 21.pdf](#)
- 10. Non-discrimination policy for Staff and Clients [Samaritan House Non-Discrimination Policy 2021.pdf](#)
- 11. Reasonable Accommodations Policy for Staff and Clients [Samaritan House Reasonable Accommodations Policy.doc](#)
- 12. Conflict of Interest Policy. (If not available, please indicate when you will submit) [Samaritan House Conflict of Interest Policy.pdf](#)

- 13. Negotiated Rate Letter. (If required)
- 14. Other -

If you would like all the attachments downloaded into your Dropbox folder, please contact CDS

Program Manager Signature [Isabelle Anderson](#)

Date Signed [01/18/2024](#)

Initially submitted: Jan 18, 2024 - 14:01:35

Star Vista

Consolidated Community Funding Application
Redwood City, City of San Mateo, San Mateo County and South San Francisco
Application for New Funding for FY 2024-25

GENERAL INFORMATION

1. Organization Name: [StarVista](#)
 2. Project Title: [Transitional Housing Placement Plus \(THP+\)](#)

We are applying for funding from:

Redwood City City of San Mateo South San Francisco County of San Mateo

Budget/Client Summary (Auto-populated from Budget, below)

Jurisdictions receiving this application	Amount Requested	% of Program Budget	Proposed # of Clients Served	% of Clients Served	Total \$ Per Client	Total Agency Budget
South San Francisco	\$12,100	1%		0%	\$1,210.00	
Total	\$12,100	1%	10	100%	\$1,210.00	

Grant Funded Programs:

We are applying for a [Public Services Program](#)

CDBG National Objective Eligibility - How are you serving low income populations?

[Service to "presumed benefit" groups listed below \(income verification not required, but verification of presumed benefit status is required\):](#)

- | | |
|--|--|
| <input type="checkbox"/> Abused children | <input checked="" type="checkbox"/> Homeless persons |
| <input type="checkbox"/> Victims of domestic violence | <input type="checkbox"/> Illiterate adults |
| <input type="checkbox"/> Elderly persons/seniors (age 62+) | <input type="checkbox"/> Persons living with AIDS |
| <input type="checkbox"/> Severely disabled <u>adults</u> | <input type="checkbox"/> <u>Migrant</u> farm workers |

Income Verification: Describe how you obtain, verify, and maintain proof of income and presumed benefit status. Third party documentation or client signatures on the certification forms must be available on file for review at all times.

[Upon entry into StarVista's THP+ Program, clients must provide proof of their status as a former foster youth. Youth typically learn of the program at their AB-12 transition out of foster care meeting or will often times self-refer. A qualifying program requirement is that youth complete 30 hours of productivity per week. This may include school enrollment, employment, and/or mental health services.](#)

3. Project Address: [701 Grand Ave](#) City: [South San Francisco](#) Zip: [94080-2553](#)

4. Provide a one sentence project summary:

[StarVista's Transitional Housing Placement Plus \(THP+\) program provides subsidized apartments in South San Francisco and case management services for emancipated foster youth aged 18-25, in addition to essential life skills training and assistance finding employment or attending school.](#)

Organization Address: [610 Elm Street Suite 212](#) City: [San Carlos](#) Zip: [94070-3070](#)
 Organization Phone: [650-591-9623](#) Website: [star-vista.org](#)

Type of Applicant: [Non-Profit](#) Our agency serves: [Clients](#)

5. Contact Person / Project Administrator: Name: [Michelle Woo; Alyssa Canfield; Lauren Heminez](#) Title: [Department Director; Program](#) Telephone: [\(650\) 591-9623](#)

Manager; Senior
Grants Manager

Contact Email: Michelle.Woo@star-vista.org;
Alyssa.Canfield@star-vista.org; Fax: (650) 591-
Lauren.Heminez@star-vista.org; 9750
Grants@star-vista.org

**6. Name of Agency
Director:**

[Sara Larios Mitchell, Ph.D.](#)

7. Fiscal Officer: Name: [Bjorn Remo, Director of Finance and Accounting; Jill Kingery, AR Director](#) Email: Bjorn.Remo@star-vista.org; Telephone: (650) 591-9623
jill.kingery@star-vista.org

Fiscal Officer Address: [610 Elm Street, Suite 212](#) City: [San Carlos](#) Zip: [94070-3070](#)

8. Authorized Signatory: Name: [Sara Larios Mitchell](#) Email: SMitchell@Star-Vista.org Telephone: (650) 591-9623 x112

Authorized Signatory Address: [610 Elm Street, Suite 212](#) City: [San Carlos](#) Zip: [94070-3070](#)

9. Please provide days and hours of regularly scheduled operation:

Sites are available to residents 24/7. Specific hours fluctuate depending on a variety of factors but staff are typically on-site a minimum of 24 hours per day for 5 days per week and have 24/7 on-call staff support to ensure all youth needs are consistently met.

10. SAM/UEI Number: [MBFQQNLQRTK5](#) **Federal EIN/TIN Number:** [94-3094966](#)

11. HUD Activity: Choose the HUD activity that most closely matches your service:
[05D - Youth Services](#)

12. Project Specific Narrative: Provide a narrative description of the specific activities to be carried out with the requested funds. This should also include program objectives and key priorities for each specific jurisdiction.

We are requesting funds for our THP+ program that serves emancipated foster and juvenile justice youth aged 18-25. Our THP+ program in South San Francisco provides youth with housing in a triplex. Participants are expected to meet program agreements and attend a weekly support group. THP+ is part of StarVista's Youth and Community Empowerment programs which support youth in finding stable housing, addressing unmet mental health needs, navigating the foster care system, accessing LGBTQ-centered care, and more. THP+ is strength-based, holistic, and individualized. Services begin with an assessment of each youth, then the creation of a Transitional Independent Living Plan tailored to their unique needs. THP+ counselors provide basic life skills (e.g., budgeting, housekeeping, parenting skills, etc.), educational support, and help with job preparation and attainment. Staff also help youth build interpersonal skills to cultivate positive relationships, make decisions, manage stress, and care for their physical/mental health. To build financial self-sufficiency, youth receive a matched savings account upon completion, a stipend for groceries, and transportation vouchers. THP+ also provides aftercare services for youth that need ongoing support remaining housed. THP+ services intensively supports 8-13 former foster and juvenile justice youth annually to attain stable housing, optimal health, education, employment, and to develop caring, supportive relationships.

13. Assessment of Need - South San Francisco: Briefly describe how you determined the need for your program for each specific jurisdiction that you are applying for funds. Identify target population(s) and area(s) served. Please state the source(s) and date(s) of information. Identify any similar programs in the community.

StarVista's THP+ program serves a historically and institutionally underserved population of San Mateo County youth at its SSF triplex. Over 50% of people in SSF are rent burdened, and the County at large is facing an increase of people facing homelessness, up 20% from 2019 to 2022, and much higher than in previous years.

Designed for emancipated foster youth, THP+ is a unique and vital program for the SSF community. Former foster youth are at increased risk for mental health challenges and are more likely to experience homelessness at an earlier age and remain unhoused for a longer time. Often victims of abuse or neglect, they can't return to their families, and they lack the support or resources to live on their own. They must seek their own role models rather than lean on parents, and some cope by using substances or participating in survival sex for food or shelter. Our THP+ program offers safe housing and supportive services to help youth complete high school, access health care, obtain job training, receive mental health support, connect to community resources, and achieve economic stability, and break the cycle of homelessness. Research has shown that 82% of youth who enter transitional living

programs like ours transition to positive independent living. Additionally, ongoing studies have found that supportive housing and independent living skills training are effective and necessary for youth to successfully transition to independence.

14. Timeline: Provide a brief timetable for project implementation and achievement of projected goals and how you plan to expend your funds in a timely manner by the end of the fiscal year.

THP+ is an ongoing program that operates year-round and will not require any startup time for implementation. StarVista has a lengthy track record of efficient spend-down of CDBG and other funding. If awarded, StarVista will draw down CDBG funding each month, for 10 months, consistent with actual expenses incurred. THP+ has a strong history of meeting projected goals and anticipates a continued level of service excellence in 2023-2024.

15. Evaluation: Briefly describe how you will determine and measure the success of your program and whether or not program goals were met? If your program is currently receiving grant funds please describe accomplishments of goals to date.

Evaluation methods to measure success include pre/post-surveys around youth development asset gains; Ansell-Casey Life Skills assessments; client self-evaluations and clinicians' assessments of client progress. Most of our direct service measures are tracked through the national Runaway and Homeless Youth Management Information System (RHYMIS). We also evaluate success through our internal data monitoring and evaluation. Data on participants' progress towards education and work goals are noted in individual case files and in our database for tracking against annual goals. Client data is collected and stored in Efforts to Outcomes (ETO) software. ETO is a secure, web-based performance management database that is accessed for tracking and reporting purposes. In 2022-2023, the following outcomes were achieved: 88% of participants maintained/stabilized housing (goal: 75%), 25% of youth were attending/school or utilizing staff/resources toward academic achievement (goal: 88%); and 100% of participants were connected to community resources around food, legal services, financial aid, IDA banking, and more (goal: 95%). With this in mind, THP+ met two of its three goals. The goal around youth education not met because addressing housing and income challenges have taken priority for youth over education in order to meet basic needs (see details in the Impact section).

16. Collaboration: Describe partnerships with other organizations/agencies, the nature of the partnership, and how it relates to the proposed project.

As mentioned, our THP+ program is the only one of its kind in San Mateo County. Youth served by THP+ face many challenges and their need for support extends beyond services provided by StarVista. We are fortunate to collaborate with numerous partners to provide services for our clients in addition to educational agencies (community colleges, Guardian Scholar's Programs) and vocational programs like JobTrain, these include Project Outlet in Mountain View, which support LGBTQ youth; the Rape Trauma Center, CORA (Community Overcoming Relationship Abuse), Standing Against Global Exploitation (SAGE), which works with youth traumatized by sexual exploitation and prostitution; Abode, HIP Housing, Guardian Scholars, Pivotal, El Centro Substance Abuse Services, Al-Anon family groups, Friends for Youth Mentoring Services, and the Youth Services Bureau. We also connect youth to health providers such as San Mateo Medical Center, Keller Center Family Violence Intervention Center and Daly City Youth Health Center, and food and shelter services such as Second Harvest Food Bank and Samaritan House.

To gain and share knowledge, the THP+ team collaborates with many local committees (e.g., the Executive Advisory Council for Foster Youth Services & Youth Experiencing Homelessness, Housing Operation and Policy Committee, STEP Committee). The THP+ team also attends monthly meetings for ILP (Independent Living Program), TAY System of Care, and the Child Abuse Prevention Comm

17. Impact: : Discuss any general trends and conditions that have affected or impacted your service levels or service populations. For New Applicants – describe what these funds would allow your agency to do that you may not be able to do now. For Continuing Applicants – describe how your program would be impacted without these funds.

The THP+ team has noticed an increase in youth experiencing mental health challenges. In response, the team works closely with internal and external resources (e.g., BHRS and StarVista's Counseling Center) to connect youth to vital mental health services. As services can be difficult to navigate alone, THP+ supports youth as they navigate the Coordinated Entry System (CES) and additionally works with partners involved with CES to further streamline the process for youth.

Obtaining/maintaining housing and employment in San Mateo County also continues to be incredibly challenging for THP+ youth given the County's exorbitant living and housing costs and limited employment opportunities they qualify for. To address this, THP+ case managers provide interview/job support and work with the STEP program so THP+ youth can gain valuable work experience working closely with different County departments. The THP+ team also support youth to set up strong financial foundations through teaching them how to manage their finances, build on their rental history, and save money. This support, in turn, opens more doors for youth to obtain and afford to maintain housing while also being able to meet basic needs. Additionally, with income and housing addressed, youth have more capacity to pursue education, trade school, and other educational means that will

amplify their income and career opportunities.

18. Project Beneficiaries/Quantifiable Measurement: Indicate the expected number of beneficiaries to be served by the program. For each response below please indicate both the number of households and number of individuals. Refer to the San Mateo County Income Limits.

- a. Indicate the total number of **low-income** beneficiaries you expect to serve with this program for each jurisdiction application for funding. *Low-income is 80% of Area Median Income or below. [See AMI table](#)
- b. Indicate the **total** number of beneficiaries you expect to serve with this program in each jurisdiction - regardless of income.

Jurisdiction	a. Number of low-income beneficiaries to be served per grant jurisdiction application. **Low-income** is 80% of Area Median Income or below.		b. All beneficiaries to be served per grant jurisdiction application regardless of income	
	Persons	Households	Persons	Households
Daly City	0	0	0	0
Redwood City	0	0	0	0
City of San Mateo	0	0	0	0
County of San Mateo	0	0	0	0
South San Francisco	10	10	10	10
Totals	10	10	10	10

19. Populations Served: Check the boxes below if they describe a significant population served by your program. These categories are not considered "presumed benefit" by HUD, and require income verification.

- Persons exiting incarceration
- Low-income youth
- Other **unhoused/"homeless" youth; emancipated foster youth**

20. Affirmative Outreach:

a. Use the demographics from your previous program year to provide an analysis of the population you serve relative to the demographics in the table. *NOTE: If you are a new applicant please provide your best estimation.*

Race & Ethnicity	South San Francisco Population	South San Francisco % by Ethnicity	Low Income by Ethnicity served by your Program	Your Program % by Ethnicity
Total	63,632	100%	5	100%
White and not Hispanic	23,760	37.34%		0.00%
White and Hispanic	21,645	34.02%		0.00%
Asian	23,293	36.61%		0.00%
African American	1,625	2.55%	1	20.00%
Pacific Islander	1,111	1.75%		0.00%
Native American	395	0.62%		0.00%
Other	9,598	15.08%	4	80.00%

b. Based on the percentages that you indicate your organization served describe your efforts to improve affirmative outreach to groups that may be underserved by your program and the result of your efforts:

StarVista provides culturally and linguistically appropriate services by actively recruiting bilingual and bicultural employees and retaining them with a pay differential, collaborating with organizations catering to specific ethnic communities, offering cellular-based interpretation services in over 100 languages to clients in every StarVista program, and actively promoting and participating in cultural events and activities. Also, we provide ongoing training around DEI and cultural competency to ensure racial and cultural inclusivity.

StarVista's THP+ program was developed within a racially and culturally inclusive framework and continuously works to improve affirmative outreach. This includes tailoring outreach methods to reach high-need communities by providing virtual and physical materials in the area's dominant languages, having multi-lingual staff perform outreach, conducting outreach in places that will reach highest-need individuals of various racial and cultural demographics, soliciting feedback from staff and/or clients of the specific racial and/or cultural populations regarding outreach, and using racially and culturally inclusive language. The THP+ Team is also comprised of a diverse group of individuals stemming from a range of cultural backgrounds, sexual orientations, parenting and lived experience that equip it to best support San Mateo County's diverse youth. THP+ also has a bilingual case

manager to best support monolingual Spanish-speaking youth

21. Leveraging: Describe your fundraising efforts and additional sources of revenue for this project and your organization. Please state whether any of these fund sources are already committed and in what amount.

Our Youth Supportive Housing programs (including THP+) have been in existence for over 30 years and have a variety of funding supports in place to continue to sustain programming, including sustaining THP+ after funding from CDBG ends. StarVista is a large multiservice agency with a diversified funding base and over 55 years of experience in maintaining programs as grant sources change. We have implemented many grants over the years, allowing an array of creative and effective services, including receiving consecutive years of federal grants from the Family and Youth Services bureau. At this point in the year, our FY2024-25 funding renewal commitments have not yet been confirmed, but we are happy to provide additional information once received. The THP+ program's main funding source is San Mateo County at approximately \$1.3M for all THP+ services (including those outside of SSF), and we plan to reapply for this multi-year grant in the coming months to secure funding for the upcoming three years.

Staff List

List below key staff members who work on **this program**

Position Title	Name of Staff Person	Job Responsibilities	Qualifications
Department Director	Michelle Woo	Establish collaborative partnerships to strengthen client access to housing, education, health, and legal resources; Ensure high quality programming; Evaluate programs	M.P.A. in Public Administration, 15 years of experience working with youth
Program Manager	Alyssa Canfield	Supervise staff and counselors, program development, data collection and reporting; Direct client care	Bachelor's Degree in Criminal Justice

PROPOSED PROGRAM BUDGET FOR FY 2024-25

Budget Line Item	Agency Total	Pgm%	Program Total	South San Francisco		Total Jurisdictions	
				%	Requested	Pgm%	Requested
Labor							
Total Staff	\$9,591,055	2%	\$218,561	4%	\$8,800	4%	\$8,800
Taxes/Benefits	\$3,197,018	3%	\$109,755	2%	\$2,200	2%	\$2,200
Other Direct Costs							
Program Supplies	\$36,945	20%	\$7,400	0%	\$0	0%	\$0
Office Supplies	\$49,246	1%	\$300	0%	\$0	0%	\$0
Client osts	\$1,111,730	62%	\$691,000	0%	\$0	0%	\$0
Employee Related Expenses	\$258,777	2%	\$4,600	0%	\$0	0%	\$0
Facilities and equipment: Office rent, maintenance, utilities, storage	\$1,144,672	2%	\$20,500	0%	\$0	0%	\$0
Telephone, Postage, Printing, IT, Hardware/Software	\$491,018	1%	\$6,000	0%	\$0	0%	\$0
Professional Services & Fees	\$367,994	0%	\$0	0%	\$0	0%	\$0
Insurance	\$80,000	0%	\$0	0%	\$0	0%	\$0
Other/Miscellaneous	\$217,000	3%	\$6,000	0%	\$0	0%	\$0
Modified Total Direct Costs (MTDC)	\$16,545,455	6%	\$1,064,116	1%	\$11,000	1%	\$11,000
Indirect cost rate (10% de minimis rate unless the entity has a	10%		10%		10%		

negotiated indirect rate with the federal government)							
Indirect costs	\$1,654,546	6%	\$106,412	1%	\$1,100	1%	\$1,100
TOTAL	\$18,200,001	6%	\$1,170,528	1%	\$12,100	1%	\$12,100
Number of Individual Beneficiaries					10	10	
Cost per Individual					\$1,210.00	\$1,210.00	

For the City of South San Francisco ONLY, answer the following:

1. Marketing/Advertising

a. Check all of the following methods your agency utilizes to promote and advertise your programs and services:

- Flyers/brochures
- Website
- Phone book listing
- SMC Connect (Handbook/Database)
- Outreach presentations to service providers
- Outreach presentations to public
- PSA's
- Social Media - Please list:
- Other - Please describe:

b. Which of the above marketing/advertising materials are available in multi-lingual form and which languages are they available in?

StarVista's marketing/advertising materials are available in a variety of languages across its nearly 30 programs. For example: most of StarVista's digital and physical materials are available in both English and Spanish; many of our programs offer physical materials in Spanish; and our San Mateo County Pride Center website is available in English, Spanish, Tagalog, and Mandarin. In addition, we launched a Spanish language version of the StarVista website. THP+ is working to translate documentation into additional languages as capacity allows in order to best serve the diverse youth community.

c. How and where are the materials distributed?

Physical materials (e.g., physical brochures, flyers, etc.) are distributed at our physical program sites, through street outreach and presentations, and at events StarVista and its programs participate in in the community. Digital materials are distributed through our agency website, program websites (e.g., websites for our San Mateo County Pride Center and Crisis Center) and social media channels. Additionally, schools and other agencies reach out to us to request flyers and brochures to distribute.

Attachments

- 1. Resolution authorizing application and designation of signatory, by the Board of Directors
- 2. Proof of 501(c)3 / tax-exempt status
- 3. By-laws
- 4. Articles of Incorporation
- 5. Board roster, including:
 - Name, Company, Years on Board
 - Meeting dates for previous 12 months
 - Number of years allowed for each board term
- 6. Organizational chart for entire organization

7. Certified financial audit no more that 1 fiscal year old, prepared by a CPA, and:
- Management letters (if applicable)
 - A-122 and A-133 Single Audit (for entities that receive more than \$750,000 in federal funding) **OR**
 - A letter from your Executive Director or Chief Financial Officer certifying that agency does not receive more than \$750,000 in federal funds and is not subject to the Single Audit.
8. The following are required:
- Current (FY23-24) **Agency** Operating Budget
 - Proposed (FY24-25) **Agency** Operating Budget
9. Mission Statement
10. Non-discrimination policy for Staff and Clients
11. Reasonable Accommodations Policy for Staff and Clients
12. Conflict of Interest Policy. (If not available, please indicate when you will submit)
13. Negotiated Rate Letter. (If required)
14. Other -

If you would like all the attachments downloaded into your Dropbox folder, please contact CDS

Program Manager Signature [Lauren Heminez](#)

Date Signed [01/18/2024](#)

Initially submitted: Jan 18, 2024 - 16:41:24

YMCA of San Francisco

Consolidated Community Funding Application
Redwood City, City of San Mateo, San Mateo County and South San Francisco
Application for New Funding for FY 2024-25

GENERAL INFORMATION

1. **Organization Name:** YMCA of San Francisco
 2. **Project Title:** YMCA Community Resource Center

We are applying for funding from:

Redwood City City of San Mateo South San Francisco County of San Mateo

Budget/Client Summary (Auto-populated from Budget, below)

Jurisdictions receiving this application	Amount Requested	% of Program Budget	Proposed # of Clients Served	% of Clients Served	Total \$ Per Client	Total Agency Budget
South San Francisco	\$136,640	15%		0%	\$27.11	
Total	\$136,640	15%	5,040	100%	\$27.11	

Grant Funded Programs:

We are applying for a [Public Services Program](#)

CDBG National Objective Eligibility - How are you serving low income populations?

[Service to low income clients verified through income documentation.](#)

Income Verification: Describe how you obtain, verify, and maintain proof of income and presumed benefit status. Third party documentation or client signatures on the certification forms must be available on file for review at all times.

For services that require proof of income we request the most recent 30 days of income verification (occasionally 2 months depending on program). Verification can include paycheck stubs, federal/state taxes, letters from employers, bank statements, benefits awards letters, etc. Case managers assess client's income eligibility for specific programs and connect them to any program that may best fit and benefit the family. Often our rental/financial assistance programs require the most involved case management and income assessment to accurately review each client's case in detail. For any forms that require client signatures (consent forms or applications), clients may physically sign documents at our office during their specific appointment times, drop-in hours, mail-in forms, and as a last resort provide a written statement to allow for verbal consent. Clients who express limitations in their ability to physically sign forms are offered the ability to provide verbal consent where case managers must call client to receive verbal consent for their signature as long as they have provided a written statement for authorization of signature to our office. Case managers must note verbal consent authorization on form being signed. All signed forms and associated documents to client's case are kept in their physical file and (relevant ones) uploaded to their file in our database. Physical files stored with double security in office with limited access.

3. **Project Address:** [1486 Huntington Ave., Suite 100](#) City: [South San Francisco](#) Zip: [94080-5971](#)

4. Provide a one sentence project summary:

Funding will provide general operating support to better enable the YMCA Community Resource Center (CRC), San Mateo County's Core Agency for South San Francisco, San Bruno, and Brisbane, to provide comprehensive wraparound public services to families and individuals experiencing hardships impacting their ability to maintain economic sustainability, as well as anyone experiencing homelessness in San Mateo County.

Organization Address: [1486 Huntington Ave., Suite 100](#) City: [South San Francisco](#) Zip: [94080-5971](#)

Organization Phone: 650-276-4101 Ext. 4

Website:
<https://www.ymcasf.org/crc>**Type of Applicant:** Our agency serves: Clients**5. Contact Person / Project Administrator:**Name: Carol Eggers
Contact Email: ceggers@ymcasf.orgTitle: Director of Institutional Giving
Fax:

Telephone: 415-519-0806

6. Name of Agency Director:

Elida Sobalvarro

7. Fiscal Officer:Name: Mittie Grigsby
Fiscal Officer Address: 160 Steuart St.Email: mgrigsby@ymcasf.org
City: San FranciscoTelephone: 415-281-6707
Zip: 94105**8. Authorized Signatory:**

Authorized Signatory Address:

Name: Wesley Chip Rich
169 Steuart St.Email: crich@ymcasf.org
City: San FranciscoTelephone: 415-971-7596
Zip: 94105**9. Please provide days and hours of regularly scheduled operation:**

Monday-Friday 8am-4pm

10. SAM/UEI Number: GC5NXVKNMKB4**Federal EIN/TIN Number:** GC5NXVKNMKB4**11. HUD Activity:** Choose the HUD activity that most closely matches your service:

05 - Public Services

12. Project Specific Narrative: Provide a narrative description of the specific activities to be carried out with the requested funds. This should also include program objectives and key priorities for each specific jurisdiction.

We provide South San Francisco individuals and families with basic emergency and support services to stabilize their living situations: crisis intervention and referrals based on evaluation of needs and qualifications for assistance; and safety net of services such as food, diapers, hygiene/clothing, emergency housing assistance, emergency utility assistance, shelter, other basic needs, and seasonal programs. With the requested funds our agency would continue to provide our existing services to all while being able to better meet the need of a key underserved population in South San Francisco and expand a program families highly rely upon.

Key Priorities

1. Hiring a Cantonese speaking case manager will better serve our monolingual Cantonese speaking clients. The Asian community is the 3rd largest population in our city, Cantonese being the primary language spoken among Chinese residents. Our staff are all able to provide services in English and Spanish, but have to rely on creative resources (online) to communicate with monolingual Cantonese clients. We successfully provide ongoing services such as food, transportation, and seasonal programs to this population, but predict that a Cantonese speaking case manager will increase our ability and quality of services to clients who need financial assistance or services that require more in-depth communication.

2. Increase transportation benefits program, specifically bus vouchers, and distribution of clothing & hygiene

13. Assessment of Need - South San Francisco: Briefly describe how you determined the need for your program for each specific jurisdiction that you are applying for funds. Identify target population(s) and area(s) served.

Please state the source(s) and date(s) of information. Identify any similar programs in the community.

According to the City of South San Francisco 2023-27 Consolidated Plan, residents identified a critical need for the continued provision of public services. The CRC provides services and referrals/linkages to specific areas noted: safety net services, behavioral health services, life skills training, and housing related services. As one of San Mateo County's core agencies, we serve residents of South San Francisco, San Bruno, and Brisbane and anyone experiencing homelessness in San Mateo County. We provide safety-net services to families, individuals, seniors, multigenerational and mixed families. This includes monolingual Spanish speakers, monolingual Cantonese speakers, Tagalog speaking clients, immigrants, undocumented communities and other diverse cultures. In the past year, our records, recorded in the San Mateo County's Clarity data entry system, show that we served about 3,200 families (unduplicated) annually, with 1683 families and 4638 individuals of those being South San Francisco residents. As the designated Core Agency for South San Francisco, we are the primary provider of safety net services for the residents. Our services meet the needs of the first 2 populations listed in CDBG National Objective Eligibility above; specifically, Seniors and homeless in the 'presumed benefit' and verified low income. Through direct service we observed that many of our seniors are monolingual Cantonese speaking clients who could be

better served by Cantonese speaking staff.

14. Timeline: Provide a brief timetable for project implementation and achievement of projected goals and how you plan to expend your funds in a timely manner by the end of the fiscal year.

Post job opening for a fulltime Cantonese speaking case manager in June of 2024 so that we are able to hire/onboard by July 1st, 2024 as the start of the fiscal year. Grant funding will be used to cover the salary, fringe, and benefits of the new case manager throughout the fiscal year. In addition to case management and assessments, Cantonese speaking case manager will begin participating in targeted outreach efforts within South San Francisco to connect the Cantonese speaking community to our services. The case manager position is full time and ongoing, fully intended to continue within the team throughout the fiscal year and moving forward. We are confident they will be an asset to the team and directly positively impact our efforts in better serving currently underserved populations.

With the remaining funding, we would prioritize purchasing bus tickets, hygiene items and basic clothing for low-income South San Francisco seniors and families on a quarterly basis throughout the fiscal year. We currently purchase transportation benefits from SamTrans, but this funding would enable us to increase the amount we provide per week to clients and make a lasting impact in mitigating their costs. The hygiene and clothes can replenish the items we provide to unhoused clients and newly arrived immigrants that are at-risk or currently experiencing homeless. These services aim to be both preventative and reactive approaches to disrupt the cycle of poverty and homelessness.

15. Evaluation: Briefly describe how you will determine and measure the success of your program and whether or not program goals were met? If your program is currently receiving grant funds please describe accomplishments of goals to date.

IMPROVED OUTCOMES

Increase in access and utilization of safety net and mental health services of prevalent populations in north San Mateo County, by the end of the first funded fiscal year.

Decrease negative mental health experiences of our community by increasing access and linkages to our internal mental health services embedded in case management services by the end of the first fiscal year.

MEASURES OF SUCCESS

Increase in households served each fiscal year for specific demographics such as: Cantonese or Spanish speaking, lowest income census blocks, and immigrant Latinx/Hispanic and Asian communities in north San Mateo County, by the end of the first funded fiscal year.

Perform 6-month follow-ups for those given housing financial assistance (are you still housed?); look at staff retention (currently at 2+ years); increase partnerships with other organizations while strengthening existing ones; and conduct client satisfaction surveys (achieving the goal of at least 85% satisfaction rate).

Increase number of referrals and connected clients to therapists/clinicians within our branch and to mental health partner agencies.

Through data reports increase service provision in transportation and critical needs programs and increase aiding in plans of sustainability for clients attempting to meet eligibility for homelessness prevention financial assistance.

16. Collaboration: Describe partnerships with other organizations/agencies, the nature of the partnership, and how it relates to the proposed project.

Collaboration is key. Creating and maintaining strong, trusting relationships with other providers and local government is essential to providing consistent, quality wraparound services for our community neighbors in need. We work in partnership with the other San Mateo County Core Agencies to provide referrals and linkages to needed services that we may not be able to provide but which may be secured at other sites. We provide in-person services at the Economic Assistance Center, and other employment related services through Job Train and Renaissance Center. We work with other locations - with cities, the county, and local churches - for food distribution locations.

We also partner with the cities, particularly South San Francisco, on discovering new needed services and how we can help provide them or make referrals to those who do. In SSF we directly administer city funding for their financial assistance for housing program. We administered the pilot Guaranteed Income program and, with SSF,

continue to seek renewed funding. We work with SSF fire and police and the city manager's office to administer holiday program food and toy drives. We currently work with the Assistant City Manager and fire department to increase diaper program. They help by hosting recipient donation sites at fire stations for folks to drop off and distribute from our site.

17. Impact: : Discuss any general trends and conditions that have affected or impacted your service levels or service populations. For New Applicants – describe what these funds would allow your agency to do that you may not be able to do now. For Continuing Applicants – describe how your program would be impacted without these funds.

Exponential increase in need due to the pandemic has slowed but continues as SSF gains new residents (immigrants from other countries, those moving from SF) and as word of mouth spreads about our services

Funding will help us to better meet the need of those coming to us for help, and provide goods and services specifically requested: clothing and hygiene kits (Bianca's Closet), transportation and housing vouchers.

Funding for a new Cantonese-speaking case manager will allow us to achieve our goal to better meet linguistic demand of this population of our clients, thus increasing our impact to provide them with more comprehensive yet targeted services.

18. Project Beneficiaries/Quantifiable Measurement: Indicate the expected number of beneficiaries to be served by the program. For each response below please indicate both the number of households and number of individuals. Refer to the San Mateo County Income Limits.

a. Indicate the total number of **low-income** beneficiaries you expect to serve with this program for each jurisdiction application for funding. *Low-income is 80% of Area Median Income or below. [See AMI table](#)

b. Indicate the **total** number of beneficiaries you expect to serve with this program in each jurisdiction - regardless of income.

Jurisdiction	a. Number of low-income beneficiaries to be served per grant jurisdiction application. **Low-income** is 80% of Area Median Income or below.		b. All beneficiaries to be served per grant jurisdiction application regardless of income	
	Persons	Households	Persons	Households
Daly City				
Redwood City				
City of San Mateo				
County of San Mateo	3,088	1,216	3,089	1,218
South San Francisco	5,037	1,984	5,040	1,985
Totals	8,125	3,200	8,129	3,203

19. Populations Served: Check the boxes below if they describe a significant population served by your program. These categories are not considered "presumed benefit" by HUD, and require income verification.

- Persons exiting incarceration
- Low-income youth
- Other

20. Affirmative Outreach:

a. Use the demographics from your previous program year to provide an analysis of the population you serve relative to the demographics in the table. *NOTE: If you are a new applicant please provide your best estimation.*

Race & Ethnicity	South San Francisco Population	South San Francisco % by Ethnicity	Low Income by Ethnicity served by your Program	Your Program % by Ethnicity
Total	63,632	100%	7,888	100%
White and not Hispanic	23,760	37.34%	567	7.19%
White and Hispanic	21,645	34.02%	1,654	20.97%
Asian	23,293	36.61%	835	10.59%
African American	1,625	2.55%	195	2.47%
Pacific Islander	1,111	1.75%	184	2.33%
Native American	395	0.62%	13	0.16%
Other	9,598	15.08%	4,440	56.29%

b. Based on the percentages that you indicate your organization served describe your efforts to improve affirmative outreach to groups that may be underserved by your program and the result of your efforts:

The categorization for ethnicity does not accurately capture the amount of Hispanic households we serve. A large percentage in the “other” category consist of our Hispanic community members that don’t identify as white. We are going to continue to prioritize the Latinx community including existing monolingual Spanish speakers and the recent/ongoing influx of immigrants residing in South San Francisco. We want to ensure that those that are most vulnerable due to their hardships are connected to resources through an approach that is client-centered to them.

Though we are committedly serving the Asian community in South San Francisco, it is not proportionate to the total population in the city. County data shows that Latinx/Hispanic and Black communities are in more financially vulnerable states compared to Asian populations within the county. Though the Asian community is not the primary financially vulnerable ethnic group in the County and city, there are groups within the community who are exceptionally struggling such as Asian senior populations and non-English speakers who have limited means to earn income. To mitigate this underserved gap, we plan to prioritize grant funding to cover costs of a Cantonese speaking case manager. Being able to have staff that can communicate to monolingual Cantonese speaking clients will connect more vulnerable community members to much needed safety-net services our organization can provide in culturally relevant ways.

21. Leveraging: Describe your fundraising efforts and additional sources of revenue for this project and your organization. Please state whether any of these fund sources are already committed and in what amount.

We actively engage in fundraising efforts, with a focus on private foundations and government contracts.

Major sources of funding we currently leverage to provide SSF residents with needed services include

- SMC Human Services Agency: \$510,000
- Sobrato Philanthropies: \$90,200
- Chan Zuckerberg Initiative: \$75,000
- Sunlight Giving: \$60,000
- Kaiser Permanente: \$25,000

Staff List

List below key staff members who work on **this program**

Position Title	Name of Staff Person	Job Responsibilities	Qualifications
Director	Elida Sobalvarro	Leads CRC operations including program creation, implementation, and reporting/data associated with contracts and partnerships. Oversees budget and direct operations. Supervises case managers, coordinator, and trainees. Facilitates partnerships with local nonprofits, foundations, governmental agencies, and community	21+ y/o, BA in related Soc Serv (MA pref), 2-3 yrs management
Associate Director	Bianca Cortez	Supervises administrative staff and trains case managers. Coordinates internal procedures and assists in reporting, program implementation and creating and deepening partnerships	21+ y/o, BA in related Soc Serv, 2-3 yrs soc service experience
Coordinator	Griselda Erazo-Duran	Direct service provision and case management. Coordinates programs and services in partnership with local nonprofits/organizations.	18+ y/o, BA in Soc Serv, 2 yrs CMs, Bilingual
Bilingual Case Manager	Ulises Cazares	Provide direct safety-net services including food, diapers, transportation benefits, clothing, hygiene items, assessments, financial assistance, intake and referral services. Have individualized case management appointments for	18+ y/o, BA in Soc Serv, 1yr experience, Spanish-sp

		clients who require in-depth assessments and support	
Bilingual Case Manager	Elias Magana	Provide direct safety-net services including food, diapers, transportation benefits, clothing, hygiene items, assessments, financial assistance, intake and referral services. Have individualized case management appointments for clients who require in-depth assessments and support	18+ y/o, BA in Soc Serv, 1yr experience, Spanish-sp
Bilingual Case Manager	Claudia De La Rosa	Provide direct safety-net services including food, diapers, transportation benefits, clothing, hygiene items, assessments, financial assistance, intake and referral services. Have individualized case management appointments for clients who require in-depth assessments and support	18+ y/o, BA in Soc Serv, 1yr experience, Spanish-sp
Remote Case Manager	Juliana Romero	Direct virtual appointments to provide assessments and case management for clients who need virtual and more flexible support. Supports data quality and entry.	18+ y/o, BA in Soc Serv, 1yr experience, Spanish-sp
Administrative Assistant	Aldo Pantoja	Primary contact for community members that connect by phone. Coordinates initial service entry, referrals to external programs, and referrals/appointments to our case managers & internal services.	18+ y/o, BA in related Soc Serv, 1 yr admin
Cantonese Speaking Case Manager	TBH	Provide direct safety-net services including food, diapers, transportation benefits, clothing, hygiene items, assessments, financial assistance, intake and referral services. Have individualized case management appointments for clients who require in-depth assessments and support.	18+ y/o, BA in Soc Serv, 1yr experience, Cantonese-sp

PROPOSED PROGRAM BUDGET FOR FY 2024-25

				South San Francisco		Total Jurisdictions	
Budget Line Item	Agency Total	Pgm%	Program Total	%	Requested	Pgm%	Requested
Labor							
Director Salary	\$78,750	100%	\$78,750	0%		0%	\$0
Associate Director Salary	\$70,000	100%	\$70,000	0%		0%	\$0
Coordinator Salary	\$62,400	100%	\$62,400	0%		0%	\$0
3.5 FTE Case Mangers' Salary	\$189,280	100%	\$189,280	0%		0%	\$0
Administrative Assistant Salary	\$51,480	100%	\$51,480	0%		0%	\$0
Cantonese speaking CM - TBH	\$54,080	100%	\$54,080	100%	\$54,080	100%	\$54,080
Taxes/Benefits	\$128,723	100%	\$128,723	12%	\$15,593	12%	\$15,593
Modified Total Direct Costs (MTDC)	\$634,713	100%	\$634,713	11%	\$69,673	11%	\$69,673
Indirect cost rate (10% de minimis rate unless the entity has a negotiated indirect rate with the federal government)	10%		10%		10%		

Indirect costs	\$63,471	100%	\$63,471	11%	\$6,967	11%	\$6,967
Direct Costs Not MTDC							
Diapers & SamTrans	\$75,000	100%	\$75,000	53%	\$40,000	53%	\$40,000
Rental of Property	\$88,015	100%	\$88,015	0%		0%	\$0
Utilities (Phone)	\$9,600	100%	\$9,600	0%		0%	\$0
Office Supplies, Postage	\$6,574	100%	\$6,574	0%		0%	\$0
Training/Travel	\$2,000	100%	\$2,000	0%		0%	\$0
Travel, Transp: Y Vehicle Insurance	\$1,096	100%	\$1,096	0%		0%	\$0
Meeting Food	\$1,000	100%	\$1,000	0%		0%	\$0
Hygiene & Clothes	\$25,000	100%	\$25,000	80%	\$20,000	80%	\$20,000
TOTAL	\$906,469	100%	\$906,469	15%	\$136,640	15%	\$136,640
Number of Individual Beneficiaries					5,040		5,040
Cost per Individual					\$27.11		\$27.11

For the City of South San Francisco ONLY, answer the following:

1. Marketing/Advertising

a. Check all of the following methods your agency utilizes to promote and advertise your programs and services:

- Flyers/brochures
- Website
- Phone book listing
- SMC Connect (Handbook/Database)
- Outreach presentations to service providers
- Outreach presentations to public
- PSA's
- Social Media - Please list:
- Other - Please describe:

b. Which of the above marketing/advertising materials are available in multi-lingual form and which languages are they available in?

All materials created by CRC are available in both English and Spanish, with plans to add Standard Chinese. SMC Connect is available in English, Spanish, Tagalog, and Standard Chinese, plus other languages.

c. How and where are the materials distributed?

At our office, at food pantry distributions, local libraries, city agencies, schools, Economic Advancement Center and through County outreach efforts and workshops and tabling at events.

Attachments

- 1. Resolution authorizing application and designation of signatory, by the Board of Directors [Certificate_of_Incumbency_resolution.pdf](#)
- 2. Proof of 501(c)3 / tax-exempt status [YMCA_SF_501c3_with_branches.pdf](#)
- 3. By-laws [Amended_and_Restated_Bylaws.YMCASF.RevFeb.2017.pdf](#)
- 4. Articles of Incorporation [Amended_ArticlesOfIncorporation.pdf](#)
- 5. Board roster, including: [YSF_Board_FY23-24.pdf](#)
 - Name, Company, Years on Board
 - Meeting dates for previous 12 months
 - Number of years allowed for each board term

6. Organizational chart for entire organization [CRC_org_chart_1-24.pdf](#)
7. Certified financial audit no more than 1 fiscal year old, prepared by a CPA, and: [YMCA - A-010 - 2023 Audit FS - Final.pdf](#)
[Management Letter_102523.pdf](#)
- Management letters (if applicable)
 - A-122 and A-133 Single Audit (for entities that receive more than \$750,000 in federal funding)
OR
 - A letter from your Executive Director or Chief Financial Officer certifying that agency does not receive more than \$750,000 in federal funds and is not subject to the Single Audit.
8. The following are required: [CRC_FY24Budget_FY25proposed.pdf](#)
- Current (FY23-24) **Agency** Operating Budget
 - Proposed (FY24-25) **Agency** Operating Budget
9. Mission Statement [CRC_Mission_Statement.pdf](#)
10. Non-discrimination policy for Staff and Clients [CRC_non-discrimination_policy.pdf](#)
11. Reasonable Accommodations Policy for Staff and Clients [CRC_Reasonable_Accommodations.pdf](#)
12. Conflict of Interest Policy. (If not available, please indicate when you will submit) [Conflict_of_Interest_Policy.doc](#)
13. Negotiated Rate Letter. (If required)
14. Other -
-

If you would like all the attachments downloaded into your Dropbox folder, please contact CDS
Program Manager Signature [Carol Eggers](#)
Date Signed [01/18/2024](#)

Initially submitted: Jan 18, 2024 - 12:43:29

CID

Consolidated Community Funding Application
Redwood City, City of San Mateo, San Mateo County and South San Francisco
Application for New Funding for FY 2024-25

GENERAL INFORMATION

1. **Organization Name:** Center for Independence of Individuals with Disabilities
 2. **Project Title:** Housing Accessibility Modifications (HAM)

We are applying for funding from:

- Redwood City City of San Mateo South San Francisco County of San Mateo

Budget/Client Summary (Auto-populated from Budget, below)

Jurisdictions receiving this application	Amount Requested	% of Program Budget	Proposed # of Clients Served	% of Clients Served	Total \$ Per Client	Total Agency Budget
Redwood City	\$15,000	14%		0%	\$1,666.67	
City of San Mateo	\$20,000	19%		0%	\$1,428.57	
County of San Mateo	\$60,000	57%		0%	\$2,307.69	
South San Francisco	\$10,000	10%		0%	\$2,000.00	
Total	\$105,000	100%	54	100%	\$1,944.44	

Grant Funded Programs:

We are applying for a [Minor Home Repair Program](#)

CDBG National Objective Eligibility - How are you serving low income populations?

[Service to "presumed benefit" groups listed below \(income verification not required, but verification of presumed benefit status is required\):](#)

- | | |
|---|--|
| <input type="checkbox"/> Abused children | <input type="checkbox"/> Homeless persons |
| <input type="checkbox"/> Victims of domestic violence | <input type="checkbox"/> Illiterate adults |
| <input type="checkbox"/> Elderly persons/seniors (age 62+) | <input type="checkbox"/> Persons living with AIDS |
| <input checked="" type="checkbox"/> Severely disabled <u>adults</u> | <input type="checkbox"/> <u>Migrant</u> farm workers |

Income Verification: Describe how you obtain, verify, and maintain proof of income and presumed benefit status. Third party documentation or client signatures on the certification forms must be available on file for review at all times.

All Home Accessibility Modification (HAM) consumers/applicants must meet the income requirements for either the extremely low, very low, or low income categories. Services are only available to individuals and families with functional limitations. CID requires all applicants to complete an intake to verify they qualify under the terms stated under each grant agreement, as well as policies necessary for consumers of an Independent Living Center (e.g. disabilities, income requirements, needs) to become more independent. We do not accept self-verification or presumed benefit status. We gather all pertinent income and asset documentation prior to stating modification any households under specific grant policies and stipulations. Examples of acceptable forms of income verification documents include: W-2 or most recent taxes (within 1 year), 2 months of most recent pay stubs, SSA Benefits Statements for the current year, etc. Examples of acceptable forms of asset verification: 3 months of bank statements for all accounts, Investment Portfolios, Whole Life Insurance Policies, Proof of Equity in Rental Property, etc. This documentation is gathered for all household members living in the applicant's home unless other household members are only housemates who share no relation or financial obligation to the applicant.

3. **Project Address:** 2001 Winward Way, Suite 103 City: San Mateo Zip: 94404-2499

4. Provide a one sentence project summary:

The Housing Accessibility Modification (HAM) program will provide modifications to homes of persons with disabilities to improve accessibility and increase safety.

Organization Address: 2001 Winward Way, Suite 103 City: San Mateo Zip: 94404-2499

Organization Phone: 650-645-1780 Website: <http://www.cidsanmateo.org/>

Type of Applicant: Non-Profit **Our agency serves:** Clients

5. **Contact Person / Project Administrator:** Name: Paul Cruz Title: Program Manager Telephone: 650-645-1780, Ext. 112
 Contact Email: paulc@cidsanmateo.org; Fax: 650-645-1785

6. Name of Agency Director: Donna Reed

7. Fiscal Officer: Name: Tsegereda Andarge Email: tsegeredat@cidsanmateo.org Telephone: 650-645-1780
Fiscal Officer Address: 2001 Winward Way, Suite 103 City: San Mateo Zip: 94404-2499

8. Authorized Signatory: Name: Pat Carbullido Email: patc@cidsanmateo.org Telephone: 650-645-1780
Authorized Signatory Address: 2001 Winward Way, Suite 103 City: San Mateo Zip: 94404-2499

9. Please provide days and hours of regularly scheduled operation:
Office Hours are Monday - Friday from 9 am - 5 pm.

10. SAM/UEI Number: EGJEMUNSRB28 **Federal EIN/TIN Number:** 94-2581080

11. HUD Activity: Choose the HUD activity that most closely matches your service:
14A - Rehab: Single-Unit Residential

12. Project Specific Narrative: Provide a narrative description of the specific activities to be carried out with the requested funds. This should also include program objectives and key priorities for each specific jurisdiction.
Accessible, affordable housing is a major concern for people with disabilities in San Mateo County. A recent government report showed that San Mateo County ranks the least affordable housing market in the state with 12% of its residents able to purchase a home (SF is at 14%). The major emphasis in CID's housing efforts is our Housing Accessibility Program (HAM). Through the HAM Program, CID installs ramps, hand rails, grab bars, vertical lifts, and other modifications to make homes accessible. These modifications assist people with disabilities to remain at home or move back into their homes with greater independence, preventing the need to move into a skilled nursing or other institutional care facility. CID cooperates with cities and the County housing agencies in San Mateo County to increase the number of accessible and affordable housing.

Our key objective for all cities is to provide home modifications for extremely low, very low, and low income individuals with disabilities living in San Mateo County. Our priorities are to provide individuals with disabilities who have low resources the opportunity to become more independent in their homes through modifications that will keep them safe in their homes.

13A. Assessment of Need - Redwood City: Briefly describe how you determined the need for your program for each specific jurisdiction that you are applying for funds. Identify target population(s) and area(s) served. Please state the source(s) and date(s) of information. Identify any similar programs in the community.
Determination of need for each specific jurisdiction that we are applying for funds is based on past performances of the agency, demands identified by request, and similar programs within a specific jurisdictional area. Additionally, we audit our organization on key demographic of nationality and diverse population of services provided and outreach to different communities.
Population: The target population is individuals with disabilities. According to 2010 Census data, 18.9% of Redwood City residents have disabilities. Additional increase projection in the future occurring with the growing elderly community.
Areas: The targeted area is all residential households within the Redwood city limits that are low, very low, and extremely low income level.
'Redwood City QuickFacts from the US Census Bureau.' San Mateo (city) QuickFacts from the US Census Bureau. N.p., n.d. Web. 21 Jan. 2016

13B. Assessment of Need - City of San Mateo: Briefly describe how you determined the need for your program for each specific jurisdiction that you are applying for funds. Identify target population(s) and area(s) served. Please state the source(s) and date(s) of information. Identify any similar programs in the community.
Determination of need for each specific jurisdiction that we are applying for funds is based on past performances of the agency, demands identified by request, and similar programs within a specific jurisdictional area. Additionally, we audit our organization on key demographic of nationality and diverse population of services provided and outreach to different communities.
Population: The target population is individuals with disabilities living in the City of San Mateo. According to 2010 Census data, 15% of the City of San Mateo residents have disabilities. Additional increase projection in the future occurring with the growing elderly community.
Areas: The targeted area is all residential households within the San Mateo city limits that are low, very low, and extremely low income level.
'City of San Mateo QuickFacts from the US Census Bureau.' San Mateo (city) QuickFacts from the US Census Bureau. N.p., n.d. Web. 21 Jan. 2016

13C. Assessment of Need - County of San Mateo: Briefly describe how you determined the need for your program for each specific jurisdiction that you are applying for funds. Identify target population(s) and area(s) served. Please state the source(s) and date(s) of information. Identify any similar programs in the community.
Determination of need for each specific jurisdiction that we are applying for funds is based on past performances of the agency, demands identified by request, and similar programs within a specific jurisdictional area. Additionally, we audit our organization on key demographic of nationality and diverse population of services provided and outreach to different communities.
Population: The target population is individuals with disabilities living in the County of San Mateo. According to

2010 Census data, 19.8% of residents of the County of San Mateo have disabilities. Additional increase projection in the future occurring with the growing elderly community.

Areas: All residential households within the San Mateo County limits that are low, very low, and extremely low income level.

'County of San Mateo QuickFacts from the US Census Bureau.' San Mateo (city) QuickFacts from the US Census Bureau. N.p., n.d. Web. 21 Jan. 2016

13D. Assessment of Need - South San Francisco: Briefly describe how you determined the need for your program **for each specific jurisdiction that you are applying for funds**. Identify target population(s) and area(s) served. Please state the source(s) and date(s) of information. Identify any similar programs in the community.

Determination of need for each specific jurisdiction that we are applying for funds is based on past performances of the agency, demands identified by request, and similar programs within a specific jurisdictional area. Additionally, we audit our organization on key demographic of nationality and diverse population of services provided and outreach to different communities.

Population: The target population is individuals with disabilities living in South San Francisco. According to 2010 Census data, 17.75% of South San Francisco residents have disabilities. Additional increase projection in the future occurring with the growing elderly community.

Areas: All residential households within the South San Francisco city limits that are low, very low, and extremely low income level.

'South San Francisco (city) QuickFacts from the US Census Bureau.' San Mateo (city) QuickFacts from the US Census Bureau. N.p., n.d. Web. 21 Jan. 2016

14. Timeline: Provide a brief timetable for project implementation and achievement of projected goals and how you plan to expend your funds in a timely manner by the end of the fiscal year.

Our Home Accessibility Modification (HAM) Program is continuously monitored throughout the fiscal year to ensure that projected timelines and milestones are met. In the beginning of each fiscal year, we evaluate the amount of funding that is allotted for each individual city and/or county to set monthly and quarterly milestones to be met regarding spending and the number of consumers to be served in order to reach our annual program goals. After each monthly review, we evaluate progress toward our annual goal and which cities and/or county may be lacking in consumer requests. We will schedule outreaches in the target areas to increase community awareness of our organization and the HAM program. All our HAM project goals are set, achievable, measurable, time limited, and clearly stated on our work plans for each project.

15. Evaluation: Briefly describe how you will determine and measure the success of your program and whether or not program goals were met? If your program is currently receiving grant funds please describe accomplishments of goals to date.

We gauge our program success by our consumers' satisfaction, as well as reaching milestones set in the grant stipulations, including the number of individuals households served, the number and type of modifications provided, and diversity of consumers served. Increased independence is provided through installation of grab bars in a bathroom so that an individual can shower without care attendants or the installation of a ramp so that an individual can move in and out freely without assistance. These modifications essentially prevent individuals from having to be institutionalized and allows them to live more independently in their home and community.

16. Collaboration: Describe partnerships with other organizations/agencies, the nature of the partnership, and how it relates to the proposed project.

We currently collaborate with Home Safety Services and EVator as contractors who install the modifications. Additionally, we work closely with various community organizations and local senior centers for outreach and referrals. A few of those partners include: Core service centers across San Mateo County, The Villa Senior Living, Menlo Park, San Bruno, South San Francisco Senior Centers, the Mental Health Association, Ravenswood Family Health Center, Project Sentinel, Rebuilding Together Peninsula, Kaiser Social Workers, the Institute on Aging, and many more.

17. Impact: : Discuss any general trends and conditions that have affected or impacted your service levels or service populations. For New Applicants – describe what these funds would allow your agency to do that you may not be able to do now. For Continuing Applicants – describe how your program would be impacted without these funds.

Trends show that the number of older adults and individuals with disabilities in San Mateo County continues to increase by 30-40% even since 2020 (Lisa et al). As an Independent Living Center serving individuals of all ages and disabilities, we are seeing an increase in the needs for our Home Accessibility Modification Program, as well as our AT Department (e.g Stairlifts). Without these funds, our HAM program would not be able to provide home accessibility modifications for as many residents as previously served, as other funding sources cover administration costs, but will not cover materials and supplies for the program. Without these funds there could be an increase of individuals will no longer be able to live independently in their homes, and consequently stripped of their independence. It could also potentially put a financial strain on the individuals family, county, and state due to high cost of institutionalization. As a Center, our HAM program is the most vital to the San Mateo County community and without these funds we would inevitably lose staff and lose one of our most valued and long standing programs in the community.

18. Project Beneficiaries/Quantifiable Measurement: Indicate the expected number of beneficiaries to be served by the program. For each response below please indicate both the number of households and number of individuals. Refer to the San Mateo County Income Limits.

a. Indicate the total number of **low-income** beneficiaries you expect to serve with this program for each jurisdiction application for funding. *Low-income is 80% of Area Median Income or below. [See AMI table](#)

b. Indicate the **total** number of beneficiaries you expect to serve with this program in each jurisdiction - regardless of income.

Jurisdiction	a. Number of low-income beneficiaries to be served per grant jurisdiction application. **Low-income** is 80% of Area Median Income or below.		b. All beneficiaries to be served per grant jurisdiction application regardless of income	
	Persons	Households	Persons	Households
Daly City	11	11	11	11
Redwood City	9	9	9	9
City of San Mateo	14	14	14	14
County of San Mateo	26	26	26	26
South San Francisco	5	5	5	5
Totals	65	65	65	65

19. Populations Served: Check the boxes below if they describe a significant population served by your program. These categories are not considered "presumed benefit" by HUD, and require income verification.

- Persons exiting incarceration
- Low-income youth
- Other **Disabled**

20. Affirmative Outreach:

a. Use the demographics from your previous program year to provide an analysis of the population you serve relative to the demographics in the table. *NOTE: If you are a new applicant please provide your best estimation.*

Race & Ethnicity	Redwood City Population	Redwood City % by Ethnicity	Low Income by Ethnicity served by your Program	Your Program % by Ethnicity
Total	74,402	100%	1	100%
White and not Hispanic	40,656	54.64%	0	0.00%
White and Hispanic	23,557	31.66%	0	0.00%
Asian	6,715	9.03%	0	0.00%
African American	1,916	2.58%	0	0.00%
Pacific Islander	663	0.89%	0	0.00%
Native American	384	0.52%	0	0.00%
Other	1,511	2.03%	1	100.00%

Race & Ethnicity	City of San Mateo Population	City of San Mateo % by Ethnicity	Low Income by Ethnicity served by your Program	Your Program % by Ethnicity
Total	97,207	100%	4	100%
White and not Hispanic	45,240	46.54%	2	50.00%
White and Hispanic	25,815	26.56%	0	0.00%
Asian	18,153	18.67%	0	0.00%
African American	2,099	2.16%	1	25.00%
Pacific Islander	1,937	1.99%	0	0.00%
Native American	140	0.14%	0	0.00%
Other	3,823	3.93%	1	25.00%

Race & Ethnicity	County of San Mateo Population	County of San Mateo % by Ethnicity	Low Income by Ethnicity served by your Program	Your Program % by Ethnicity
Total	764,442	100%	7	100%
White and not Hispanic	280,550	36.70%	3	42.86%
White and Hispanic	181,937	23.80%	0	0.00%
Asian	250,737	32.80%	2	28.57%
African American	20,640	2.70%	1	14.29%
Pacific Islander	10,702	1.40%	0	0.00%
Native American	6,880	0.90%	0	0.00%
Other	12,996	1.70%	1	14.29%

Race & Ethnicity	South San Francisco Population	South San Francisco % by Ethnicity	Low Income by Ethnicity served by your Program	Your Program % by Ethnicity
------------------	--------------------------------	------------------------------------	--	-----------------------------

Total	63,632	100%	1	100%
White and not Hispanic	23,760	37.34%	0	0.00%
White and Hispanic	21,645	34.02%	0	0.00%
Asian	23,293	36.61%	0	0.00%
African American	1,625	2.55%	1	100.00%
Pacific Islander	1,111	1.75%	0	0.00%
Native American	395	0.62%	0	0.00%
Other	9,598	15.08%	0	0.00%

b. Based on the percentages that you indicate your organization served describe your efforts to improve affirmative outreach to groups that may be underserved by your program and the result of your efforts:

Based on the statistical analysis of people served by CID and race and ethnicity average of each city (Redwood City, SSF, and City of San Mateo) continued outreach is needed to reach Asian and Hispanic communities in all 3 demographic areas. In 2022, CID will be employing more targeted social media outreach as well as community education on the HAM program. In 2023 CID hired a new coordinator and in 2024, CID has begun employing targeted social media outreach as well as community education and outreach with respect to Housing Accessibility Modifications. Outreach is initiated via phone, email, snail mail, and training/educational outreach partnerships.

21. Leveraging: Describe your fundraising efforts and additional sources of revenue for this project and your organization. Please state whether any of these fund sources are already committed and in what amount.
 The majority of our administrative costs are funded by the Department of Rehabilitation (DOR) revenue. As of date, we have already allocated funding from DOR to help fund support staff to help coordinate the modification of jobs, contractors, billing, and additional administrative duties associated with the HAM program.

Staff List

List below key staff members who work on this program

Position Title	Name of Staff Person	Job Responsibilities	Qualifications
HAM Coordinator	Laura Harrison	Coordination of all HAM projects	Background in Program Coordination
Fiscal Manager	Tsgereda Andarge	Fiscal Management for entire organization	Background in Fiscal Management

PROPOSED PROGRAM BUDGET FOR FY 2024-25

Budget Line Item	Agency Total	Pgm%	Program Total	Redwood City		City of San Mateo		County of San Mateo		South San Francisco		Total Jurisdictions	
				%	Requested	%	Requested	%	Requested	%	Requested	Pgm%	Requested
Labor													
Finance Manager	\$106,060	10%	\$10,607	15%	\$1,591	20%	\$2,121	55%	\$5,834	10%	\$1,061	100%	\$10,607
Taxes/Benefits	\$0		\$0		\$0		\$0		\$0		\$0		\$0
Other Direct Costs													
Program Expense	\$94,393	100%	\$94,393	14%	\$13,409	19%	\$17,879	57%	\$54,166	9%	\$8,939	100%	\$94,393
<u>Modified Total Direct Costs (MTDC)</u>	\$200,453	52%	\$105,000	14%	\$15,000	19%	\$20,000	57%	\$60,000	10%	\$10,000	100%	\$105,000
Indirect cost rate (10% de minimis rate unless the entity has a negotiated indirect rate with the federal government)													
Indirect costs	\$0		\$0		\$0		\$0		\$0		\$0		\$0
TOTAL	\$200,453	52%	\$105,000	14%	\$15,000	19%	\$20,000	57%	\$60,000	10%	\$10,000	100%	\$105,000
Number of Individual Beneficiaries				9		14		26		5		54	
Cost per Individual				\$1,666.67		\$1,428.57		\$2,307.69		\$2,000.00		\$1,944.44	

For the City of Redwood City ONLY, answer the following:

1. Funding Criteria:

1. Priority: Creating Inclusive Communities with Affordable Housing: Creation of affordable housing and preservation of existing affordable housing, including special needs housing. Following the City's 2023-2031 Housing Element, this priority is to maintain and increase the diversity of housing types in all City neighborhoods and preserve/protect its current affordable housing stock.

2. Program Outcomes:

a. Please describe the accomplishments of program goals for FY/23.

Our program helps individuals in the community through home modifications or using Assitive technology (e.g stair lifts). These efforts assist us to maintain people's independence and safety, while fostering community integration. As a result of our program, going to the grocery store, getting to work or to a doctor's appointment becomes possible. One of the biggest impact we have through this program is helping individuals remain in their homes as well as return home from institutional settings by providing structural improvements that give power and independence back to the consumer.

b. In what ways has your program made a difference in the lives of the people you serve? Please provide at least one concrete example from the people served in FY/23:

--Two older adult gentlemen with multiple disabilities in SMC found support with the HAM program after their daughter/granddaughter reached out to CID. With her help, both gentlemen were able to have home modifications installed in their shared home, and the modifications supported each of their different, respective needs. While both benefited from the grab bars, toilet safety frame with handrails, and bathtub step we installed; one gentlemen is now able to independently get in and out of bed and dress using his new bedroom pole, and the other gentleman is now able to safely enter and exit his home with the support of custom extended handrails we installed along his front stairs. All three household members reached out after the modifications were installed to report: "we are so happy with everything!!"

--The adult daughter of an older adult woman with multiple disabilities in SMC reached out to CID when she realized that she and her mother needed support to stay safe at home. As one of her mother's primary caregivers, the adult daughter faced the risk of falling when supporting her mother to bathe. Her mother had also almost slipped and fallen in the shower several times already. With the support of the HAM program, different types of grab bars were installed in different locations inside and outside the shower along with a folding bench directly mounted to the wall of the shower. To create wheelchair access to the bathroom, we also added a small ramp to the bathroom

For the Cities of South San Francisco and Redwood City ONLY, answer the following:

3. Marketing/Advertising

a. Check all of the following methods your agency utilizes to promote and advertise your programs and services:

- Flyers/brochures
- Website
- Phone book listing
- SMC Connect (Handbook/Database)
- Outreach presentations to service providers
- Outreach presentations to public
- PSA's
- Social Media - Please list:
- Other - Please describe:

b. Which of the above marketing/advertising materials are available in multi-lingual form and which languages are they available in?

Brochures are available in Spanish and English. Large print or braille materials are available upon request.

Languages spoken in the office: Tagalog, Spanish, and Arabic.

c. How and where are the materials distributed?

Material for our Home Accessibility Modification (HAM) program are prominently displayed in the lobby of our Main Office (San Mateo) and our Branch Office (San Bruno). Additionally, when an individual conducts an intake for any of our programs, they are given an overview and materials for the HAM program as well. During all outreaches to different community partners in San Mateo County, we distribute pamphlets describing the services at our center. Some of our common targets for outreaches for the HAM program are: hospitals, Occupational Therapists, Physical Therapists, Social Workers, teachers, and organizations that are specifically geared towards diverse groups and underserved communities. Staff also frequently participate in senior information and health fairs and other resource fairs to distribute HAM materials directly to community members who could benefit from the program.

For the San Mateo County ONLY, answer the following:

1. Due to the usage and allocation restrictions, CDBG funding for FY24-25 is limited. If CDBG funding is not available for your proposed project, would you be open to accepting funding from a Federal ESG, State ESG or State PLHA grant if your project qualifies? These funding sources are subject to additional requirements and

specific reporting compliance which , which are outlined in the NOFA and/or will be provided to you by San Mateo County.

Yes

2. Describe in detail the scope of work directly related to the requested budget items. Describe the objectives for each activity and the specific tasks that need to be accomplished to achieve those objectives. The description should use the guidelines listed below:

- The purpose and nature of the different services to be offered and where they will be provided;
- The tasks to be performed (outreach, intake, enrollment, day care services, etc.);
- The level of service that will be provided for each activity (identified in some quantifiable unit of service, Ex. Children cared for per month)

Accessible, affordable housing is a major concern for people with disabilities in San Mateo County. A recent government report showed that San Mateo County ranks the least affordable housing market in the state with 12% of its residents able to purchase a home (SF is at 14%). The major emphasis in CID's housing efforts is our Housing Accessibility Program (HAM). Through the HAM Program, CID installs ramps, hand rails, grab bars, vertical lifts, and other modifications to make homes accessible. These modifications assist people with disabilities to remain at home or move back into their homes with greater independence, preventing the need to move into a skilled nursing or other institutional care facility. CID cooperates with cities and the County housing agencies in San Mateo County to increase the number of accessible and affordable housing.

Our key objective for all cities is to provide home modifications for extremely low, very low, and low income individuals with disabilities living in San Mateo County. Our priorities are to provide individuals with disabilities who have low resources the opportunity to become more independent in their homes through modifications that will keep them safe in their homes. We plan to provide modification services for 26 Households in San Mateo County.

Source	Committed	Proposal Submitted	To Be Determined
Other Federal Funds	\$0	\$0	\$0
State/Local Funds	\$0	\$0	\$0
Private Funds	\$0	\$0	\$0
Other:	\$0	\$0	\$0
Total	\$0	\$0	\$0

End of the San Mateo County section

Attachments

- 1. Resolution authorizing application and designation of signatory, by the Board of Directors
 - [Board Resolution City of Redwood City- CDBG - April 2023.docx.pdf](#)
 - [Board Resolution City of San Mateo - CDBG - April 2023.docx.pdf](#)
 - [Board Resolution City of South San Francisco - CDBG - April 2023.docx.pdf](#)
 - [Board Resolution County of San Mateo - CDBG - April 2023.docx.pdf](#)
- 2. Proof of 501(c)3 / tax-exempt status [Attachment 2. CID - 501c3 Status.pdf](#)
- 3. By-laws [Attachment 3. CID - ByLaws.pdf](#)
- 4. Articles of Incorporation [Attachment 4. CID - Articles of Incorporation.pdf](#)
- 5. Board roster, including: [CID Board Roster.pdf](#)
 - Name, Company, Years on Board
 - Meeting dates for previous 12 months
 - Number of years allowed for each board term
- 6. Organizational chart for entire organization [Organizational Chart..pdf](#)
- 7. Certified financial audit no more than 1 fiscal year old, prepared by a CPA, and: [CID Audit Report FYE 9 30 22.pdf](#)
 - Management letters (if applicable)
 - A-122 and A-133 Single Audit (for entities that receive more than \$750,000 in federal funding) **OR**

- A letter from your Executive Director or Chief Financial Officer certifying that agency does not receive more than \$750,000 in federal funds and is not subject to the Single Audit.

8. The following are required:

[Agency_Budget_FY23-24..pdf](#)
[Proposed_Agency_Budget_FY24-25..pdf](#)

- Current (FY23-24) **Agency** Operating Budget
- Proposed (FY24-25) **Agency** Operating Budget

9. Mission Statement

[CID - Mission Statement.pdf](#)

10. Non-discrimination policy for Staff and Clients

[CID - Non-discrimination Policy for Staff and Clients.pdf](#)

11. Reasonable Accommodations Policy for Staff and Clients

[CID - Reasonable Accommodations Policy for Staff and Clients.pdf](#)

12. Conflict of Interest Policy. (If not available, please indicate when you will submit)

[CID - Conflict of Interest Policy.pdf](#)

13. Negotiated Rate Letter. (If required)

14. Other -

If you would like all the attachments downloaded into your Dropbox folder, please contact CDS

Program Manager Signature [Paul Cruz](#)

Date Signed [01/18/2024](#)

Initially submitted: Jan 18, 2024 - 12:07:39

Rebuilding Together
Peninsula- National
Rebuilding Day

Consolidated Community Funding Application
Redwood City, City of San Mateo, San Mateo County and South San Francisco
Application for New Funding for FY 2024-25

GENERAL INFORMATION

1. **Organization Name:** [Rebuilding Together Peninsula](#)
 2. **Project Title:** [National Rebuilding Day \(NRD\) - Home Rehab Program \(2024-25\)](#)

We are applying for funding from:
 Redwood City City of San Mateo South San Francisco County of San Mateo

Budget/Client Summary (Auto-populated from Budget, below)

Jurisdictions receiving this application	Amount Requested	% of Program Budget	Proposed # of Clients Served	% of Clients Served	Total \$ Per Client	Total Agency Budget
Redwood City	\$45,385	4%		0%	\$15,128.33	
City of San Mateo	\$91,850	9%		0%	\$15,308.33	
County of San Mateo	\$118,514	11%		0%	\$14,814.25	
South San Francisco	\$44,805	4%		0%	\$14,935.00	
Total	\$300,554	28%	20	100%	\$15,027.70	

Grant Funded Programs:

We are applying for a [Minor Home Repair Program](#)

CDBG National Objective Eligibility - How are you serving low income populations?

[Minor home repairs for low income households whose incomes are verified.](#)

Income Verification: Describe how you obtain, verify, and maintain proof of income and presumed benefit status. Third party documentation or client signatures on the certification forms must be available on file for review at all times.

RTP's National Rebuilding Day home repair program currently uses 80% AMI (Area Median Income) as its guide for income eligibility. Applicants are required to provide proof of gross monthly income for all individuals 18 and over living in the home, including renters. Income sources include: salaries, SSI or SSD, social security, alimony/child support, interest and dividends, pensions and annuities, rental income, and any other possible sources of income. The preferred documentation to prove income is the most recent income tax return (first two pages only) for each adult in the household. Alternatively, we ask each adult to submit as many of the following documents as possible: last three bank statements, two pay stubs, social security award letter, SSI or SSDI statement and rent checks.

3. Project Address: [841 Kaynyne Street](#) City: [Redwood City](#) Zip: [94063-3033](#)

4. Provide a one sentence project summary:
[National Rebuilding Day \(NRD\) - Home Rehabilitation program is a volunteer-driven home repair program, held twice per year, that brings together about 1,000 volunteers together on behalf of dozens of low-income homeowners, ensuring that every neighbor we serve has one of the most critical of human needs met -- a safe and healthy home.](#)

Organization Address: [841 Kaynyne Street](#) City: [Redwood City](#) Zip: [94063-3033](#)

Organization Phone: [650-366-6597](#) Website: [www.RTPeninsula.org](#)

Type of Applicant: **Our agency serves:** [Clients](#)

5. Contact Person / Project Administrator: Name: [Josh Woodruff](#) Title: [Program Manager](#) Telephone: [650-366-6597 x226](#)

Contact Email: josh.w@rebuildingtogetherpeninsula.org,
greg@rebuildingtogetherpeninsula.org,
development@rebuildingtogetherpeninsula.org Fax: [650.366.9053](#)

6. Name of**Agency Director:** Melissa Lukin**7. Fiscal Officer:**

Name: Hani Burni

Email: hani@rebuildingtogetherpeninsula.org

Telephone: 650-366-6597

Fiscal Officer Address:

841 Kaynyne Street

City: Redwood City

Zip: 94063-3033

8. Authorized Signatory:

Name: Melissa Lukin

Email: melissa@rebuildingtogetherpeninsula.org

Telephone: 650-366-6597

Authorized Signatory Address:

841 Kaynyne Street

City: Redwood City

Zip: 94063-3033

9. Please provide days and hours of regularly scheduled operation:

Monday to Friday, 8am to 5pm. Closed for lunch from 12pm to 1pm.

10. SAM/UEI Number: XPNNC8ZW5AX6**Federal EIN/TIN Number:** 94-3106209**11. HUD Activity:** Choose the HUD activity that most closely matches your service:

14A - Rehab: Single-Unit Residential

12. Project Specific Narrative: Provide a narrative description of the specific activities to be carried out with the requested funds. This should also include program objectives and key priorities for each specific jurisdiction.

RTP's National Rebuilding Day (NRD) - Home Rehabilitation program leverages the collaborative support of volunteers, financial sponsors, and in-kind donations to deliver major critical repairs to low-income homeowners that lack the financial means and technical expertise to address the repair issues plaguing their health and safety.

NRD's main objective is that the homes owned by our low-income neighbors are dry, clean, pest-free, ventilated, safe, contaminant-free, maintained, thermally controlled, accessible, and affordable (the National Center for Healthy Housing's ten Principles of Healthy Homes).

Activities:

1. Low-income homeowner completes repair application.
2. RTP conducts a comprehensive Home Safety Assessment which assesses the health and safety repairs needed based on the ten Principles of Healthy Homes.
3. In partnership with the homeowner, RTP develops a scope of work which provides a plan for how the health and safety repairs will be completed.
4. Homeowner is paired with a volunteer Construction Captain who prepares the home for the work to be done on NRD.
5. Repair and home modifications are completed by a team of volunteers on NRD, in either October or April.
6. Final project review and survey collection which assesses the impact of our work on the homeowner's health and safety.

Priorities by jurisdiction:

3 homes in Redwood City, 6 homes in the City of San Mateo, 3 homes in SSF and 8 homes in the county.

13A. Assessment of Need - Redwood City: Briefly describe how you determined the need for your program **for each specific jurisdiction that you are applying for funds**. Identify target population(s) and area(s) served.

Please state the source(s) and date(s) of information. Identify any similar programs in the community.

NEED:

Redwood City (RWC) needs a free home repair program for its low-income neighbors. Since RWC has limited affordable housing (median RWC home price is \$1.7M, per Zillow 1/2024), it – like many cities on the peninsula – would benefit from preserving its current affordable housing stock. Given that the San Francisco Bay Area boasts the second highest construction costs in the world (International Construction Market Survey, 2023) and construction costs have climbed with recent inflation, many of RWC's low-income homeowners can't afford to keep their homes in good repair. Combine this with the fact that 77% of seniors desire to age-in-place (AARP 2021) and that falls are the leading cause of injury for older adults (Source: CDC), RWC's elderly low-income homeowners need access to free home repairs and safety modifications.

AREA SERVED:

Since our Fiscal Year 2009-10, RTP has provided 349 RWC homeowners with free home repair services. SAH serves low-income homeowners across the city.

TARGET POPULATION:

SAH serves low-income homeowners with a focus on homes with seniors, veterans, people with disabilities, and families with children.

SIMILAR PROGRAMS:

While the Center for Independence of the Disabled provides home modifications for disabled persons, RTP serves all low-income homeowners with a variety of health and safety repairs. With 35 years of experience and extensive

local networks, RTP is the leading home repair program in the county.

13B. Assessment of Need - City of San Mateo: Briefly describe how you determined the need for your program **for each specific jurisdiction that you are applying for funds**. Identify target population(s) and area(s) served. Please state the source(s) and date(s) of information. Identify any similar programs in the community.

NEED:

The City of San Mateo (SM) needs a free home repair program for its low-income neighbors. With a median home price of \$.5M, like many cities on the peninsula, would benefit from preserving its current affordable housing stock. Given that the San Francisco Bay Area boasts the second highest construction costs in the world (International Construction Market Survey, 2023) and construction costs have climbed due to skyrocketing inflation, many of SM's low-income homeowners can't afford to keep their homes in good repair. Combine this with the fact that 77% of seniors desire to age-in-place (AARP 2021) and that falls are the leading cause of injury for older adults (Source: CDC), SM's elderly, low-income homeowners need access to free home repairs and safety modifications.

AREA SERVED:

Since 2009-10, RTP has provided 216 City of San Mateo homeowners (and 32 community facilities) with free repair services. SAH serves low-income homeowners across the city.

TARGET POPULATION:

SAH serves low-income homeowners with a focus on homes with seniors, veterans, people with disabilities, and families with children.

SIMILAR PROGRAMS:

While the Center for Independence of the Disabled provides home modifications for disabled persons, RTP serves all low-income homeowners with a variety of health and safety repairs. With 35 years of experience, RTP is the county's leading home repair program.

13C. Assessment of Need - County of San Mateo: Briefly describe how you determined the need for your program **for each specific jurisdiction that you are applying for funds**. Identify target population(s) and area(s) served. Please state the source(s) and date(s) of information. Identify any similar programs in the community.

NEED:

The County of San Mateo (County) needs a free home repair program for its low-income neighbors. Since the County has limited affordable housing (median home price = \$1.5M) it, like many cities on the peninsula, would benefit from preserving its current affordable housing stock. Given that the SF Bay Area boasts the second highest construction costs in the world (International Construction Market Survey, 2023) and construction costs have outpaced inflation, many of the County's low-income homeowners can't afford to keep their homes in good repair. Combine this with the fact that 77% of seniors desire to age-in-place (AARP 2021) and that falls are the leading cause of injury for older adults (Source: CDC), the County's elderly, low-income homeowners need access to free home repairs and safety modifications.

GEOGRAPHY:

Since our Fiscal Year 2009-10, RTP has provided 1,809 County homeowners (and 268 community facilities) with free repairs. We serve low-income homeowners across the County.

POPULATION:

SAH provides repairs to low-income homeowners with a focus on homes with seniors, veterans, people with disabilities, and families with children.

SIMILAR PROGRAMS:

RTP's 35 years of experience make us the leading home repair program in the County. Habitat for Humanity has a home repair program, but it only serves East Palo Alto. Also, the Center for Independence of the Disabled provides home modifications only for disabled persons.

13D. Assessment of Need - South San Francisco: Briefly describe how you determined the need for your program **for each specific jurisdiction that you are applying for funds**. Identify target population(s) and area(s) served. Please state the source(s) and date(s) of information. Identify any similar programs in the community.

NEED:

South San Francisco (SSF) needs a free home repair program for its low-income neighbors. Since SSF has limited affordable housing (median home price is \$1.2M) it, like many cities on the peninsula, would benefit from preserving its current affordable housing stock. Given that the San Francisco Bay Area boasts the second highest construction costs in the world (International Construction Market Survey, 2023) and construction costs have skyrocketed due to inflation, many of SSF's low-income homeowners can't afford to keep their homes in good repair. Combine this with the fact that 77% of seniors desire to age-in-place (AARP 2021) and that falls are the leading cause of injury for older adults (Source: CDC), the County's elderly, low-income homeowners need access to free home repairs and safety modifications.

AREA SERVED:

Since our Fiscal Year 2009-10, RTP has provided 250 SSF homeowners (and 12 community facilities) with free repair services. SAH serves low-income homeowners across SSF.

TARGET POPULATION:

SAH serves low-income homeowners with a focus on homes with seniors, veterans, people with disabilities, and families with children.

SIMILAR PROGRAMS:

While the Center for Independence of the Disabled provides home modifications for disabled persons, RTP serves all low-income homeowners with a wide range of health and safety repairs. With 35 years of experience, RTP is the county's leading home repair program.

14. Timeline: Provide a brief timetable for project implementation and achievement of projected goals and how you plan to expend your funds in a timely manner by the end of the fiscal year.

National Rebuilding Day 2024 to 2025 Timeline**FALL**

July 2024: CDBG contracts awarded

July to Aug 2024: Site visits of homes

Sept 2024: Project selection and sponsor matching

Sept 2024: Captains' Kickoff Meeting

Sept to Oct 2024: Project planning, materials and supplies purchases, prep days

Oct 2024: NRD repairs about 10 sites

SPRING

Nov 2024 to Jan 2025: Site visits of homes

Jan 2025: Project selection and sponsor matching

Feb 2025: Captains' Kickoff Meeting

Mar 2025 to Apr 2025: Project planning, materials and supplies purchases, prep days

Last Saturday in April 2025: NRD repairs about 20 sites

May 2025 - June 2025: Project wrap up and evaluation

We will bill quarterly for staff time and materials and supplies purchased.

15. Evaluation: Briefly describe how you will determine and measure the success of your program and whether or not program goals were met? If your program is currently receiving grant funds please describe accomplishments of goals to date.

RTP conducts homeowner surveys to measure our success. In fiscal year 2022-23, RTP repaired 109 homes and community facilities across its programs. For homeowners surveyed:

100% reported that our work has made their home a safer place to live;

96% reported that repairs created a healthier home environment for themselves and their family;

80% reported that completed repairs will make it easier for them to maintain their home; and

77% reported feeling less likely to fall in their home since repairs (another 23% stated N/A).

RTP's NRD program holds current contracts with each jurisdiction. We expect to meet the majority of our 2023-24 deliverables by June 2024. Below is progress from July 2023 to Dec 2023:

San Mateo County - Homes: 3 served/in progress (goal = 8)

San Mateo County Community Facilities: 6 served/in progress (goal = 5)

RWC: 3 served/in progress (goal = 3)

City of San Mateo: 2 complete (goal = 5)

South San Francisco: 2 in progress (goal = 3)

16. Collaboration: Describe partnerships with other organizations/agencies, the nature of the partnership, and how it relates to the proposed project.

For each NRD home repair project, RTP's skilled staff provides support and training to a multidisciplinary volunteer team. Each team consists of:

1. Construction Captain: coordinates the repair work, assists with the site inspection, evaluation, material purchasing and volunteer assignments. Construction Captains work one-on-one with our NRD homeowners to develop a scope of work that addresses the health and safety concerns of that individual project. Construction Captains are skilled in home repair, and donate 40+ hours of volunteer time over two months to plan and prepare repair projects for their homeowner.

2. Volunteer Captain: recruits and organizes volunteers at their rehabilitation site and assists the Construction Captain in planning and managing the core group of helpers. Volunteer Captains contribute about 20 hours of service to coordinate all the logistics for volunteers at each individual site on NRD.

3. Skilled Volunteers provide materials and skilled labor from assessment to completing projects like roofing and plumbing. They are assigned to each site as needed.

4. Service Volunteers perform projects like carpentry projects, fire safety and accessibility modifications, debris removal, interior and exterior painting, window or floor repairs, cleaning, landscaping, as well as moving furniture and appliances.

5 Support Volunteers help with tasks from hospitality on project days to accounting, technology and more!

17. Impact: : Discuss any general trends and conditions that have affected or impacted your service levels or service populations. For New Applicants – describe what these funds would allow your agency to do that you may

not be able to do now. For Continuing Applicants – describe how your program would be impacted without these funds.

RTP has received CDBG funding for over a decade. During this time, the homes we serve have become a decade older (average 70 years old) and the repairs needed are more expensive. Combine this with inflation and you can imagine the difficulty RTP is experiencing operating a free minor home repair program with essentially level funding year-over-year. We understand CDBG dollars are not meant to cover the full cost of an agency's work. We leverage CDBG dollars with other funds to make more repairs wherever possible. In fact, 58% of our agency's budget comes from private sources, 17% from CDBG, and 25% from other government sources. In addition, we leverage \$250K worth of skilled in-kind labor and materials every year.

Limited resources mean that we must choose between repairing an elderly homeowner's furnace or their hot water heater, when neither is functional. Or between installing trip-resistant flooring or navigable stairs for a disabled client. This means that vulnerable neighbors have to choose between a warm home or a warm shower, or continuing to live with a major fall hazard even after we've "completed" repairs.

Thankfully, some jurisdictions have been helping us to combat increasing costs by increasing their contracts and/or allowable cost per home. This proposal reflects similar increases. We realize that this may exceed the CDBG allotment available for minor home repair. If this is the case, we hope you will explore complementary funding streams.

18. Project Beneficiaries/Quantifiable Measurement: Indicate the expected number of beneficiaries to be served by the program. For each response below please indicate both the number of households and number of individuals. Refer to the San Mateo County Income Limits.

a. Indicate the total number of **low-income** beneficiaries you expect to serve with this program for each jurisdiction application for funding. *Low-income is 80% of Area Median Income or below. [See AMI table](#)

b. Indicate the **total** number of beneficiaries you expect to serve with this program in each jurisdiction - regardless of income.

Jurisdiction	a. Number of low-income beneficiaries to be served per grant jurisdiction application. **Low-income** is 80% of Area Median Income or below.		b. All beneficiaries to be served per grant jurisdiction application regardless of income	
	Persons	Households	Persons	Households
Daly City	0	0	0	0
Redwood City	6	3	6	3
City of San Mateo	12	6	12	6
County of San Mateo	16	8	16	8
South San Francisco	6	3	6	3
Totals	40	20	40	20

19. Populations Served: Check the boxes below if they describe a significant population served by your program. These categories are not considered "presumed benefit" by HUD, and require income verification.

- Persons exiting incarceration
- Low-income youth
- Other [Low income homeowners](#)

20. Affirmative Outreach:

a. Use the demographics from your previous program year to provide an analysis of the population you serve relative to the demographics in the table. *NOTE: If you are a new applicant please provide your best estimation.*

Race & Ethnicity	Redwood City Population	Redwood City % by Ethnicity	Low Income by Ethnicity served by your Program	Your Program % by Ethnicity
Total	74,402	100%	63	100%
White and not Hispanic	40,656	54.64%	9	14.29%
White and Hispanic	23,557	31.66%	53	84.13%
Asian	6,715	9.03%	1	1.59%
African American	1,916	2.58%	0	0.00%
Pacific Islander	663	0.89%	0	0.00%
Native American	384	0.52%	0	0.00%
Other	1,511	2.03%	0	0.00%

Race & Ethnicity	City of San Mateo Population	City of San Mateo % by Ethnicity	Low Income by Ethnicity served by your Program	Your Program % by Ethnicity
Total	97,207	100%	11	100%
White and not Hispanic	45,240	46.54%	1	9.09%
White and Hispanic	25,815	26.56%	9	81.82%
Asian	18,153	18.67%	1	9.09%

African American	2,099	2.16%	0	0.00%
Pacific Islander	1,937	1.99%	0	0.00%
Native American	140	0.14%	0	0.00%
Other	3,823	3.93%	0	0.00%

Race & Ethnicity	County of San Mateo Population	County of San Mateo % by Ethnicity	Low Income by Ethnicity served by your Program	Your Program % by Ethnicity
Total	764,442	100%	138	100%
White and not Hispanic	280,550	36.70%	23	16.67%
White and Hispanic	181,937	23.80%	86	62.32%
Asian	250,737	32.80%	14	10.14%
African American	20,640	2.70%	10	7.25%
Pacific Islander	10,702	1.40%	0	0.00%
Native American	6,880	0.90%	0	0.00%
Other	12,996	1.70%	5	3.62%

Race & Ethnicity	South San Francisco Population	South San Francisco % by Ethnicity	Low Income by Ethnicity served by your Program	Your Program % by Ethnicity
Total	63,632	100%	21	100%
White and not Hispanic	23,760	37.34%	2	9.52%
White and Hispanic	21,645	34.02%	5	23.81%
Asian	23,293	36.61%	12	57.14%
African American	1,625	2.55%	2	9.52%
Pacific Islander	1,111	1.75%	0	0.00%
Native American	395	0.62%	0	0.00%
Other	9,598	15.08%	0	0.00%

b. Based on the percentages that you indicate your organization served describe your efforts to improve affirmative outreach to groups that may be underserved by your program and the result of your efforts:

Note: The data above is for all of the members of the household, not just the homeowner, as the race/ethnicity of household members can differ from the homeowner. Because this program serves a handful of households in each jurisdiction it is difficult to perfectly align with the city's overall demographics. However, the data above shows the populations served in each jurisdiction are predominated by underserved populations.

RTP conducts grassroots outreach including door-to-door outreach; direct mail; distributing information about RTP's home repair programs to nonprofit and government agencies; participating in community events; social media campaigns; and presentations at local senior centers, churches, and other groups. RTP is trusted by our neighbors in need. Our staff guides homeowners through the application and home repair process, providing multilingual and culturally competent support. We hold our general contractor's license and are experts in navigating building code and permitting processes, thereby reducing barriers for low-income, often monolingual, homeowners.

Of the population served last year by RTP:

-100% had low, very low, or extremely low income.

-81% had a senior living in the home.

-70% identified as a person of color, (33% Hispanic, 18% Asian, 8% Black or African American, 12% two or more races, and 0.9% American Indian).

-68% have lived in their homes for 20+ years.

-65% had a person with a disability living in the home.

21. Leveraging: Describe your fundraising efforts and additional sources of revenue for this project and your organization. Please state whether any of these fund sources are already committed and in what amount.

We could not accomplish our mission to repair homes, revitalize communities and rebuild lives without leveraging the in-kind support from individuals, skilled volunteers, community organizations, and corporations.

Our projected FY24-25 NRD budget is \$1,069,009. Of this amount, we expect 35% to come from CDBG jurisdictions, 47% to come from private funds (e.g. corporations, donors and foundations) and 18% from in-kind donations. This demonstrates strong leverage of CDBG dollars.

To provide an example of expected FY2024-25 revenue for NRD, below are details on secured and pending funding for FY2023-24 NRD.

National Rebuilding Day FY2023-24 Secured and Pending Funding Sources:

Sponsorships (secured and expected by April 2022): \$365,750

Secured CDBG contracts: \$299,925

Foundations (secured and expected by April 2022): \$125,500

Individual donor and special event revenue: \$44,000

In-kind donations: \$185,000

TOTAL NRD 2023-24 EXPECTED PROGRAM REVENUE: \$1,018,788

For our organization, RTP is in a strong financial position. We hold \$5M in assets. Our projected \$3,151,458 annual revenue comes from diverse streams: 14% from foundations, 24% from individuals and sponsorships, 42% from government, 10% from special events and 10% other.

Staff List

List below key staff members who work on **this program**

Position Title	Name of Staff Person	Job Responsibilities	Qualifications
Director of Programs	Greg Bernard	NRD program oversight, billing, communication with the CDBG jurisdictions, and managing half of the NRD the sites on the NRD Day (Oct 15, 2022 and April 29, 2023). Managing sites includes conducting previews, developing scopes of work, getting permits, working with the volunteer Construction Captain, getting supplies, and ensuring the volunteer Captain has all they need for a successful repair day	20 years of experience as a contractor
Project Manager	Josh Woodruff	Homeowner interaction, contractor negotiations, project wrap up, and managing half of the sites on each NRD Day (Oct 15, 2022 and April 29,2023). Managing sites includes conducting previews, developing scopes of work, getting permits, working with the volunteer Construction Captain, getting supplies, and ensuring the volunteer Captain has all they need for a successful repair day.	joined RTP in 2018. Experience as a small business owner, Americorps member with RTP, and formerly employed by a credit union.
Client Intake and Outreach Coordinator	Esmeralda Rodriguez	Supports the NRD team by working with homeowners to complete their applications, scheduling previews, and conducting homeowner survey	12 years of nonprofit experience serving vulnerable populations. Holds a bachelor's degree in Psychology.

PROPOSED PROGRAM BUDGET FOR FY 2024-25

Budget Line Item	Agency Total	Pgm%	Program Total	Redwood City		City of San Mateo		County of San Mateo		South San Francisco		Total Jurisdictions	
				%	Requested	%	Requested	%	Requested	%	Requested	Pgm%	Requested
Labor													
Staff	\$1,160,406	27%	\$317,451	1%	\$2,054	2%	\$5,000	1%	\$3,400	0%	\$1,575	4%	\$12,029
Taxes/Benefits	\$284,040	37%	\$105,817	0%	\$205	0%	\$500	0%	\$340	0%	\$157	1%	\$1,202
Other Direct Costs													
Repairs and Renovations (cash)	\$1,100,000	30%	\$325,000	12%	\$39,000	24%	\$78,000	32%	\$104,000	12%	\$39,000	80%	\$260,000
Outreach/operations/volunteers	\$161,971	49%	\$80,000	0%	\$0	0%	\$0	0%	\$0	0%	\$0	0%	\$0
all other program costs	\$494,070	29%	\$143,759	0%	\$0	0%	\$0	0%	\$0	0%	\$0	0%	\$0
Modified Total Direct Costs (MTDC)	\$3,200,487	30%	\$972,027	4%	\$41,259	9%	\$83,500	11%	\$107,740	4%	\$40,732	28%	\$273,231
Indirect cost rate (10% de minimis rate unless the entity has a negotiated indirect rate with the federal government)	10%		10%		10%		10%		10%		10%		
Indirect costs	\$320,049	30%	\$97,203	4%	\$4,126	9%	\$8,350	11%	\$10,774	4%	\$4,073	28%	\$27,323
TOTAL	\$3,520,536	30%	\$1,069,230	4%	\$45,385	9%	\$91,850	11%	\$118,514	4%	\$44,805	28%	\$300,554
Number of Individual Beneficiaries					3		6		8		3		20
Cost per Individual					\$15,128.33		\$15,308.33		\$14,814.25		\$14,935.00		\$15,027.70

For the City of Redwood City ONLY, answer the following:

1. Funding Criteria:

1. Priority: Creating Inclusive Communities with Affordable Housing: Creation of affordable housing and preservation of existing affordable housing, including special needs housing. Following the City's 2023-2031 Housing Element, this priority is to maintain and increase the diversity of housing types in all City neighborhoods and preserve/protect its current affordable housing stock.

2. Program Outcomes:

a. Please describe the accomplishments of program goals for FY/23.

For 2022-2023, RTP's National Rebuilding Day program's goal was to serve 3 homes in Redwood City. We met our goal by serving 3.

RTP conducts homeowner surveys to measure our success. In fiscal year 2022-23, RTP repaired 119 homes and community facilities across its programs. From homeowners surveyed:

98% reported that Rebuilding Together's work has made their home a safer place to live;

93% reported that completed repairs contributed to their overall health and a healthier home environment;

96% reported being able to move around their home with little to no difficulty after repairs (i.e. less likely to fall)

and 93% reported no falls or injuries since repairs were completed; and

90% indicated they plan to age in place.

b. In what ways has your program made a difference in the lives of the people you serve? Please provide at least one concrete example from the people served in FY/23:

Lidia lives in a Redwood City house she shares with her 19-year-old niece and 13-year-old nephew. The house originally belonged to her brother who also lived in the house. When he was diagnosed with cancer, Lidia quit her job and used most of her savings to help pay for his treatments. That's when she searched the internet for a way to replace windows and fire alarms in the house, and she found RTP. A volunteer team, supported by RTP's construction professionals, repaired the house, which also included building a chicken coop for the family's six chickens. Among the many repairs, fixing the windows may have had the greatest impact as it not only helps keep the house warm, but it reduces energy expenses. The house is also safer now that new fire alarms have been installed. And repairing the kitchen sink eliminated a leak that was causing high water bills. Sadly, Lidia's brother lost his battle with cancer. Lidia was granted custody of his children, and she inherited the house, where she continues to live with her niece and nephew. Today, Lidia works as a music educator at Music for Minors, a local nonprofit. Lidia is still paying off a mortgage on the house, so money is tight. Lidia says it's not just a house to her. "It's a piece of memory I'm fighting to preserve. The repairs had a huge impact on our daily lives, mostly because the house is safer," Lidia says. "Every day I wake up and breathe the fresh air in my yard. I still can't believe this was free."

For the Cities of South San Francisco and Redwood City ONLY, answer the following:

3. Marketing/Advertising

a. Check all of the following methods your agency utilizes to promote and advertise your programs and services:

Flyers/brochures

Website

Phone book listing

SMC Connect (Handbook/Database)

Outreach presentations to service providers

Outreach presentations to public

PSA's

Social Media - Please list:

Other - Please describe:

b. Which of the above marketing/advertising materials are available in multi-lingual form and which languages are they available in?

All of RTP's services and documents are provided in English and Spanish. If a homeowner requires another language, RTP utilizes community partners that specialize with that population to serve as translators. In addition, select marketing collateral is offered in multilingual formats including RTP's main flyers, brochures and direct mail pieces. RTP also conducts multilingual door- outreach and phone outreach.

c. How and where are the materials distributed?

In Redwood City and SSF, we make presentations and distribute materials to a variety of nonprofit, government and community organizations (e.g. Fair Oaks & Veterans Memorial Community Centers, Redwood City Human Service Agencies, and Peninsula Family Service). Through our NRD community facility repair program, RTP has developed deep relationships with nonprofits throughout Redwood City and SSF that serve primarily low-income people (e.g. Samaritan House Free Clinic, Kainos, StarVista, St. Francis Center, IHSD, schools and child care).

RTP's National Rebuilding Day materials are distributed to low-income homeowners via: distributing fliers to low-income homeowners (e.g. door hangers, fliers in Senior Centers' grab and go lunches), direct mail using 'Leads Please,' referrals from partner organizations, tabling at community events, making presentations to community groups, social media campaigns, and more!

For the San Mateo County ONLY, answer the following:

1. Due to the usage and allocation restrictions, CDBG funding for FY24-25 is limited. If CDBG funding is not available for your proposed project, would you be open to accepting funding from a Federal ESG, State ESG or State PLHA grant if your project qualifies? These funding sources are subject to additional requirements and specific reporting compliance which , which are outlined in the NOFA and/or will be provided to you by San Mateo County.

Yes

2. Describe in detail the scope of work directly related to the requested budget items. Describe the objectives for each activity and the specific tasks that need to be accomplished to achieve those objectives. The description should use the guidelines listed below:

- The purpose and nature of the different services to be offered and where they will be provided;
- The tasks to be performed (outreach, intake, enrollment, day care services, etc.);
- The level of service that will be provided for each activity (identified in some quantifiable unit of service, Ex. Children cared for per month)

RTP's National Rebuilding Day Home Rehabilitation program services low-income homeowners, majority elderly and BIPOC, in San Mateo County. This program provides free home repair services that enable them to live in a dry, clean, pest-free, ventilated, safe, contaminant-free, maintained, thermally controlled, accessible, and affordable home.

RTP conducts outreach by tabling at community events, providing flyers to many partners, working with government and nonprofit organizations to connect with their clients, sending direct mail and door-to-door outreach. Simultaneously we reach out to corporate sponsors and volunteers to help us repair the homes on our Fall and Spring Rebuilding Day, leveraging our resources as far as possible to make as many repairs as possible.

Each homeowner goes through a six steps over six months:

1. Low-income homeowner completes repair application.
2. RTP conducts a comprehensive Home Safety Assessment which assesses the health and safety repairs needed based on the ten Principles of Healthy Homes.
3. In partnership with the homeowner, RTP develops a scope of work which provides a plan for how the health and safety repairs will be completed.
4. Homeowner is paired with a volunteer Construction Captain who prepares the home for the work to be done on NRD.
5. Repair and home modifications are completed by a team of volunteers on NRD, in either October or April.
6. Final project review and survey collection

Source	Committed	Proposal Submitted	To Be Determined
Other Federal Funds			
State/Local Funds		\$375,000	
Private Funds	\$125,500	\$365,750	\$19,000
Other: inkind			\$185,000
Total	\$125,500	\$740,750	\$204,000

End of the San Mateo County section

Attachments

- 1. Resolution authorizing application and designation of signatory, by the Board of Directors [RTP FY 24-25 CDBG Authorization.pdf](#)
- 2. Proof of 501(c)3 / tax-exempt status [2_501c3.pdf](#)
- 3. By-laws [3_By-laws_Resolution_11-17-11.pdf](#)
- 4. Articles of Incorporation [4_Articles_of_Incorporation_original_and_amendments.pdf](#)
- 5. Board roster, including: [4_Articles_of_Incorporation_original_and_amendments.pdf](#)
[Board Roster 2023-24.docx.pdf](#)
 - Name, Company, Years on Board
 - Meeting dates for previous 12 months
 - Number of years allowed for each board term

6. Organizational chart for entire organization [RTP_Org_Chart_Oct_2023.pdf](#)
7. Certified financial audit no more than 1 fiscal year old, prepared by a CPA, and: [Single_Audit_Not_required_1.17.24.pdf](#)
[RTP_22_Final_FS.pdf](#)
- Management letters (if applicable)
 - A-122 and A-133 Single Audit (for entities that receive more than \$750,000 in federal funding) **OR**
 - A letter from your Executive Director or Chief Financial Officer certifying that agency does not receive more than \$750,000 in federal funds and is not subject to the Single Audit.
8. The following are required: [FY25_draft_RTP_Budget_.pdf](#)
[FY25_draft_RTP_Budget_-_NRD_.pdf](#)
[FY24_agency_budget_final_09.25.23.pdf](#)
- Current (FY23-24) **Agency** Operating Budget
 - Proposed (FY24-25) **Agency** Operating Budget
9. Mission Statement [9._RTP_Mission_Statement_1.8.21.pdf](#)
10. Non-discrimination policy for Staff and Clients [10._11._nondiscrimination_and_accomodations_updated_2.2019.pdf](#)
11. Reasonable Accommodations Policy for Staff and Clients [10._11._nondiscrimination_and_accomodations_updated_2.2019.pdf](#)
12. Conflict of Interest Policy. (If not available, please indicate when you will submit) [12._confilct_of_interest_policy.pdf](#)
13. Negotiated Rate Letter. (If required)
14. Other -

If you would like all the attachments downloaded into your Dropbox folder, please contact CDS

Program Manager Signature [Joy Dickinson](#)

Date Signed [01/17/2024](#)

Initially submitted: Jan 17, 2024 - 10:56:05

Rebuilding Together Peninsula- Safe at Home

Consolidated Community Funding Application
Redwood City, City of San Mateo, San Mateo County and South San Francisco
Application for New Funding for FY 2024-25

GENERAL INFORMATION

1. **Organization Name:** [Rebuilding Together Peninsula](#)
 2. **Project Title:** [Safe at Home 2024-25](#)

We are applying for funding from:
 Redwood City City of San Mateo South San Francisco County of San Mateo

Budget/Client Summary (Auto-populated from Budget, below)

Jurisdictions receiving this application	Amount Requested	% of Program Budget	Proposed # of Clients Served	% of Clients Served	Total \$ Per Client	Total Agency Budget
Redwood City	\$58,157	5%		0%	\$11,631.40	
City of San Mateo	\$46,530	4%		0%	\$11,632.50	
County of San Mateo	\$348,535	28%		0%	\$11,617.83	
South San Francisco	\$117,403	9%		0%	\$11,740.30	
Total	\$570,625	45%	49	100%	\$11,645.41	

Grant Funded Programs:

We are applying for a [Minor Home Repair Program](#)

CDBG National Objective Eligibility - How are you serving low income populations?

[Minor home repairs for low income households whose incomes are verified.](#)

Income Verification: Describe how you obtain, verify, and maintain proof of income and presumed benefit status. Third party documentation or client signatures on the certification forms must be available on file for review at all times.

RTP's Safe at Home home repair program currently uses 80% AMI (Area Median Income) as its guide for income eligibility. Applicants are required to provide proof of gross monthly income for all individuals 18 and over living in the home, including renters. Income sources include: salaries, SSI or SSD, social security, alimony/child support, interest and dividends, pensions and annuities, rental income, other income. The preferred documentation to prove income is the most recent income tax return (first two pages only) for each adult in the household. Alternatively, we ask each adult to submit as many of the following documents as possible: last three bank statements, two pay stubs, social security award letter, SSI or SSDI statement, and rent checks.

3. Project Address: [841 Kaynyne Street](#) City: [Redwood City](#) Zip: [94063-3033](#)

4. Provide a one sentence project summary:
[RTP's Safe at Home program provides critical health and safety related home repair needs for low-income homeowners, including home safety modifications that allow low-income seniors to safely age in place by eliminating the threat of injury or accident, particularly from falling.](#)

Organization Address: [841 Kaynyne Street](#) City: [Redwood City](#) Zip: [94063-3033](#)

Organization Phone: [650-366-6597](#) Website: [www.RTPeninsula.org](#)

Type of Applicant: [Non-Profit](#) **Our agency serves:** [Clients](#)

5. Contact Person / Project Administrator: Name: [Greg Bernard](#) Title: [Director of Programs](#) Telephone: [650-366-6597 x228](#)

Contact Email: greg@rebuildingtogetherpeninsula.org;
development@rebuildingtogetherpeninsula.org, Fax: [650.366.9053](tel:650.366.9053)
rachel@rebuildingtogetherpeninsula.org

6. Name of Agency Director: [Melissa Lukin](#)

7. Fiscal Officer: Name: [Hani Burni](#)

Email: hani@rebuildingtogetherpeninsula.org

Telephone: 650-366-6597

Fiscal Officer Address: [841 Kaynyne Street](#)

City: [Redwood City](#)

Zip: 94063-3033

8. Authorized Signatory: Name: [Melissa Lukin](#)

Email: melissa@rebuildingtogetherpeninsula.org

Telephone: 650-366-6597

Authorized Signatory Address: [841 Kaynyne Street](#)

City: [Redwood City](#)

Zip: 94063-3033

9. Please provide days and hours of regularly scheduled operation:

[Monday to Friday, 8am to 5pm. Closed for lunch from 12pm to 1pm.](#)

10. SAM/UEI Number: [XPNNC8ZW5AX6](#)

Federal EIN/TIN Number: [94-3106209](#)

11. HUD Activity: Choose the HUD activity that most closely matches your service:

[14A - Rehab: Single-Unit Residential](#)

12. Project Specific Narrative: Provide a narrative description of the specific activities to be carried out with the requested funds. This should also include program objectives and key priorities for each specific jurisdiction.

[Safe at Home Program \(SAH\) objectives:](#)

- [1. Low-income homeowners, majority elderly and BIPOC, in San Mateo County have access to free home repair services that enable them to live in a dry, clean, pest-free, ventilated, safe, contaminant-free, maintained, thermally controlled, accessible, and affordable home \(the National Center for Healthy Housing's ten principles of healthy homes\).](#)
- [2. Safety and health priorities identified in each home are addressed by our expert repair technician, skilled volunteers and/or trusted sub-contractors.](#)
- [3. Participants are equipped with the knowledge and tools necessary to identify health and safety hazards and educated with maintenance tips to ensure the longevity of the repairs they receive.](#)

[Activities:](#)

[Each homeowner receives 5 services over a 3 month period:](#)

- [1. Homeowner application is reviewed by RTP staff.](#)
- [2. Staff conduct a comprehensive Home Safety Assessment which assesses the repairs needed.](#)
- [3. Staff develop a Home Safety Plan \(aka scope of work\) which details how the repairs will be completed.](#)
- [4. Repairs and home safety modifications are completed by our experienced repair technicians and trusted subcontractors.](#)
- [5. Staff review the project and collect feedback through surveys to assess the impact of our work on the homeowner.](#)

[Priorities by jurisdiction:](#)

[SAH will repair 5 homes in Redwood City, 4 homes in the City of San Mateo, 10 homes in South San Francisco and 30 in the county.](#)

13A. Assessment of Need - Redwood City: Briefly describe how you determined the need for your program for each specific jurisdiction that you are applying for funds. Identify target population(s) and area(s) served. Please state the source(s) and date(s) of information. Identify any similar programs in the community.

[NEED:](#)

[Redwood City \(RWC\) needs a free home repair program for its low-income neighbors. Since RWC has limited affordable housing \(median RWC home price is \\$1.7M, per Zillow 1/2024\), it – like many cities on the peninsula – would benefit from preserving its current affordable housing stock. Given that the San Francisco Bay Area boasts the second highest construction costs in the world \(International Construction Market Survey, 2023\) and construction costs have climbed with recent inflation, many of RWC's low-income homeowners can't afford to keep their homes in good repair. Combine this with the fact that 77% of seniors desire to age-in-place \(AARP 2021\) and that falls are the leading cause of injury for older adults \(Source: CDC\), RWC's elderly low-income homeowners need access to free home repairs and safety modifications.](#)

[AREA SERVED:](#)

[Since our Fiscal Year 2009-10, RTP has provided 349 RWC homeowners with free home repair services. SAH serves low-income homeowners across the city.](#)

[TARGET POPULATION:](#)

[SAH serves low-income homeowners with a focus on homes with seniors, veterans, people with disabilities, and families with children.](#)

[SIMILAR PROGRAMS:](#)

[While the Center for Independence of the Disabled provides home modifications for disabled persons, RTP serves](#)

all low-income homeowners with a variety of health and safety repairs. With 35 years of experience and extensive local networks, RTP is the leading home repair program in the county.

13B. Assessment of Need - City of San Mateo: Briefly describe how you determined the need for your program for each specific jurisdiction that you are applying for funds. Identify target population(s) and area(s) served. Please state the source(s) and date(s) of information. Identify any similar programs in the community.

NEED:

The City of San Mateo (SM) needs a free home repair program for its low-income neighbors. With a median home price of \$.5M, like many cities on the peninsula, would benefit from preserving its current affordable housing stock. Given that the San Francisco Bay Area boasts the second highest construction costs in the world (International Construction Market Survey, 2023) and construction costs have climbed due to skyrocketing inflation, many of SM's low-income homeowners can't afford to keep their homes in good repair. Combine this with the fact that 77% of seniors desire to age-in-place (AARP 2021) and that falls are the leading cause of injury for older adults (Source: CDC), SM's elderly, low-income homeowners need access to free home repairs and safety modifications.

AREA SERVED:

Since 2009-10, RTP has provided 216 City of San Mateo homeowners (and 32 community facilities) with free repair services. SAH serves low-income homeowners across the city.

TARGET POPULATION:

SAH serves low-income homeowners with a focus on homes with seniors, veterans, people with disabilities, and families with children.

SIMILAR PROGRAMS:

While the Center for Independence of the Disabled provides home modifications for disabled persons, RTP serves all low-income homeowners with a variety of health and safety repairs. With 35 years of experience, RTP is the county's leading home repair program.

13C. Assessment of Need - County of San Mateo: Briefly describe how you determined the need for your program for each specific jurisdiction that you are applying for funds. Identify target population(s) and area(s) served. Please state the source(s) and date(s) of information. Identify any similar programs in the community.

NEED:

The County of San Mateo (County) needs a free home repair program for its low-income neighbors. Since the County has limited affordable housing (median home price = \$1.5M) it, like many cities on the peninsula, would benefit from preserving its current affordable housing stock. Given that the SF Bay Area boasts the second highest construction costs in the world (International Construction Market Survey, 2023) and construction costs have outpaced inflation, many of the County's low-income homeowners can't afford to keep their homes in good repair. Combine this with the fact that 77% of seniors desire to age-in-place (AARP 2021) and that falls are the leading cause of injury for older adults (Source: CDC), the County's elderly, low-income homeowners need access to free home repairs and safety modifications.

GEOGRAPHY:

Since our Fiscal Year 2009-10, RTP has provided 1,809 County homeowners (and 268 community facilities) with free repairs. We serve low-income homeowners across the County.

POPULATION:

SAH provides repairs to low-income homeowners with a focus on homes with seniors, veterans, people with disabilities, and families with children.

SIMILAR PROGRAMS:

RTP's 35 years of experience make us the leading home repair program in the County. Habitat for Humanity has a loan-based home repair program in Daly City and East Palo Alto. Also, the Center for Independence of the Disabled provides home modifications only for disabled persons.

13D. Assessment of Need - South San Francisco: Briefly describe how you determined the need for your program for each specific jurisdiction that you are applying for funds. Identify target population(s) and area(s) served. Please state the source(s) and date(s) of information. Identify any similar programs in the community.

NEED:

South San Francisco (SSF) needs a free home repair program for its low-income neighbors. Since SSF has limited affordable housing (median home price is \$1.2M) it, like many cities on the peninsula, would benefit from preserving its current affordable housing stock. Given that the San Francisco Bay Area boasts the second highest construction costs in the world (International Construction Market Survey, 2023) and construction costs have skyrocketed due to inflation, many of SSF's low-income homeowners can't afford to keep their homes in good repair. Combine this with the fact that 77% of seniors desire to age-in-place (AARP 2021) and that falls are the leading cause of injury for older adults (Source: CDC), the County's elderly, low-income homeowners need access to free home repairs and safety modifications.

AREA SERVED:

Since our Fiscal Year 2009-10, RTP has provided 250 SSF homeowners (and 12 community facilities) with free repair services. SAH serves low-income homeowners across SSF.

TARGET POPULATION:

SAH serves low-income homeowners with a focus on homes with seniors, veterans, people with disabilities, and

families with children.

SIMILAR PROGRAMS:

While the Center for Independence of the Disabled provides home modifications for disabled persons, RTP serves all low-income homeowners with a wide range of health and safety repairs. With 35 years of experience, RTP is the county's leading home repair program.

14. Timeline: Provide a brief timetable for project implementation and achievement of projected goals and how you plan to expend your funds in a timely manner by the end of the fiscal year.

RTP's Safe at Home program is fully operational and provides services on an ongoing basis. Each homeowner receives five services over a three month period:

1. Homeowner completes an application which provides key information about the repairs needed.
2. RTP's trained and experienced staff conduct a comprehensive Home Safety Assessment which assesses the health and safety repairs needed based on the ten Principles of Healthy Housing.
3. In partnership with the homeowner, RTP's staff develops a Home Safety Plan (aka scope of work) which provides a detailed plan for how the critical health and safety repairs will be completed.
4. Repairs and home safety modifications are completed by our experienced repair technicians and trusted subcontractors.
5. Final project review and survey collection which assesses the impact of our work on the homeowner's health and safety.

RTP will submit invoices quarterly to ensure funds are spent in a timely manner.

SAH will serve at least the following number of homes by jurisdiction per year of the contract:

- Redwood City: 5 homes per year
- City of San Mateo: 4 homes per year
- County: 30 homes per year
- South San Francisco: 10 homes per year

RTP would like to be considered for a two-year contract so that we can plan deliverables with confidence and provide seamless services to the low-income populations that we serve.

15. Evaluation: Briefly describe how you will determine and measure the success of your program and whether or not program goals were met? If your program is currently receiving grant funds please describe accomplishments of goals to date.

RTP conducts homeowner surveys to measure our success. In fiscal year 2022-23, RTP repaired over 109 homes and community facilities across its programs. For homeowners surveyed:

- 100% reported that our work has made their home a safer place to live;
- 96% reported that repairs created a healthier home environment for themselves and their family;
- 80% reported that completed repairs will make it easier for them to maintain their home; and
- 77% reported feeling less likely to fall in their home since repairs (another 23% stated N/A).

RTP's Safe at Home program holds contracts with each jurisdiction. We expect to reach the majority of our deliverables by June 2024. Accomplishments to date (July 2023 to Dec 2023):

- Redwood City: 5 homes served/in progress (goal = 5)
- City of San Mateo: 0 homes served/in progress (goal = 4)
- County of San Mateo: 16 homes served/in progress (goal = 30)
- South San Francisco: 9 homes served/in progress (goal = 10)

16. Collaboration: Describe partnerships with other organizations/agencies, the nature of the partnership, and how it relates to the proposed project.

RTP could not accomplish our mission without collaboration. SAH benefits from the agency's partnerships with trade unions, vendors, and corporations that supply volunteer labor and significant in-kind donations. For example, RTP recently made presentations to the core service agencies in San Mateo County; the Mentorship, Discover, and Inspire men's group; Samaritan House; neighborhood groups; International Brotherhood of Electrical Workers; the pipefitters union; and the American Red Cross. We have also arranged discount materials and supplies from Hayward Lumber, Master Plumbing and Ace Hardware. RTP is also building a partnership with Acterra to help assist our clients in the East Palo Alto to North Fair Oaks area and with Peninsula Clean Energy in those areas plus Belle Haven in Menlo Park. RTP also refers our clients to other programs that can assist them (e.g. Meals on Wheels, El Concilio, and PG&E Low-Income Home Energy Assistance Program). We receive referrals for potential Safe at Home applicants from city staff, county social workers and case managers, hospitals, and local nonprofit agencies.

RTP also participates in collaborative local efforts to implement systemic change as they relate to achieving our vision of safe and healthy housing for everyone. RTP has participated in the San Mateo County Fall Prevention Task Force, Thrive - The Alliance of Nonprofit for San Mateo County, and more!

17. Impact: : Discuss any general trends and conditions that have affected or impacted your service levels or service populations. For New Applicants – describe what these funds would allow your agency to do that you may not be able to do now. For Continuing Applicants – describe how your program would be impacted without these funds.

RTP has received CDBG funding for over a decade. During this time, the homes we serve have become a decade older (average 70 years old) and the repairs needed are more expensive. Combine this with inflation and you can imagine the difficulty RTP is experiencing operating a free minor home repair program with essentially level funding year-over-year.

We understand CDBG dollars are not meant to cover the full cost of an agency's work. We leverage CDBG dollars with other funds to make more repairs wherever possible. In fact, 58% of our agency's budget comes from private sources, 17% from CDBG, and 25% from other government sources. In addition, we leverage \$250K worth of skilled in-kind labor and materials every year.

Limited resources mean that we must choose between repairing an elderly homeowner's furnace or their hot water heater, when neither is functional. Or between installing trip-resistant flooring or navigable stairs for a disabled client. This means that vulnerable neighbors have to choose between a warm home or a warm shower, or continuing to live with a major fall hazard even after we've "completed" repairs.

Thankfully, some jurisdictions have been helping us to combat increasing costs by increasing their contracts and/or allowable cost per home. This proposal reflects similar increases. We realize that this may exceed the CDBG allotment available for minor home repair. If this is the case, we hope you will explore other funding streams.

18. Project Beneficiaries/Quantifiable Measurement: Indicate the expected number of beneficiaries to be served by the program. For each response below please indicate both the number of households and number of individuals. Refer to the San Mateo County Income Limits.

a. Indicate the total number of **low-income** beneficiaries you expect to serve with this program for each jurisdiction application for funding. *Low-income is 80% of Area Median Income or below. [See AMI table](#)

b. Indicate the **total** number of beneficiaries you expect to serve with this program in each jurisdiction - regardless of income.

Jurisdiction	a. Number of low-income beneficiaries to be served per grant jurisdiction application. **Low-income** is 80% of Area Median Income or below.		b. All beneficiaries to be served per grant jurisdiction application regardless of income	
	Persons	Households	Persons	Households
Daly City	14	7	14	7
Redwood City	10	5	10	5
City of San Mateo	8	4	8	4
County of San Mateo	60	30	60	30
South San Francisco	20	10	20	10
Totals	112	56	112	56

19. Populations Served: Check the boxes below if they describe a significant population served by your program. These categories are not considered "presumed benefit" by HUD, and require income verification.

- Persons exiting incarceration
- Low-income youth
- Other [Low income homeowners](#)

20. Affirmative Outreach:

a. Use the demographics from your previous program year to provide an analysis of the population you serve relative to the demographics in the table. *NOTE: If you are a new applicant please provide your best estimation.*

Race & Ethnicity	Redwood City Population	Redwood City % by Ethnicity	Low Income by Ethnicity served by your Program	Your Program % by Ethnicity
Total	74,402	100%	63	100%
White and not Hispanic	40,656	54.64%	9	14.29%
White and Hispanic	23,557	31.66%	53	84.13%
Asian	6,715	9.03%	1	1.59%
African American	1,916	2.58%	0	0.00%
Pacific Islander	663	0.89%	0	0.00%
Native American	384	0.52%	0	0.00%
Other	1,511	2.03%	0	0.00%

Race & Ethnicity	City of San Mateo Population	City of San Mateo % by Ethnicity	Low Income by Ethnicity served by your Program	Your Program % by Ethnicity
Total	97,207	100%	11	100%
White and not Hispanic	45,240	46.54%	1	9.09%
White and Hispanic	25,815	26.56%	9	81.82%
Asian	18,153	18.67%	1	9.09%

African American	2,099	2.16%	0	0.00%
Pacific Islander	1,937	1.99%	0	0.00%
Native American	140	0.14%	0	0.00%
Other	3,823	3.93%	0	0.00%

Race & Ethnicity	County of San Mateo Population	County of San Mateo % by Ethnicity	Low Income by Ethnicity served by your Program	Your Program % by Ethnicity
Total	764,442	100%	138	100%
White and not Hispanic	280,550	36.70%	23	16.67%
White and Hispanic	181,937	23.80%	86	62.32%
Asian	250,737	32.80%	14	10.14%
African American	20,640	2.70%	10	7.25%
Pacific Islander	10,702	1.40%		0.00%
Native American	6,880	0.90%		0.00%
Other	12,996	1.70%	5	3.62%

Race & Ethnicity	South San Francisco Population	South San Francisco % by Ethnicity	Low Income by Ethnicity served by your Program	Your Program % by Ethnicity
Total	63,632	100%	21	100%
White and not Hispanic	23,760	37.34%	2	9.52%
White and Hispanic	21,645	34.02%	5	23.81%
Asian	23,293	36.61%	12	57.14%
African American	1,625	2.55%	2	9.52%
Pacific Islander	1,111	1.75%	0	0.00%
Native American	395	0.62%	0	0.00%
Other	9,598	15.08%	0	0.00%

b. Based on the percentages that you indicate your organization served describe your efforts to improve affirmative outreach to groups that may be underserved by your program and the result of your efforts:

Note: The data above is for all of the members of the household, not just the homeowner, as the race/ethnicity of household members can differ from the homeowner. Because this program serves a handful of households in each jurisdiction it is difficult to perfectly align with the city's overall demographics. However, the data above shows the populations served in each jurisdiction are predominated by underserved populations.

RTP conducts grassroots outreach including door-to-door outreach; direct mail; distributing information about RTP's home repair programs to nonprofit and government agencies; participating in community events; social media campaigns; and presentations at local senior centers, churches, and other groups. RTP is trusted by our neighbors in need. Our staff guides homeowners through the application and home repair process, providing multilingual and culturally competent support. We hold our general contractor's license and are experts in navigating building code and permitting processes, thereby reducing barriers for low-income, often monolingual, homeowners.

Of homes served by free home repair programs last year:

- 100% had low, very low, or extremely low income.
- 81% had a senior living in the home.
- 70% identified as a person of color, (33% Hispanic, 18% Asian, 8% Black or African American, 12% two or more races, and 0.9% American Indian).
- 68% have lived in their homes for 20+ years.
- 65% had a resident with a disability

21. Leveraging: Describe your fundraising efforts and additional sources of revenue for this project and your organization. Please state whether any of these fund sources are already committed and in what amount.
 RTP's FY24-25 Safe at Home Budget is projected to be \$1,261,260. Of this amount, we expect approximately 58% to come from government sources and 41% to come from individuals, corporations and foundations.

To provide an example of expected FY24-25 revenue for SAH, below are details on secured and pending funding for the FY23-24 SAH program. (Note: budget for our 23-24 SAH program is \$953,000)

- Secured FY23-24 SAH funding:
- County of San Mateo - CDBG, \$125,000
 - City of Palo Alto, \$73,000
 - City of Daly City, \$63,000
 - City of South San Francisco, \$55,000
 - Sequoia Healthcare District, \$50,000
 - City of Mountain View, \$30,000
 - City of San Mateo, \$20,000
 - Peninsula Health Care District, \$20,000
 - City of Redwood City, \$25,000
 - Insurance Industry Charitable Foundation, \$10,000

San Mateo County Association of Realtors, \$3,000

Pending and Planned FY23-24 requests:

County of San Mateo - Measure K (Mobile Home Portion of Request), \$275,000

Individual Donors, \$169,000

City of Menlo Park, \$10,000

City of San Carlos, \$15,000

Palo Alto Weekly Holiday Fund \$5,000

Palo Alto Community Fund, \$5,000

In-kind labor and materials, \$15,000

For our organization, RTP is in a strong financial position. We hold \$5M in assets. Our projected \$3,151,458 FY23/24 annual revenue comes from diverse streams: 14% from foundations, 24% from individuals and sponsorships, 42% from government, 10% from special events and 10% other.

Staff List

List below key staff members who work on **this program**

Position Title	Name of Staff Person	Job Responsibilities	Qualifications
Director of Programs	Greg Bernard	His main responsibilities are to preview each applicant's home, create a scope of work for them and oversee project management	20 years of experience as a contractor
Project Manager	Rachel Poythress	Manages client and vendor interaction for SAH projects. Serves as the external 'face' of the organization with support of staff in the background to complete work at SAH repair sites.	Over 5 years of experience working with Rebuilding Together affiliates in project management and coordination. Holds bachelor's degree in Anthropology, and is passionate about housing justice and equity.
Senior Repair Technician	Frank Tijerina	Responsible for doing the repairs and modifications at homes and working with subcontractors and vendors to complete the necessary work at each home.	More than 20 years of construction experience, including carpentry, plumbing, and electrical.
Program Coordinator	Esmeralda Rodriguez	Supports the Safe at Home team by working with homeowners to complete their applications, scheduling previews, and conducting homeowner survey	12 years of nonprofit experience serving vulnerable populations. Holds a bachelor's degree in Psychology.
Repair Technician	Jesse Leandro	Responsible for doing the repairs and modifications at homes and working with subcontractors and vendors to complete the necessary work at each home.	More than 10 years of construction experience, including carpentry, plumbing, and electrical.

PROPOSED PROGRAM BUDGET FOR FY 2024-25

Budget Line Item	Agency Total	Pgm%	Program Total	%	Redwood City		City of San Mateo		County of San Mateo		South San Francisco		Total Jurisdictions	
					Requested	%	Requested	%	Requested	%	Requested	%	Pgm%	Requested
Labor														
Director of Programs	\$111,000	50%	\$55,500	1%	\$500	1%	\$400	9%	\$5,000	3%	\$1,500	13%	\$7,400	
Safe at Home Program Manager	\$80,000	100%	\$80,000	2%	\$2,000	1%	\$500	6%	\$5,000	7%	\$5,300	16%	\$12,800	
Sr. Repair Technician	\$81,500	98%	\$79,980	5%	\$4,000	5%	\$4,000	31%	\$25,000	7%	\$5,500	48%	\$38,500	
Repair Technician	\$70,720	92%	\$65,062	0%	\$0	0%	\$0	0%	\$0	0%	\$0	0%	\$0	
Client Intake & Outreach Coord.	\$50,186	50%	\$25,093	2%	\$500	2%	\$500	26%	\$6,500	8%	\$2,000	38%	\$9,500	
Other Staff	\$767,000	15%	\$115,050	0%	\$0	0%	\$0	0%	\$0	0%	\$0	0%	\$0	
Taxes/Benefits	\$284,040	29%	\$83,372	1%	\$770	1%	\$600	5%	\$4,350	2%	\$1,930	9%	\$7,650	
Other Direct Costs														
Mileage	\$25,865	31%	\$8,118	1%	\$100	4%	\$300	12%	\$1,000	6%	\$500	23%	\$1,900	
Materials and Subcontractors	\$1,110,000	54%	\$603,000	7%	\$45,000	6%	\$36,000	45%	\$270,000	15%	\$90,000	73%	\$441,000	
All other costs	\$620,000	5%	\$31,500	0%		0%		0%		0%		0%	\$0	
Modified Total Direct Costs (MTDC)	\$3,200,311	36%	\$1,146,675	5%	\$52,870	4%	\$42,300	28%	\$316,850	9%	\$106,730	45%	\$518,750	

Indirect cost rate (10% de minimis rate unless the entity has a negotiated indirect rate with the federal government)	10%		10%		10%		10%		10%		10%							
Indirect costs	\$320,031	36%	\$114,668	5%	\$5,287	4%	\$4,230	28%	\$31,685	9%	\$10,673	45%	\$51,875					
TOTAL	\$3,520,342	36%	\$1,261,343	5%	\$58,157	4%	\$46,530	28%	\$348,535	9%	\$117,403	45%	\$570,625					
Number of Individual Beneficiaries				5				4				30			10			49
Cost per Individual				\$11,631.40				\$11,632.50				\$11,617.83			\$11,740.30			\$11,645.41

For the City of Redwood City ONLY, answer the following:

1. Funding Criteria:

1. Priority: Creating Inclusive Communities with Affordable Housing: Creation of affordable housing and preservation of existing affordable housing, including special needs housing. Following the City's 2023-2031 Housing Element, this priority is to maintain and increase the diversity of housing types in all City neighborhoods and preserve/protect its current affordable housing stock.

2. Program Outcomes:

a. Please describe the accomplishments of program goals for FY/23.

From July 2022 to June 2023, RTP's Safe at Home's program's goal was to serve 5 homes in Redwood City. We exceeded our goal by serving 9 homes.

Program outcomes: From July 2022 to June 2023, Safe at Home served 48 households (housing 89 residents) with home repair services that ensured safe and healthy homes. For RTP satisfaction survey participants surveyed over the last year:

- 98% reported that Rebuilding Together's work has made their home a safer place to live;
- 93% reported that completed repairs contributed to their overall health and a healthier home environment;
- 96% reported being able to move around their home with little to no difficulty after repairs (i.e. less likely to fall) and 93% reported no falls or injuries since repairs were completed; and
- 90% indicated they plan to age in place.

b. In what ways has your program made a difference in the lives of the people you serve? Please provide at least one concrete example from the people served in FY/23:

Lidia lives in a Redwood City house she shares with her 19-year-old niece and 13-year-old nephew. The house originally belonged to her brother who also lived in the house. When he was diagnosed with cancer, Lidia quit her job and used most of her savings to help pay for his treatments. That's when she searched the internet for a way to replace windows and fire alarms in the house, and she found RTP. A volunteer team, supported by RTP's construction professionals, repaired the house, which also included building a chicken coop for the family's six chickens. Among the many repairs, fixing the windows may have had the greatest impact as it not only helps keep the house warm, but it reduces energy expenses. The house is also safer now that new fire alarms have been installed. And repairing the kitchen sink eliminated a leak that was causing high water bills. Sadly, Lidia's brother lost his battle with cancer. Lidia was granted custody of his children, and she inherited the house, where she continues to live with her niece and nephew. Today, Lidia works as a music educator at Music for Minors, a local nonprofit. Lidia is still paying off a mortgage on the house, so money is tight. Lidia says it's not just a house to her. "It's a piece of memory I'm fighting to preserve....The repairs had a huge impact on our daily lives, mostly because the house is safer," Lidia says. "Every day I wake up and breathe the fresh air in my yard. I still can't believe all of the repairs were free."

For the Cities of South San Francisco and Redwood City ONLY, answer the following:

3. Marketing/Advertising

a. Check all of the following methods your agency utilizes to promote and advertise your programs and services:

- Flyers/brochures
- Website
- Phone book listing
- SMC Connect (Handbook/Database)
- Outreach presentations to service providers
- Outreach presentations to public
- PSA's
- Social Media - Please list:
- Other - Please describe:

b. Which of the above marketing/advertising materials are available in multi-lingual form and which languages are they available in?

All of RTP's services and documents are provided in English and Spanish. If a homeowner requires another language, RTP utilizes community partners that specialize with that population to serve as translators. In addition, select marketing collateral is offered in multi-lingual formats including RTP's main flyers, brochures and direct mail pieces. RTP also conducts multilingual door-to-door outreach and phone outreach.

c. How and where are the materials distributed?

In Redwood City and SSF, we make presentations and distribute materials to a variety of nonprofit, government and community organizations (e.g. Fair Oaks & Veterans Memorial Community Centers, Redwood City Human Service Agencies, and Peninsula Family Service). Through our NRD community facility repair program, RTP has developed deep relationships with nonprofits throughout Redwood City and SSF that serve primarily low-income people (e.g. Samaritan House Free Clinic, Kainos, StarVista, St. Francis Center, IHSD, schools and child care).

RTP's Safe at Home materials are distributed to low-income homeowners via: distributing fliers to low-income homeowners (e.g. door hangers, fliers in Senior Centers' grab and go lunches), direct mail using 'Leads Please', referrals from partner organizations, tabling at community events, making presentations to community groups, social media campaigns, and more!

For the San Mateo County ONLY, answer the following:

1. Due to the usage and allocation restrictions, CDBG funding for FY24-25 is limited. If CDBG funding is not available for your proposed project, would you be open to accepting funding from a Federal ESG, State ESG or State PLHA grant if your project qualifies? These funding sources are subject to additional requirements and specific reporting compliance which , which are outlined in the NOFA and/or will be provided to you by San Mateo County.

Yes

2. Describe in detail the scope of work directly related to the requested budget items. Describe the objectives for each activity and the specific tasks that need to be accomplished to achieve those objectives. The description should use the guidelines listed below:

- The purpose and nature of the different services to be offered and where they will be provided;
- The tasks to be performed (outreach, intake, enrollment, day care services, etc.);
- The level of service that will be provided for each activity (identified in some quantifiable unit of service, Ex. Children cared for per month)

RTP's Safe at Home program services low-income homeowners, majority elderly and BIPOC, in San Mateo County. This program provides free home repair services that enable them to live in a dry, clean, pest-free, ventilated, safe, contaminant-free, maintained, thermally controlled, accessible, and affordable home (the National Center for Healthy Housing's ten principles of healthy homes).

RTP reaches out to low-income populations to inform them about our free home repair programs. We table at community events, provide flyers to many partners, work with government and nonprofit organizations to connect with their clients, send direct mail and do door-to-door outreach.

Each homeowner receives 5 services over a 3 month period:

1. Homeowner completes an application which provides key information about the repairs needed and eligibility information.
2. Once client intake and eligibility is complete, RTP's trained and experienced staff conduct a comprehensive Home Safety Assessment which assesses the health and safety repairs needed based on the ten Principles of Healthy Housing.
3. In partnership with the homeowner, RTP's staff develops a Home Safety Plan (aka scope of work) which provides a detailed plan for how the critical health and safety repairs will be completed.
4. Repairs and home safety modifications are completed by our experienced repair technicians and trusted subcontractors.
5. Final project review and impact survey.

Source	Committed	Proposal Submitted	To Be Determined
Other Federal Funds			
State/Local Funds	\$166,000	\$874,000	
Private Funds	\$50,000	\$20,000	\$151,000
Other:			
Total	\$216,000	\$894,000	\$151,000

End of the San Mateo County section

Attachments

- 1. Resolution authorizing application and designation of signatory, by the Board of Directors [RTP_FY_24-25_CDBG_Authorization.pdf](#)
- 2. Proof of 501(c)3 / tax-exempt status [2_501c3.pdf](#)
- 3. By-laws [3_By-laws_Resolution_11-17-11.pdf](#)
- 4. Articles of Incorporation [4_Articles_of_Incorporation_original_and_amendments.pdf](#)
- 5. Board roster, including: [Board_Roster_2023-24.docx.pdf](#)
 - Name, Company, Years on Board
 - Meeting dates for previous 12 months
 - Number of years allowed for each board term
- 6. Organizational chart for entire organization [RTP_Org_Chart_Oct_2023.pdf](#)
- 7. Certified financial audit no more than 1 fiscal year old, prepared by a CPA, and: [RTP_22_Final_FS.pdf](#)
[Single_Audit_Not_required_1.17.24.pdf](#)
 - Management letters (if applicable)
 - A-122 and A-133 Single Audit (for entities that receive more than \$750,000 in federal funding) **OR**
 - A letter from your Executive Director or Chief Financial Officer certifying that agency does not receive more than \$750,000 in federal funds and is not subject to the Single Audit.
- 8. The following are required: [FY24_agency_budget_final_09.25.23.pdf](#)
[FY25_draft_RTP_Budget_.pdf](#)
[FY25_draft_RTP_Budget_-_SAH_.pdf](#)
 - Current (FY23-24) **Agency** Operating Budget
 - Proposed (FY24-25) **Agency** Operating Budget
- 9. Mission Statement [9_RTP_Mission_Statement_1.8.21.pdf](#)
- 10. Non-discrimination policy for Staff and Clients [10_11_nondiscrimination_and_accomodations_updated_2.2019.pdf](#)
- 11. Reasonable Accommodations Policy for Staff and Clients [10_11_nondiscrimination_and_accomodations_updated_2.2019.pdf](#)
- 12. Conflict of Interest Policy. (If not available, please indicate when you will submit) [12_conflict_of_interest_policy.pdf](#)
- 13. Negotiated Rate Letter. (If required)
- 14. Other -

If you would like all the attachments downloaded into your Dropbox folder, please contact CDS

Program Manager Signature [Joy Dickinson](#)

Date Signed [01/17/2024](#)

Initially submitted: Jan 17, 2024 - 11:18:47

Project Sentinel

Consolidated Community Funding Application
Redwood City, City of San Mateo, San Mateo County and South San Francisco
Application for New Funding for FY 2024-25

GENERAL INFORMATION

1. **Organization Name:** Project Sentinel, Inc.
 2. **Project Title:** Fair Housing

We are applying for funding from:

Redwood City City of San Mateo South San Francisco County of San Mateo

Budget/Client Summary (Auto-populated from Budget, below)

Jurisdictions receiving this application	Amount Requested	% of Program Budget	Proposed # of Clients Served	% of Clients Served	Total \$ Per Client	Total Agency Budget
Redwood City	\$15,751	2%		0%	\$1,968.88	
City of San Mateo	\$26,303	3%		0%	\$2,391.18	
County of San Mateo	\$34,624	4%		0%	\$1,331.69	
South San Francisco	\$16,283	2%		0%	\$1,163.07	
Total	\$92,961	10%	59	100%	\$1,575.61	

Grant Funded Programs:

We are applying for a [Fair Housing Program](#)

CDBG National Objective Eligibility - How are you serving low income populations?

[Service to low income clients verified through income documentation.](#)

Income Verification: Describe how you obtain, verify, and maintain proof of income and presumed benefit status. Third party documentation or client signatures on the certification forms must be available on file for review at all times.

Documentation of residency, income level, and ethnicity is by self-certification upon complaint intake. Project Sentinel staff explain to callers that services are provided regardless of income level or race and that the effectiveness of our services is dependent on accuracy of data provided by the client. Clients are asked to provide copies of income verification such as tax returns, pay stubs, social security correspondence, EDD reports. All client files are stored in a database which enables the agency to track and compile data quickly and accurately. Project Sentinel staff use an Income Calculation and Verification form which collects the following data: relationship to each other, ages, income level, and form of income verification. This form is used for determining client income status.

3. **Project Address:** 1615 Hudson St., Ste A City: Redwood City Zip: 94061-2982

4. Provide a one sentence project summary:

Throughout San Mateo County Project Sentinel provides comprehensive fair housing services of proactive community outreach and education to home seekers, in place residents and housing providers as well as reactive complaint investigations seeking remedies for victims of housing discrimination.

Organization Address: 1490 El Camino Real City: Santa Clara Zip: 95050-4609

Organization Phone: 650-321-6291 Website: www.housing.org

Type of Applicant: Our agency serves: Clients

5. **Contact Person / Project Administrator:** Name: Elizabeth Sanchez Title: Fair Housing Director Telephone: 209-499-2626
 Contact Email: esanchez@housing.org Fax:

6. **Name of Agency Director:** Carole Conn

7. **Fiscal Officer:** Name: Deanne Komush Email: deannek@healthtrust.org Telephone: 408-513-8763
 Fiscal Officer Address: 1631 Willow Street, Ste 200 City: San Jose Zip: 95125-5113

8. **Authorized Signatory:** Name: Carole Conn Email: cconn@housing.org Telephone: 408-470-3739

Authorized Signatory Address: 1490 El Camino Real City: Santa Clara Zip: 95050-4609

9. Please provide days and hours of regularly scheduled operation:

Monday-Friday, 9:00am - 12:00pm and 1:00pm - 4:00pm

10. SAM/UEI Number: E44GRKXVEEN9 **Federal EIN/TIN Number:** 77-0266612

11. HUD Activity: Choose the HUD activity that most closely matches your service:

05J - Fair Housing Activities-Subj.to Pub.Serv.Cap

12. Project Specific Narrative: Provide a narrative description of the specific activities to be carried out with the requested funds. This should also include program objectives and key priorities for each specific jurisdiction.

To combat illegal housing discrimination and ensure civil rights protection, Project Sentinel provides comprehensive fair housing services of complaint investigation and enforcement, consultation, information and referral, and community outreach and education. Fair Housing investigations that reveal evidence of illegal discrimination are addressed through education, conciliation, CRD filings, and private litigation. Information and referral services link callers with the most appropriate resources. Education and outreach activities increase the general population and target groups' awareness of the existence and benefits of fair housing. Housing providers (landlords, property managers) are provided with literature and education workshops on fair housing compliance. These services help create and maintain healthy communities and assist San Mateo County, San Mateo City, Daly City, Redwood City, and South San Francisco to comply with CRD's directive to affirmatively further fair housing. Proposed services will be delivered from Project Sentinel's Redwood City office, Monday through Friday from 9AM to 5:00PM, with telephone intake from 9AM to 4PM. 'After-hours' work is scheduled as needed and by appointments. There is no difference in the fair housing services provided to each jurisdiction except for quantity and that is set by funding level. Regardless of funding level no one is denied service. Complaints are investigated by testing, interviews, surveys, and document review.

13A. Assessment of Need - Redwood City: Briefly describe how you determined the need for your program for each specific jurisdiction that you are applying for funds. Identify target population(s) and area(s) served.

Please state the source(s) and date(s) of information. Identify any similar programs in the community.

Fair and equal access to housing is a primary civil right of all people and is a requirement of CRD for the receipt of federal funding. Fair Housing services will benefit those of protected status as well as the community as a whole producing integrated, healthy communities. Victims of housing discrimination are often among the poorest and most underserved residents of our community. Given that demographic data for Redwood City show that 31% of the population are Hispanics, we have learned through our own data and experience that target population has members how present with linguistic, cultural, mental, and physical barriers that contribute to discrimination often prevent victims from perceiving, understanding and addressing discriminatory treatment. The post pandemic period shows that it continues to be the case that it is still harder for low income tenants to address discriminatory treatment. Project Sentinel will combat barriers to fair housing by reaching out directly to target populations. Continued education must be available to housing providers, home seekers, and the community at large on the rights and responsibilities of developing and maintaining a balanced and integrated community. Fair Housing encompasses all forms of housing with the majority of complaints coming from renters. The harsh rental housing market (49% renters in Redwood City) and new law with protections for Section 8 and veterans require more fair housing involvement.

13B. Assessment of Need - City of San Mateo: Briefly describe how you determined the need for your program for each specific jurisdiction that you are applying for funds. Identify target population(s) and area(s) served.

Please state the source(s) and date(s) of information. Identify any similar programs in the community.

Fair and equal access to housing is a primary civil right of all people and is a requirement of CRD for its receipt of federal funding. Fair Housing services will benefit those of protected status as well as the community as a whole by producing integrated, healthy communities. Victims of housing discrimination are often among the poorest and most underserved residents of our community. The linguistic, cultural, mental, and physical barriers that contribute to discrimination often prevent victims from perceiving, understanding and addressing discriminatory treatment. The COVID 19 pandemic has made it harder for low income tenants to address discriminatory treatment. Project Sentinel will combat barriers to fair housing by reaching out directly to target populations. Continued education must be available to housing providers, home seekers, and the community at large on the rights and responsibilities of developing and maintaining a balanced and integrated community. Fair Housing encompasses all forms of housing with the majority of complaints coming from renters. The harsh rental housing market (47.8% renters in San Mateo City) and new law with protections for Section 8 and veterans require more fair housing involvement. Those with disabilities, families with children and foreign-born experience a higher incident rate of housing problems which fair housing needs to address.

13C. Assessment of Need - County of San Mateo: Briefly describe how you determined the need for your program for each specific jurisdiction that you are applying for funds. Identify target population(s) and area(s) served. Please state the source(s) and date(s) of information. Identify any similar programs in the community.

Fair and equal access to housing is a primary civil right of all people and is a requirement of CRD for the receipt of federal funding. Fair Housing services will benefit those of protected status as well as the community as a whole producing integrated, healthy communities. Victims of housing discrimination are often among the poorest and most underserved residents of our community. The linguistic, cultural, mental, and physical barriers that contribute to discrimination often prevent victims from perceiving, understanding and addressing discriminatory treatment. The post pandemic period shows that it continues to be harder for low income tenants to address discriminatory treatment. Project Sentinel will combat barriers to fair housing by reaching out directly to target populations. Continued education must be available to housing providers, home seekers, and the community at large on the rights and responsibilities of developing and maintaining a balanced and integrated community. Fair Housing

encompasses all forms of housing with the majority of complaints coming from renters. The harsh rental housing market (40% renters in San Mateo County) and new law with protections for Section 8 and veterans require more fair housing involvement. Those with disabilities, families with children and foreign-born experience a higher incident rate of housing problems which fair housing needs to address.

13D. Assessment of Need - South San Francisco: Briefly describe how you determined the need for your program **for each specific jurisdiction that you are applying for funds**. Identify target population(s) and area(s) served. Please state the source(s) and date(s) of information. Identify any similar programs in the community.

Fair and equal access to housing is a primary civil right of all people and is a requirement of CRD for the receipt of federal funding. Fair Housing services will benefit those of protected status as well as the community as a whole producing integrated, healthy communities. Victims of housing discrimination are often among the poorest and most underserved residents of our community. South San Francisco demographics show 34% of the population are Hispanics, 36% Asian, 43% foreign-born and 60% speak a language other than English at home. The linguistic, cultural, mental, and physical barriers that contribute to discrimination often prevent victims from perceiving, understanding and addressing discriminatory treatment. The post pandemic period shows that it continues to be harder for low income tenants to address discriminatory treatment. Project Sentinel will combat barriers to fair housing by reaching out directly to target populations. Continued education must be available to housing providers, home seekers, and the community at large on the rights and responsibilities of developing and maintaining a balanced and integrated community. Fair Housing encompasses all forms of housing with the majority of complaints coming from renters. The harsh rental housing market (39% renters in South San Francisco) and new law with protections for Section 8 and veterans require more fair housing involvement.

14. Timeline: Provide a brief timetable for project implementation and achievement of projected goals and how you plan to expend your funds in a timely manner by the end of the fiscal year.

All program services of I&R, consultations, complaint counseling and investigation, community outreach and education are ongoing. Service delivery and project implementation is therefore immediately available. Reimbursement requests are based on direct service hours recorded on daily timesheets. Staff time spent on any one jurisdiction will vary based on caseload demands but can be controlled by increasing or decreasing outreach to comply with budget requirements and timely draws. All Project Sentinel staff are acutely aware of time management and the need to plan and track time expenditures to achieve reasonable contract goals. There are time periods we charge staff time to the federal contracts for work performed in the jurisdictions. This will result in fewer charges to the jurisdictions for those time periods.

15. Evaluation: Briefly describe how you will determine and measure the success of your program and whether or not program goals were met? If your program is currently receiving grant funds please describe accomplishments of goals to date.

Staff members are assigned specific numerical contract goals to achieve such as incoming calls, case processing and outreach events. Each staff member consults with the director of fair housing regarding progress in meeting these numerical goals. Project Sentinel's fair housing director reviews work performance to ensure satisfactory quality and quantity. Project Sentinel has been providing comprehensive fair housing services for many years and has successfully complied with all contract terms over the years.

Quantitative: Case files will confirm fair housing investigation assistance as well as tangible outcomes. We follow complaints beyond the investigation stage to final resolution. Phone logs will record information and referral services as well as how callers learned of the service to help shape future outreach events efforts. Participant sign-in sheets will confirm attendance at outreach presentations.

Qualitative: Process surveys, solicit feedback on education presentation and pre/post tests demonstrate the effectiveness of trainings and presentations by measuring whether the participants' knowledge was increased. Information on enforcement activity as well as outreach and education work efforts are submitted to the jurisdiction in quarterly reports.

16. Collaboration: Describe partnerships with other organizations/agencies, the nature of the partnership, and how it relates to the proposed project.

Given that Project Sentinel has a history of service provision in San Mateo County, we collaborate with a wide range of groups and grassroots community organizations to promote fair housing and to reach protected households and individuals. We believe it is important to educate 'front-line' housing providers on what fair housing is, how to recognize a complaint, and how to make an effective enforcement referral. The more the staff at other social service agencies understand what fair housing is, the better they can serve their clientele with a referral to Project Sentinel. Collaborations for enhanced staff training for effective referrals include: Shelter Network (education, referrals), Caminar (referrals), Center for Independence of the Disabled (education, referrals), Legal Aid of San Mateo (referrals), AARP (education, referrals), StarVista (education, referrals), Sunset Project 9education, referrals) and Swords to Plowshares (education, referrals).

Project Sentinel is an active member of the San Mateo County Housing Advocates Quarterly Meeting (SMHAQM). This collaborative includes the Legal Aid Society of San Mateo County, the Stanford Law Clinic, and the Community Legal Services in East Palo Alto. We are working to coordinate our

17. Impact: : Discuss any general trends and conditions that have affected or impacted your service levels or service populations. For New Applicants – describe what these funds would allow your agency to do that you may not be able to do now. For Continuing Applicants – describe how your program would be impacted without these funds.

Project Sentinel provides fair housing services throughout San Mateo County based on financial support from each entitlement as well as HUD. Without entitlement money, our services would be severely restricted and likely unable to meet all needs

Trends: the post pandemic period continues to show an increase in calls regarding certain protected categories: sex, domestic violence, and housing providers not understanding that victims have fair housing rights and familial status. We also have the added protected categories of Section 8 protection and criminal history. CRD has recently

authorized the use of federal funds to combat source of income discrimination. Small "mom and pop" housing providers need education about these new laws so they can avoid costly mistakes. The projected beneficiary numbers provided in 18 below, reflect only investigated enforcement cases. Counseling, consultations and community outreach beneficiary numbers are not included.

18. Project Beneficiaries/Quantifiable Measurement: Indicate the expected number of beneficiaries to be served by the program. For each response below please indicate both the number of households and number of individuals. Refer to the San Mateo County Income Limits.

- a. Indicate the total number of **low-income** beneficiaries you expect to serve with this program for each jurisdiction application for funding. *Low-income is 80% of Area Median Income or below. [See AMI table](#)
- b. Indicate the **total** number of beneficiaries you expect to serve with this program in each jurisdiction - regardless of income.

Jurisdiction	a. Number of low-income beneficiaries to be served per grant jurisdiction application. **Low-income** is 80% of Area Median Income or below.		b. All beneficiaries to be served per grant jurisdiction application regardless of income	
	Persons	Households	Persons	Households
Daly City	13	5	14	6
Redwood City	7	3	8	4
City of San Mateo	10	4	11	5
County of San Mateo	25	12	26	13
South San Francisco	13	5	14	6
Totals	68	29	73	34

19. Populations Served: Check the boxes below if they describe a significant population served by your program. These categories are not considered "presumed benefit" by HUD, and require income verification.

- Persons exiting incarceration
- Low-income youth
- Other

20. Affirmative Outreach:

a. Use the demographics from your previous program year to provide an analysis of the population you serve relative to the demographics in the table. *NOTE: If you are a new applicant please provide your best estimation.*

Race & Ethnicity	Redwood City Population	Redwood City % by Ethnicity	Low Income by Ethnicity served by your Program	Your Program % by Ethnicity
Total	74,402	100%	8	100%
White and not Hispanic	40,656	54.64%	5	62.50%
White and Hispanic	23,557	31.66%	3	37.50%
Asian	6,715	9.03%	0	0.00%
African American	1,916	2.58%		0.00%
Pacific Islander	663	0.89%		0.00%
Native American	384	0.52%		0.00%
Other	1,511	2.03%		0.00%

Race & Ethnicity	City of San Mateo Population	City of San Mateo % by Ethnicity	Low Income by Ethnicity served by your Program	Your Program % by Ethnicity
Total	97,207	100%	11	100%
White and not Hispanic	45,240	46.54%	5	45.45%
White and Hispanic	25,815	26.56%	3	27.27%
Asian	18,153	18.67%	2	18.18%
African American	2,099	2.16%	0	0.00%
Pacific Islander	1,937	1.99%		0.00%
Native American	140	0.14%	0	0.00%
Other	3,823	3.93%	1	9.09%

Race & Ethnicity	County of San Mateo Population	County of San Mateo % by Ethnicity	Low Income by Ethnicity served by your Program	Your Program % by Ethnicity
Total	764,442	100%	26	100%
White and not Hispanic	280,550	36.70%	10	38.46%

White and Hispanic	181,937	23.80%	7	26.92%
Asian	250,737	32.80%	9	34.62%
African American	20,640	2.70%		0.00%
Pacific Islander	10,702	1.40%		0.00%
Native American	6,880	0.90%		0.00%
Other	12,996	1.70%		0.00%

Race & Ethnicity	South San Francisco Population	South San Francisco % by Ethnicity	Low Income by Ethnicity served by your Program	Your Program % by Ethnicity
Total	63,632	100%	14	100%
White and not Hispanic	23,760	37.34%	4	28.57%
White and Hispanic	21,645	34.02%	4	28.57%
Asian	23,293	36.61%	4	28.57%
African American	1,625	2.55%		0.00%
Pacific Islander	1,111	1.75%		0.00%
Native American	395	0.62%		0.00%
Other	9,598	15.08%	2	14.29%

b. Based on the percentages that you indicate your organization served describe your efforts to improve affirmative outreach to groups that may be underserved by your program and the result of your efforts:

Project Sentinel makes presentations to the staff and/or clientele of other social service agencies to explain what fair housing is and how to make an effective referral. In Fiscal Year 2024-2025, we plan to expand the number of agencies we reach out to. These presentations target agencies that serve low-income tenants with assistance that is different from what Project Sentinel provides. We consult with many of these agencies for ideas on how to effectively reach the target population and how to present educational information. We will continue to use various forms of social media. Educational material has been translated in Spanish, Chinese, Vietnamese, Tagalog and Korean.

21. Leveraging: Describe your fundraising efforts and additional sources of revenue for this project and your organization. Please state whether any of these fund sources are already committed and in what amount.

Project Sentinel has historically been able to augment local CDBG funding for fair housing with separate federal grants contributing approximately 30-35% of the agency's annual fair housing budget. We were awarded a three (3) year HUD enforcement grant in October 2021; thus, this leverage is secured until September of 2024. San Mateo County can expect a contribution of \$15,500; San Mateo City \$10,273; South San Francisco \$5,900; Redwood City \$6,500 and Daly City \$6,500. We provide fee generating fair housing training to housing providers. Project Sentinel is able to secure in-kind contributions from attorneys for case consultation and for legal representation.

Staff List

List below key staff members who work on this program

Position Title	Name of Staff Person	Job Responsibilities	Qualifications
Fair Housing Intake Counselor	Jaslynn Wygal	conduct fair housing intake; provide education and counseling on the fair housing laws to callers and clients	2.5 years fair housing experience, BA in Liberal Studies from San Jose State University
Fair Housing Intake Counselor	Mirna Arriaga	conduct fair housing intake; provide education and counseling on the fair housing laws to callers and clients	2 years Landlord-Tenant Counselor at Project Sentinel. Extensive experience in intake and customer service. Fair Housing Counselor since April 2019. Fluent in Spanish.
Executive Director	Carole Conn	submit and review financial records, conflict of interest, indirect cost rate, provide oversight of Fair Housing Director.	30 years of non profit administration
Fair Housing Director	Elizabeth Sanchez	manage project, supervise all grant work, oversight of the overall project; review reports and ensure all deliverables are met; conduct housing provider trainings.	Fair Housing Director since July 2023, Assistant Fair Housing Director for one year and Fair Housing Counselor at Project Sentinel since January 2019; ESL Teacher for 4 years. Fluent in Spanish.
Community Outreach Coordinator	Josie Fulton	organize and schedule outreach events, design and arrange for production &	1.5 years of fair housing work at Project Sentinel. BA

		translation of new outreach materials, maintain social media accounts and oversee website updates.	History & Sustainability Minor from University of North Carolina and Duke University.
Staff Attorney	Avantika Rao	Perform all legal related filings, activities, advice and council	J.D.; Bachelor of Arts in International Security and Conflict Resolution; admitted to CA bar; 1.5 years as Legal Clinical Student; 2 years as teacher of English and Foreign language. Conversational in Spanish and Intermediate proficiency in German. Staff Attorney at Project Sentinel since January 2020.
Managing Attorney	Arthur Tapia	Organize and supervise staff attorneys; investigate and review team investigations and testing results.	1 year and 3 months of fair housing work at Project Sentinel. Member of the State Bar since 1996. JD from University of Pennsylvania Law School and BS with distinction from the University of Santa Clara.
Fair Housing Coordinator	Jakob Uriarte	conduct fair housing intake; provide education and counseling on the fair housing laws to callers and clients; assist with reasonable accommodation requests and enforcement work; conduct community outreach.	Fair housing coordinator since September 2022. BA in Politics from the University of California, Santa Cruz
Civil Rights Investigation Coordinator	Nitara Duthie	conduct fair housing test coordination, including tester recruitment and training; support fair housing investigations through surveys, public records requests, and data analysis; conduct outreach.	CRIC since November 2022. Extensive education background which includes Ontario Secondary School Diploma, BS in Science from University of Ottawa, Masters in International Business from Hult International Business School and Masters in Disruptive Innovation & Entrepreneurship from Hult.

PROPOSED PROGRAM BUDGET FOR FY 2024-25

Budget Line Item	Agency Total	Pgm%	Program Total	Redwood City		City of San Mateo		County of San Mateo		South San Francisco		Total Jurisdictions	
				%	Requested	%	Requested	%	Requested	%	Requested	Pgm%	Requested
Labor													
Executive Director	\$168,000	20%	\$33,277	2%	\$505	2%	\$800	2%	\$550	2%	\$600	7%	\$2,455
Fair Housing Director	\$93,496	100%	\$93,496	1%	\$700	1%	\$1,000	2%	\$2,300	1%	\$1,400	6%	\$5,400
Fair Housing Staff	\$478,065	100%	\$478,065	2%	\$9,600	3%	\$15,900	4%	\$21,000	2%	\$9,600	12%	\$56,100
Taxes/Benefits	\$125,725	82%	\$102,822	2%	\$1,837	3%	\$3,009	4%	\$4,055	2%	\$1,972	11%	\$10,873
Other Direct Costs													
Occupancy	\$61,483	33%	\$20,148	4%	\$732	5%	\$1,100	5%	\$1,000	1%	\$159	15%	\$2,991
Communications	\$70,600	32%	\$22,853	0%		1%	\$300	1%	\$300	0%		3%	\$600
Equipment Rental/Maintenance	\$28,629	31%	\$8,836	0%		3%	\$300	2%	\$172	0%		5%	\$472
Indirect Cost Rate 22%	\$279,325	48%	\$133,064	2%	\$2,377	3%	\$3,894	4%	\$5,247	2%	\$2,552	11%	\$14,070
Modified Total Direct Costs (MTDC)	\$1,305,323	68%	\$892,561	2%	\$15,751	3%	\$26,303	4%	\$34,624	2%	\$16,283	10%	\$92,961
Indirect cost rate (10% de minimis rate unless the entity has a negotiated indirect rate with the federal government)	0%		0%										
Indirect costs	\$0		\$0		\$0		\$0		\$0		\$0		\$0
TOTAL	\$1,305,323	68%	\$892,561	2%	\$15,751	3%	\$26,303	4%	\$34,624	2%	\$16,283	10%	\$92,961
Number of Individual Beneficiaries					8		11		26		14		59

Cost per Individual	\$1,968.88	\$2,391.18	\$1,331.69	\$1,163.07	\$1,575.61
---------------------	------------	------------	------------	------------	------------

For the City of Redwood City ONLY, answer the following:

1. Funding Criteria:

3. Priority: Sustain or Expand Human Services: Sustain or expand the high level of basic human needs services for extremely low-, very low-, low- and moderate-income persons and households including but not limited to childcare, mental health and substance abuse services.

2. Program Outcomes:

a. Please describe the accomplishments of program goals for FY/23.

During the 2022-2023 fiscal year, Project Sentinel conducted 15 investigations, serving 22 total people. We provided information, referral, and consultations to 35 households, serving a total of 75 people. Finally, we attended or hosted six outreach events, serving a total of 43 persons. We also hosted a Fair Housing Symposium held in Redwood City with 83 attendees in April.

After a host of staff changes in FY2122, we finally have a strong Fair Housing Team with consistency, commitment, and drive. We end this year with five Fair Housing Coordinators, three of which were hired during FY2223, a new Civil Rights Investigative Coordinator, and a new Staff Attorney. Each of these five new team members have presented themselves to be hard working and passionate about Fair Housing issues. We also adjusted our team structure to include an Outreach Coordinator and Assistant Director of Fair Housing, both of whom were hired internally and are seasoned advocates, well deserving of their promotion. These changes have been successful in providing necessary structure and defining role responsibilities, making our team's workflow more efficient and focused.

b. In what ways has your program made a difference in the lives of the people you serve? Please provide at least one concrete example from the people served in FY/23:

Our client this Quarter (#11639) was a repeat caller from a previous case we successfully resolved with an approval of a Reasonable Accommodation due to disability-related need. This time, the caller's complex recent history had a fire and the caller had serious concerns for her, and others', safety. The fire left multiple residents with disabilities entrapped in their units as the elevator shut down and there was no alternative route for them to leave. Management seemed to have little to no training as to what to do during a fire emergency. The caller was at a loss for what to do, and knew she could call Project Sentinel after our success in the previous issues she faced. Project Sentinel staff immediately responded to the complaint and opened up a case. They sent a letter to management with an account of the event and a demand that they establish better fire protocol, with particular attention given to the safety of residents with disabilities. Understanding the limitations of Project Sentinel expertise with fire safety, staff called the Fire Marshall to submit a complaint and request action be taken. At this time, there has been no response from management, but both Project Sentinel staff and the client feels that the issue will be addressed by the Fire Marshall in full.

For the Cities of South San Francisco and Redwood City ONLY, answer the following:

3. Marketing/Advertising

a. Check all of the following methods your agency utilizes to promote and advertise your programs and services:

- Flyers/brochures
- Website
- Phone book listing
- SMC Connect (Handbook/Database)
- Outreach presentations to service providers
- Outreach presentations to public
- PSA's
- Social Media - Please list:
- Other - Please describe:

b. Which of the above marketing/advertising materials are available in multi-lingual form and which languages are they available in?

Languages for most fair housing educational and outreach documents: Spanish, Mandarin, Vietnamese, Tagalog, and several other Asian languages. The educational documents include tri fold brochures that have been developed for each of the state and federal protected categories. We have also published a fair housing manual for housing providers that is available in English and Chinese. We have a bilingual staff member who gives outreach presentations in Spanish to both service providers and to the public.

c. How and where are the materials distributed?

Educational material is distributed at outreach events, to various sites for public display (municipal offices), businesses such as laundromats and grocery stores bulletin boards. Other social service agencies will help

distribute the literature. We have also used direct mail. The educational material is available on the agency website. Prior to the pandemic we would staff a display table at community fairs and events. We will return to in person outreach when the public health directives allow such activities.

For the San Mateo County ONLY, answer the following:

1. Due to the usage and allocation restrictions, CDBG funding for FY24-25 is limited. If CDBG funding is not available for your proposed project, would you be open to accepting funding from a Federal ESG, State ESG or State PLHA grant if your project qualifies? These funding sources are subject to additional requirements and specific reporting compliance which , which are outlined in the NOFA and/or will be provided to you by San Mateo County.

If CDBG funding is not available, Project Sentinel would be willing to consider funding from Federal ESG, State ESG, or State PLHA grants, provided that our project qualifies. We understand that these alternative sources come with additional requirements and specific reporting compliance, as outlined in the NOFA and as may be provided by San Mateo County.

2. Describe in detail the scope of work directly related to the requested budget items. Describe the objectives for each activity and the specific tasks that need to be accomplished to achieve those objectives. The description should use the guidelines listed below:

- The purpose and nature of the different services to be offered and where they will be provided;
- The tasks to be performed (outreach, intake, enrollment, day care services, etc.);
- The level of service that will be provided for each activity (identified in some quantifiable unit of service, Ex. Children cared for per month)

See attachment titled SMCo Number 2

Source	Committed	Proposal Submitted	To Be Determined
Other Federal Funds	\$44,673		
State/Local Funds			
Private Funds			
Other:			
<input type="text"/>			
Total	\$44,673	\$0	\$0

End of the San Mateo County section

Attachments

- 1. Resolution authorizing application and designation of signatory, by the Board of Directors [Board Resolution Authorizing Carole Conn FY2324.pdf](#)
- 2. Proof of 501(c)3 / tax-exempt status [IRS non profit status certificate.pdf](#)
- 3. By-laws [By-Laws 2011.DOC](#)
- 4. Articles of Incorporation [PS Art. of Corporation.pdf](#)
- 5. Board roster, including:
 - Name, Company, Years on Board
 - Meeting dates for previous 12 months
 - Number of years allowed for each board term
- 6. Organizational chart for entire organization [2023 PS Organization Chart.pdf](#)
- 7. Certified financial audit no more than 1 fiscal year old, prepared by a CPA, and: [2021_06 PS- Financial Statements unprotected.pdf](#)

- Management letters (if applicable)
- A-122 and A-133 Single Audit (for entities that receive more than \$750,000 in federal funding) **OR**
- A letter from your Executive Director or Chief Financial Officer certifying that agency does not receive more than \$750,000 in federal funds and is not subject to the Single Audit.

8. The following are required: [Current_Budget.pdf](#)
[Proposed_Agency_Budget_24-25.pdf](#)
[RWC_Current_Budget.pdf](#)
- Current (FY23-24) **Agency** Operating Budget
 - Proposed (FY24-25) **Agency** Operating Budget
9. Mission Statement [Mission_Statement.pdf](#)
10. Non-discrimination policy for Staff and Clients [Notice_of_Non_Discrimination_Equal_Employment_Opportunity_Policy.doc](#)
11. Reasonable Accommodations Policy for Staff and Clients [reasonable_accommodation_statement.doc](#)
[ACCESSIBILITY_FOR_PERSONS_WITH_DISABILITIES.pdf](#)
12. Conflict of Interest Policy. (If not available, please indicate when you will submit) [Conflict_of_Interest.docx](#)
13. Negotiated Rate Letter. (If required)
14. Other - [SMCo_Number_2.docx](#)
[SMCo_Number_2.docx](#)

If you would like all the attachments downloaded into your Dropbox folder, please contact CDS

Program Manager Signature [Sara Cottrell](#)

Date Signed [01/18/2024](#)

Initially submitted: Jan 18, 2024 - 14:55:57

Renaissance
Entrepreneurship Center

Consolidated Community Funding Application
Redwood City, City of San Mateo, San Mateo County and South San Francisco
Application for New Funding for FY 2024-25

GENERAL INFORMATION

1. **Organization Name:** Renaissance Entrepreneurship Center
 2. **Project Title:** Creating Economic Opportunity for Low-Income Women and Men

We are applying for funding from:

- Redwood City City of San Mateo South San Francisco County of San Mateo

Budget/Client Summary (Auto-populated from Budget, below)

Jurisdictions receiving this application	Amount Requested	% of Program Budget	Proposed # of Clients Served	% of Clients Served	Total \$ Per Client	Total Agency Budget
Redwood City	\$50,000	29%		0%	\$625.00	
City of San Mateo	\$50,000	29%		0%	\$625.00	
County of San Mateo	\$45,000	26%		0%	\$375.00	
South San Francisco	\$25,000	15%		0%	\$500.00	
Total	\$170,000	100%	330	100%	\$515.15	

Grant Funded Programs:

We are applying for a [Microenterprise Assistance Program](#)

CDBG National Objective Eligibility - How are you serving low income populations?

[Service to low income clients verified through income documentation.](#)

Income Verification: Describe how you obtain, verify, and maintain proof of income and presumed benefit status. Third party documentation or client signatures on the certification forms must be available on file for review at all times.

Each client entering Renaissance Entrepreneurship Center (Renaissance) completes, dates and signs an intake form that includes information on household and personal income, address and date of birth. We require clients to provide documentation to demonstrate their financial need by submitting tax returns, pay stubs and/or unemployment verification. Renaissance uses Housing and Urban Development (HUD) income guidelines to determine if a client is classified as low-income. We keep all required documents on file.

3. **Project Address:** [1848 Bay Road](#) City: [East Palo Alto](#) Zip: [94303-1311](#)

4. Provide a one sentence project summary:

With support from the City of Redwood City, City of San Mateo, City of South San Francisco and County of San Mateo, Renaissance Peninsula will support 230 low-income English- and Spanish-speaking women and men: 60 in Redwood City; 60 in the City of San Mateo; 30 in the City of South San Francisco; and 80 in the County of San Mateo, with customized small business training, one-on-one consulting, and access to capital, resources and networks to assist them in starting and growing their own sustainable small businesses.

Organization Address: [275 5th Street](#) City: [San Francisco](#) Zip: [94103-4117](#)
 Organization Phone: [415-541-8580](#) Website: [www.rencenter.org](#)

Type of Applicant: **Our agency serves:** [Clients](#)

5. **Contact Person / Project Administrator:** Name: [Amanda Anthony](#) Title: [Program Director](#) Telephone: [650-273-7551](#)
 Contact Email: [amanda@rencenter.org](#) Fax:

6. **Name of Agency Director:** [Sharon Miller](#)

7. **Fiscal Officer:** Name: [Doug House](#) Email: [dhouse@rencenter.org](#) Telephone: [415-348-6259](#)
 Fiscal Officer Address: [275 5th Street](#) City: [San Francisco](#) Zip: [94103-4117](#)

8. Authorized Signatory: Name: Sharon Miller

Email: sharon@rencenter.org Telephone: 415-348-6243

Authorized Signatory Address: 275 5th Street

City: San Francisco Zip: 94103-4117

9. Please provide days and hours of regularly scheduled operation:

Renaissance's offices in East Palo Alto and South San Francisco are generally open (currently virtually) Monday - Friday, 9:00 a.m. – 5:00 p.m., with evening and weekend hours for scheduled training classes, workshops, one-on-one consultations and special events. During the pandemic, we moved all programs and services online and will be moving to a hybrid model as it becomes safe to do so. We look forward to holding our classes for the City of Redwood City at: Sobrato Center for Nonprofits in Redwood Shores, City of Redwood City Library and Sequoia Adult School, during evening and weekend hours. County of San Mateo classes will be offered during regular, evening and weekend hours at our office in East Palo Alto, the North Fair Oaks Economic Advacement Center, and off-site at local public libraries and community spaces made available by our community partners. City of San Mateo classes will be offered at the local libraries and community spaces made available by our community partners and our intentional efforts to open up a shared office space with the San Mateo SBDC, and City of South San Francisco classes will be held at our office in the South San Francisco Economic Advancement Center as well as at the South San Francisco Public Library.

10. SAM/UEI Number: 045629282000**Federal EIN/TIN Number:** 94-2793122**11. HUD Activity:** Choose the HUD activity that most closely matches your service:

18C - Micro-Enterprise Assist

12. Project Specific Narrative: Provide a narrative description of the specific activities to be carried out with the requested funds. This should also include program objectives and key priorities for each specific jurisdiction.

With support from the City of Redwood City, City of San Mateo, City of South San Francisco and County of San Mateo, Renaissance Peninsula will support 230 low-income English- and Spanish-speaking women and men: 60 in Redwood City; 60 in the City of San Mateo; 30 in the City of South San Francisco; and 80 in the County of San Mateo, with customized small business training, one-on-one consulting, and access to capital, resources, entrepreneur marketplaces, and networks to assist them in starting and growing their own sustainable small businesses.

13A. Assessment of Need - Redwood City: Briefly describe how you determined the need for your program for each specific jurisdiction that you are applying for funds. Identify target population(s) and area(s) served. Please state the source(s) and date(s) of information. Identify any similar programs in the community.

Per the 2024/25 Consolidated Plan, supporting entrepreneurship programs and businesses, targeting businesses owned by minority populations (Priority 5/Goal 7), Renaissance Entrepreneurship Center (Renaissance) brings the power of entrepreneurship to individuals and families from under-resourced communities and populations. Our mission is to empower and increase the entrepreneurial capacities of socially and economically diverse women and men, and thereby strengthen our communities through the creation of sustainable new businesses, new jobs, and the promotion of financial self-sufficiency.

Small business ownership offers one of the surest routes to economic mobility for low-income persons, women, immigrants, people of color, people with disabilities, seniors, and formerly incarcerated persons. Small businesses create employment for the business owners themselves and other residents, build assets, fill commercial vacancies, and promote local economic vitality. While 35.4% of Redwood City residents are Hispanic/Latino (US Census, 2021 Est.), only 33.8% of businesses are minority-owned (US Census, 2021) (note this includes Latino as other people of color.). While 50.2% of the Redwood City population are women (US Census, 2021 Est.), only 37.6 of businesses are women-owned (US Census, 2021 Est.). Renaissance clients in Redwood City are: 79% Hispanic/Latino; 79% people of color; 68% women; and over 90% are extremely low- to moderate-income.

13B. Assessment of Need - City of San Mateo: Briefly describe how you determined the need for your program for each specific jurisdiction that you are applying for funds. Identify target population(s) and area(s) served. Please state the source(s) and date(s) of information. Identify any similar programs in the community.

Renaissance Entrepreneurship Center (Renaissance) breaks the cycle of poverty by bringing the power of entrepreneurship to individuals and families from under-resourced communities and populations. Our mission is to empower and increase the entrepreneurial capacities of socially and economically diverse women and men, and thereby strengthen our communities through the creation of sustainable new businesses, new jobs, and the promotion of financial self-sufficiency. 50% of the City of San Mateo residents are low-income (City of San Mateo Consolidated Plan 2015-2017) and 36.1% are Hispanic/Latino (US Census, 2021 Estimate).

As listed in the Consolidated Plan (2023 – 27), due to the concentration of low-income and minority households, as well as overcrowding and aging housing stock, the City will prioritize funding for capital projects located within the CDBG Priority Neighborhood area. Of the priorities, a high priority (#5 in the Plan) is Economic Development/Microbusiness Enterprise Assistance and through the community engagement process, residents and stakeholders identified the need for assistance to small businesses owned by low-income residents. In addition, to provide grants to non-profit service providers who assist low- and moderate-income residents who own or are attempting to start a small business.

13C. Assessment of Need - County of San Mateo: Briefly describe how you determined the need for your program for each specific jurisdiction that you are applying for funds. Identify target population(s) and area(s)

served. Please state the source(s) and date(s) of information. Identify any similar programs in the community.

Renaissance Entrepreneurship Center (Renaissance) breaks the cycle of poverty by bringing the power of entrepreneurship to individuals and families from under-resourced communities and populations. Our mission is to empower and increase the entrepreneurial capacities of socially and economically diverse women and men, and thereby strengthen our communities through the creation of sustainable new businesses, new jobs, and the promotion of financial self-sufficiency.

Economic inequality in the Bay Area, and Silicon Valley in particular, is growing at unprecedented rates. According to the Census Reporter (2022), 28% of resident's income range from \$100k to \$200k and 17% are under \$50k. 7.2% are below the poverty line, which represents three-fifths rate of California. While the median income for the County is \$133,612 it ranges from upwards \$240,000 in Atherton to around \$50,000 in East Palo Alto. 60% of San Mateo County identify as people of color and 24% identify as Latino.

Renaissance Peninsula serves residents of the County of San Mateo who are most in need: 91% are extremely-low to moderate-income; 71% of San Mateo County identify as women; over 60% Hispanic/Latino; 30% Pacific Islander and Asian; 17% Black/African American; and 38% Caucasian.

13D. Assessment of Need - South San Francisco: Briefly describe how you determined the need for your program **for each specific jurisdiction that you are applying for funds**. Identify target population(s) and area(s) served. Please state the source(s) and date(s) of information. Identify any similar programs in the community.

Renaissance Entrepreneurship Center (Renaissance) breaks the cycle of poverty by bringing the power of entrepreneurship to individuals and families from under-resourced communities and populations. Our mission is to empower and increase the entrepreneurial capacities of socially and economically diverse women and men, and thereby strengthen our communities through the creation of sustainable new businesses, new jobs, and the promotion of financial self-sufficiency.

South San Francisco is the birthplace of biotech and it is also one of the most racially diverse communities in the Peninsula. 40.8% of the population is of Asian or Pacific Islander descent, with large populations of Filipino and Chinese, 34.5% are Caucasian, and 33.3% are Latino/Hispanic. 40.3% of residents were born outside of the country. Despite the high median household income citywide (\$105,549), the highest income areas are at \$133,906 and the lowest at \$71,506 (US Census Bureau, 2019).

In 2022-23, Renaissance Peninsula served South San Francisco residents who are most in need: 91% are extremely to very low-income; 55% were female head of household, and 62% were Hispanic/Latino.

14. Timeline: Provide a brief timetable for project implementation and achievement of projected goals and how you plan to expend your funds in a timely manner by the end of the fiscal year.

Redwood City

Q1 & Q3 6 Peninsula Orientations (3 ENG/3 ESP), 2 Start Smart classes (ENG/ESP), and 1 Business of Childcare class (ESP)

Q2 & Q4 6 Peninsula Orientations (3 ENG/3 ESP), 2 Start Smart classes (ENG/ESP), 2 Business Prep classes (ENG/ESP), and 2 Business of Childcare class (ENG or ESP)

City of San Mateo

Q1 & Q3 6 Peninsula Orientations (3 ENG/3 ESP) 2 Start Smart classes (ENG/ESP), and 1 Business of Childcare class (ESP)

Q2 & Q4 6 Peninsula Orientations (3 ENG/3 ESP), 2 Start Smart classes (ENG/ESP), 2 Business Prep classes (ENG/ESP), and 1 Business of Childcare class (ENG or ESP)

County of San Mateo

Q1 & Q3 6 Peninsula Orientations (3 ENG/3 ESP), 2 Start Smart classes (ENG/ESP), and 1 Business of Childcare class (ESP)

Q2 & Q4 6 Peninsula Orientations (3 ENG/3 ESP), 2 Start Smart classes (ENG/ESP), 2 Business Prep classes (ENG/ESP), and 2 Business of Childcare class (ENG and ESP)

South San Francisco

Q1 & Q3 3 Peninsula Orientations (3 ENG/3 ESP), 2 Start Smart classes (ENG/ESP), and 1 Business of Childcare class (ESP)

Q2 & Q4 3 Peninsula Orientations (3 ENG/3 ESP), 1 Start Smart classes (ENG/ESP), 2 Business Prep classes (ENG/ESP), and 2 Business of Childcare class (ENG and ESP)

***Each funded area will have:

- Quarterly Entrepreneurs Marketplace & Holiday Marketplace
- Annual Passion to Profit Conference county-wide
- Annual Black Business Summit in partnership with the County SBDC
- Annual Access to

15. Evaluation: Briefly describe how you will determine and measure the success of your program and whether or not program goals were met? If your program is currently receiving grant funds please describe accomplishments of goals to date.

In FY 2024-25, Renaissance Mid-Peninsula will serve 230 low-income entrepreneurial English- and Spanish-speaking women and men: 60 from Redwood City; 60 from the City of San Mateo; 30 from the City of South San Francisco; and 80 from the County of San Mateo who will start and grow 89 businesses: 21 in Redwood City, 21 in the City of San Mateo, 12 in South San Francisco, and 35 in the County of San Mateo; and create 127 total jobs:

32 jobs in Redwood City; 32 jobs in the City of San Mateo; 18 jobs in the City of South San Francisco and 45 jobs in the County of San Mateo, including the business owners themselves.

Renaissance Peninsula is on track to achieve our FY 2023-24 objectives. As of the 2nd quarter, we have served 38 of the 60 anticipated low-income residents of Redwood City, 106 of the anticipated 80 low-income residents of the County of San Mateo, 18 of the anticipated 30 in the city of San Mateo, and 21 of the 30 anticipated low-income residents of South San Francisco. Renaissance measures the success of our program by tracking client progress through our outcomes tracker, VistaShare. Each client entering Renaissance completes an intake form to provide baseline financial and demographic information, along with their goals for enrolling in Renaissance. We then track client progress and changes in their personal or business circumstances as a result of receiving our services. We also conduct evaluations at the completion of services delivered to receive client fe

16. Collaboration: Describe partnerships with other organizations/agencies, the nature of the partnership, and how it relates to the proposed project.

Renaissance has been building strong relationships with community-serving organizations throughout the County of San Mateo for over 15 years. Renaissance partners with the South San Francisco Public Library, the Daly City Public Library and the San Mateo County Library to provide off-site trainings at their facilities; and with various community institutions including core services agencies, places of worship, chambers of commerce, and community centers who conduct outreach to community members. We partner with the Lawyers' Committee for Civil Rights (LCCR) and the San Francisco Community Business Law Center to offer legal support services to our clients. Renaissance collaborates with CLSEPA, Nuestra Casa, Project WeHope, San Mateo Credit Union, and Community Financial Resources (CFR) to offer Secure Futures/Futuros Seguros, our financial education and savings program.

17. Impact: : Discuss any general trends and conditions that have affected or impacted your service levels or service populations. For New Applicants – describe what these funds would allow your agency to do that you may not be able to do now. For Continuing Applicants – describe how your program would be impacted without these funds.

For-profit organizations in Silicon Valley offer business accelerators for entrepreneurs in the technology sector, but few resources are available to low-income women and men committed to launching and growing more traditional small businesses. The generous partnership and support of Redwood City, the City of San Mateo, the City of South San Francisco and the County of San Mateo will enable Renaissance Peninsula to provide low-income English- and Spanish-speaking women and men with small business training, one-on-one consulting, and access to resources and networks needed to launch and grow successful businesses. Without this support, we could only serve minimal numbers of clients in Redwood City, the City of San Mateo, the City of South San Francisco and the County of San Mateo, resulting in a significantly lower number of businesses that can rebuild, launch and grow. Fifty percent of all small businesses fail within five years (U.S. Bureau of Labor Statistics); whereas 96% of clients who come to Renaissance in business, stay in business. Government support also enables Renaissance to attract additional funds from foundations and corporations.

18. Project Beneficiaries/Quantifiable Measurement: Indicate the expected number of beneficiaries to be served by the program. For each response below please indicate both the number of households and number of individuals. Refer to the San Mateo County Income Limits.

- a. Indicate the total number of **low-income** beneficiaries you expect to serve with this program for each jurisdiction application for funding. *Low-income is 80% of Area Median Income or below. [See AMI table](#)
- b. Indicate the **total** number of beneficiaries you expect to serve with this program in each jurisdiction - regardless of income.

Jurisdiction	a. Number of low-income beneficiaries to be served per grant jurisdiction application. **Low-income** is 80% of Area Median Income or below.		b. All beneficiaries to be served per grant jurisdiction application regardless of income	
	Persons	Households	Persons	Households
Daly City				
Redwood City	60	60	80	80
City of San Mateo	60	60	80	80
County of San Mateo	80	80	120	120
South San Francisco	30	30	50	50
Totals	230	230	330	330

19. c. Micro-Enterprouse Please complete the following table for your project:

Jurisdiction	Low Income Jobs Created	Total Jobs Created	# of New Businesses Assisted	# of Existing Businesses Assisted
Redwood City	22	32	6	15
City of San Mateo	22	32	6	15
County of San Mateo	30	45	10	25
South San Francisco	12	18	5	7
Totals	86	127	27	62

20. Populations Served: Check the boxes below if they describe a significant population served by your program. These categories are not considered "presumed benefit" by HUD, and require income verification.

- Persons exiting incarceration
- Low-income youth
- Other

21. Affirmative Outreach:

a. Use the demographics from your previous program year to provide an analysis of the population you serve relative to the demographics in the table. *NOTE: If you are a new applicant please provide your best estimation.*

Race & Ethnicity	Redwood City Population	Redwood City % by Ethnicity	Low Income by Ethnicity served by your Program	Your Program % by Ethnicity
Total	74,402	100%	72	100%
White and not Hispanic	40,656	54.64%	11	15.28%
White and Hispanic	23,557	31.66%	13	18.06%
Asian	6,715	9.03%	1	1.39%
African American	1,916	2.58%	3	4.17%
Pacific Islander	663	0.89%	0	0.00%
Native American	384	0.52%	0	0.00%
Other	1,511	2.03%	44	61.11%

Race & Ethnicity	City of San Mateo Population	City of San Mateo % by Ethnicity	Low Income by Ethnicity served by your Program	Your Program % by Ethnicity
Total	97,207	100%	43	100%
White and not Hispanic	45,240	46.54%	8	18.60%
White and Hispanic	25,815	26.56%	3	6.98%
Asian	18,153	18.67%	10	23.26%
African American	2,099	2.16%	4	9.30%
Pacific Islander	1,937	1.99%	0	0.00%
Native American	140	0.14%	0	0.00%
Other	3,823	3.93%	18	41.86%

Race & Ethnicity	County of San Mateo Population	County of San Mateo % by Ethnicity	Low Income by Ethnicity served by your Program	Your Program % by Ethnicity
Total	764,442	100%	177	100%
White and not Hispanic	280,550	36.70%	32	18.08%
White and Hispanic	181,937	23.80%	15	8.47%
Asian	250,737	32.80%	20	11.30%
African American	20,640	2.70%	17	9.60%
Pacific Islander	10,702	1.40%	1	0.56%
Native American	6,880	0.90%	3	1.69%
Other	12,996	1.70%	89	50.28%

Race & Ethnicity	South San Francisco Population	South San Francisco % by Ethnicity	Low Income by Ethnicity served by your Program	Your Program % by Ethnicity
Total	63,632	100%	101	100%
White and not Hispanic	23,760	37.34%	9	8.91%
White and Hispanic	21,645	34.02%	10	9.90%
Asian	23,293	36.61%	16	15.84%
African American	1,625	2.55%	6	5.94%
Pacific Islander	1,111	1.75%	1	0.99%
Native American	395	0.62%	1	0.99%
Other	9,598	15.08%	58	57.43%

b. Based on the percentages that you indicate your organization served describe your efforts to improve affirmative outreach to groups that may be underserved by your program and the result of your efforts:

Renaissance targets our English- and Spanish-language outreach in Redwood City to low-income persons, women, immigrants, people of color, people with disabilities, seniors, and formerly incarcerated persons. We work with partners to distribute program and class promotional materials and present, table, and network at community events such as the Open House for the Redwood City Library Makerspace. In order to help promote the Makerspace, we are partnering with Redwood City Library to hold open innovation challenges to bring new

members into the Makerspace. This outreach will help Renaissance reach new people in the Redwood City community. We partner with anchor institutions such as churches and food distribution centers to further build trust with the undocumented community. We partner with banks and credit unions who are looking to invest in undocumented community through ITIN banking to ensure that undocumented persons become full participants in the economy. In addition, we use social media in English and Spanish to post our events, classes, and mixers. We also display brochures and flyers in strategic locations including the Redwood City Hall, libraries, core services agencies, and community centers. Our website provides information on our programs, including course descriptions, a schedule of classes and available services.

22. Leveraging: Describe your fundraising efforts and additional sources of revenue for this project and your organization. Please state whether any of these fund sources are already committed and in what amount.

Renaissance has a diverse funding base that is comprised of: 35% government; 22% corporations; 17% foundations; 14% earned income; 6% special events; 4% individuals; and 2% other. Renaissance's Mid-Peninsula FY2023 funders included:

Sobrato Foundation \$500,000/over 2 years - committed
 Chan Zuckerberg Initiative - \$100,000/over 2 years - committed
 Sand Hill Foundation - \$150,000/2 years - committed
 Silicon Valley Community Foundation (donor advised fund) \$50,000 - committed
 Facebook \$50,000 - committed
 Palo Alto Community Fund \$20,000/over 2 years -committed
 Atkinson Foundation \$5,000 - committed
 City of South San Francisco, designated for the South San Francisco Center - \$467,000 - committed
 Half Moon Bay/Coastside, designated for the Half Moon Bay/Coastside Center - \$300,000 - committed
 North Fair Oaks, designated for the North Fair Oaks Center - \$250,000 - committed
 US SBA - \$325,000 for operation of the San Mateo County Small Business Development Center - \$325,000 - committed

Staff List

List below key staff members who work on **this program**

Position Title	Name of Staff Person	Job Responsibilities	Qualifications
CEO	Sharon Miller	Strategic oversight and direction	24 years overseeing growth of Renaissance into a regional organization
Regional Director	Timothy Russell	Strategic oversight and direction of Peninsula Programs	Expanded Renaissance programs throughout the County of San Mateo, launched East Palo Alto's first small business incubator, and introduced women-focused classes on the Peninsula for the last 12 years
San Mateo County Program Director	Amanda Anthony	Oversee all programs, deliverables and staff in San Mateo County	MA in Public Policy, TEFL certificate, 5 years as a business owner
Program Manager - North County	Carlos Reyes	Manage programs and deliverables in South San Francisco and the Northern part of San Mateo County	2 years experience coordinating prgrams in San Mateo County and experience as a business owner
Program Manager - San Mateo County	Teresa Perez	Manage programs and deliverables in Redwood City, North Fair Oaks and the southern part of San Mateo County	Bilingual/bicultural administrative professional with 2 years experience working with low-income women and men entrepreneurs in San Mateo County
Program Manager - Half Moon Bay/Coastside	Sarah Hall	Manage programs and deliverables in Half Moon Bay and the Coastside of San Mateo County	Project management for Bay Area corporations for over 15 years
Finance Director	Douglas House	Financial Management	MBA, Finance/Accounting. 30+ years accounting/finance experience with 15+ years' in non-profit

Accountant	Joe Sigman	Finance Management	MBA, Accounting Certificate, 4 years non-profit accounting experience
Data & Evaluation Coordinator	Derek Goldstone	Data & Evaluation of programs	Joined Renaissance in 2020 and has extensive experience with client outcomes and analysis and is bilingual in English/Spanish.

PROPOSED PROGRAM BUDGET FOR FY 2024-25

Budget Line Item	Agency Total	Pgm%	Program Total	Redwood City		City of San Mateo		County of San Mateo		South San Francisco		Total Jurisdictions	
				%	Requested	%	Requested	%	Requested	%	Requested	Pgm%	Requested
Labor													
Regional Director	\$125,000	6%	\$7,000	29%	\$2,000	29%	\$2,000	29%	\$2,000	14%	\$1,000	100%	\$7,000
San Mateo County Director	\$115,000	34%	\$39,000	31%	\$12,000	31%	\$12,000	26%	\$10,000	13%	\$5,000	100%	\$39,000
Finance Director	\$125,000	2%	\$2,200	27%	\$600	27%	\$600	27%	\$600	18%	\$400	100%	\$2,200
Program Manager	\$90,000	23%	\$21,000	29%	\$6,000	29%	\$6,000	26%	\$5,500	17%	\$3,500	100%	\$21,000
Program Coordinator	\$65,000	21%	\$13,500	30%	\$4,000	30%	\$4,000	30%	\$4,000	11%	\$1,500	100%	\$13,500
Program Assistant	\$53,000	19%	\$10,000	30%	\$3,000	30%	\$3,000	30%	\$3,000	10%	\$1,000	100%	\$10,000
Data & Evaluation	\$90,000	6%	\$5,000	30%	\$1,500	30%	\$1,500	30%	\$1,500	10%	\$500	100%	\$5,000
Consultants/Instructors	\$600,000	8%	\$47,500	29%	\$14,000	29%	\$14,000	25%	\$12,000	16%	\$7,500	100%	\$47,500
Travel	\$20,000	4%	\$800	25%	\$200	25%	\$200	50%	\$400	0%	\$0	100%	\$800
Taxes/Benefits	\$159,120	8%	\$13,500	27%	\$3,700	27%	\$3,700	26%	\$3,500	19%	\$2,600	100%	\$13,500
Other Direct Costs													
Other Direct Expenses/Overhead	\$1,550,000	1%	\$10,500	29%	\$3,000	29%	\$3,000	24%	\$2,500	19%	\$2,000	100%	\$10,500
Modified Total Direct Costs (MTDC)	\$2,992,120	6%	\$170,000	29%	\$50,000	29%	\$50,000	26%	\$45,000	15%	\$25,000	100%	\$170,000
Indirect cost rate (10% de minimis rate unless the entity has a negotiated indirect rate with the federal government)	0%		0%		0%		0%		0%		0%		
Indirect costs	\$0		\$0		\$0		\$0		\$0		\$0		\$0
TOTAL	\$2,992,120	6%	\$170,000	29%	\$50,000	29%	\$50,000	26%	\$45,000	15%	\$25,000	100%	\$170,000
Number of Individual Beneficiaries					80		80		120		50		330
Cost per Individual					\$625.00		\$625.00		\$375.00		\$500.00		\$515.15

For the City of Redwood City ONLY, answer the following:

1. Funding Criteria:

5.Priority: Support Economic Development Opportunities: Provide support for programs and activities that create and preserve job opportunities, as well as reduce barriers to job opportunities for lower income Redwood City residents.

2. Program Outcomes:

a. Please describe the accomplishments of program goals for FY/23.

For FY 2022-23 our goal was to serve 60 low-income women and men from Redwood City. We served 72 low-income women and men in Redwood City. We worked with clients that launched and grew 36 businesses and created 10 jobs, and help retain 40 jobs, including the business owners themselves. We helped these businesses obtain \$1,075,000 in much needed business capital.

b. In what ways has your program made a difference in the lives of the people you serve? Please provide at least one concrete example from the people served in FY/23:

According to our 2023 evaluation which determined that one year after receiving services from Renaissance, small business clients:

- Generated \$109,609 in annual revenues
- Increased Household income by 34%
- Created 1.8 jobs (including for the business owners themselves)
- Gave Renaissance a net promoter score of 96
- 50% reported that without Renaissance's help they would have closed their businesses during the pandemic.

Marlon Ochoa, resident of Redwood City, who learned about the Renaissance Center through his wife. In May 2023, Renaissance conducted an orientation session at the local Sequoia Adult School, and Marlon shared that he ran a construction business and needed assistance with marketing, as it was an unfamiliar territory for him. Recognizing his potential for growth, we introduced Marlon to the BizCert program and the range of classes available at the Sequoia Adult School. He eagerly enrolled in our three-week course on Facebook Marketing, where he gained valuable insights and skills to effectively promote his construction business through social media. To further support his progress, Marlon had three consultations with a business consultant. During these sessions, the consultant provided personalized guidance on improving his business's social media presence. Motivated by his achievements and his thirst for knowledge, Marlon is excited about attending the various classes and learning opportunities we will be offering at the Sequoia

For the Cities of South San Francisco and Redwood City ONLY, answer the following:

3. Marketing/Advertising

a. Check all of the following methods your agency utilizes to promote and advertise your programs and services:

- Flyers/brochures
- Website
- Phone book listing
- SMC Connect (Handbook/Database)
- Outreach presentations to service providers
- Outreach presentations to public
- PSA's
- Social Media - Please list:
- Other - Please describe:

b. Which of the above marketing/advertising materials are available in multi-lingual form and which languages are they available in?

Flyers/Brochures, Outreach presentations to service providers, Outreach presentation to public, and PSAs

c. How and where are the materials distributed?

Through outreach events, entrepreneur marketplaces, service provider and community events, public libraries, and at our sites for walk-ins.

For the San Mateo County ONLY, answer the following:

1. Due to the usage and allocation restrictions, CDBG funding for FY24-25 is limited. If CDBG funding is not available for your proposed project, would you be open to accepting funding from a Federal ESG, State ESG or State PLHA grant if your project qualifies? These funding sources are subject to additional requirements and specific reporting compliance which, which are outlined in the NOFA and/or will be provided to you by San Mateo County.

Yes, whether through CDBG funding or other funding, to continue broadening our reach as we have done since beginning our work in San Mateo County (2007).

2. Describe in detail the scope of work directly related to the requested budget items. Describe the objectives for each activity and the specific tasks that need to be accomplished to achieve those objectives. The description should use the guidelines listed below:

- The purpose and nature of the different services to be offered and where they will be provided;
- The tasks to be performed (outreach, intake, enrollment, day care services, etc.);
- The level of service that will be provided for each activity (identified in some quantifiable unit of service, Ex. Children cared for per month)

Renaissance Entrepreneurship Center's Peninsula Center delivers technical assistance including small business training on the introductory and business planning levels, individual consulting, access to capital and networks, and business incubation to English and Spanish speaking emerging and established entrepreneurs in San Mateo County. Our work is "hyper-local" and fully customized to meet the needs of individuals who face systemic barriers to economic prosperity due to income or education level, race, gender, or former incarceration.

We deliver our programs and services online and in person through our Centers in East Palo Alto (serving Southern San Mateo County), South San Francisco (serving Northern San Mateo County), and our new office opening up North Fair Oaks and Half Moon Bay (serving Half Moon Bay and the Coast).

Our team of bilingual staff and consultants provide relevant and culturally-tailored business training and guidance, in English and Spanish, to educate, guide and support emerging and established entrepreneurs in launching, sustaining and growing their businesses.

To increase awareness and accessibility, we will conduct outreach to traditionally underserved entrepreneurs in San Mateo County, and to ensure that the Center's services are widely promoted and easily accessible. Additionally, we will partner with multiple nonprofit organizations to co-host trainings, host our trainings at locations outside of our Centers.

Source	Committed	Proposal Submitted	To Be Determined
Other Federal Funds	\$1,550,000	\$250,000	\$100,000
State/Local Funds			
Private Funds	\$440,000	\$350,000	\$250,000
Other: Earned Income	\$35,000		
Total	\$2,025,000	\$600,000	\$350,000

End of the San Mateo County section

Attachments

- 1. Resolution authorizing application and designation of signatory, by the Board of Directors [1. CDBG Resolution of the Board of Directors - San Mateo County.pdf](#)
- 2. Proof of 501(c)3 / tax-exempt status [2. IRS 501 c3.pdf](#)
- 3. By-laws [3. Renaissance Board Bylaws.pdf](#)
- 4. Articles of Incorporation [4. Articles of Incorporation.pdf](#)
- 5. Board roster, including:
 - Name, Company, Years on Board
 - Meeting dates for previous 12 months
 - Number of years allowed for each board term[5. Board of Directors Roster with Terms January 2024.pdf](#)
- 6. Organizational chart for entire organization [6. Org charts 2024.pdf](#)
- 7. Certified financial audit no more that 1 fiscal year old, prepared by a CPA, and:
 - Management letters (if applicable)
 - A-122 and A-133 Single Audit (for entities that receive more than \$750,000 in federal funding) **OR**
 - A letter from your Executive Director or Chief Financial Officer certifying that agency does not receive more than \$750,000 in federal funds and is not subject to the Single Audit.[7. Renaissance 2022 Audit.pdf](#)
- 8. The following are required:
 - Current (FY23-24) **Agency** Operating Budget
 - Proposed (FY24-25) **Agency** Operating Budget[2022 Budget Summary 1.pdf](#)
[2023 Org-Wide Budget.pdf](#)
- 9. Mission Statement [9. Mission Statement.pdf](#)
- 10. Non-discrimination policy for Staff and Clients [10. Non-Discrimination Policy.pdf](#)
- 11. Reasonable Accommodations Policy for Staff and Clients [11. Reasonable Accommodations Policy.pdf](#)
- 12. Conflict of Interest Policy. (If not available, please indicate when you will submit) [12. Renaissance Conflict of Interest Policy.pdf](#)
- 13. Negotiated Rate Letter. (If required)
- 14. Other -

If you would like all the attachments downloaded into your Dropbox folder, please contact CDS Program Manager Signature [Tim Russell](#)

Date Signed

01/18/2024

Initially submitted: Jan 18, 2024 - 15:31:19