Renewal Application for FY 2023-24
Redwood City, City of San Mateo, San Mateo County, and South San Francisco

GENERAL INFORMATION

1. Project Title: Meals on Wheels CDBG-CV
2. Project Address: 800 Middle Avenue City: Menlo Park Zip: 94025

3. Provide a one sentence project summary:
PVI Meals on Wheels is a vital safety net service providing hot, nutritious home-delivered meals to qualified homebound seniors and adults less than 60 years old with disabilities, residing in San Mateo County (Daly City - Menlo Park); CDBG funds will be used to cover the unfunded portion of the cost of providing these meals to residents of South San Francisco.

4. Organization Name: Peninsula Volunteers, Inc. (PVI)
Organization Address: 800 Middle Avenue City: Menlo Park Zip: 94025
Organization Phone: 650-326-0665 Website: 1pvi.org

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

5. Contact Person / Project Administrator: Name: Jos bols Title: Director Telephone: 650-326-0665, ext. 5031
Contact Email: jbols@penvol.org Fax:

6. Name of Agency Director: Peter Olson

7. Fiscal Officer: Name: Laura Owen Email: lowen@penvol.org Telephone: 650-326-0665, ext. 5003
Fiscal Officer Address: 800 Middle Ave. City: Menlo Park Zip: 94025-5121

8. Authorized Signatory: Name: Peter Olson Email: polson@penvol.org Telephone: 650-326-0665
Fiscal Officer Address: 800 Middle Ave. City: Menlo Park Zip: 94025-5121

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

10. SAM/UEI Number: 02-002-2778 **Federal EIN/TIN Number:** 94-1294939

Funding recevied from:
☐ Redwood City ☐ City of San Mateo ☐ County of San Mateo ☑ South San Francisco

10. Project Specific Narrative: Provide a narrative description of the specific activities to be carried out in FY 2023. This should also include program objectives and key priorities for each specific jurisdiction.
Note: This narrative has been copied from your previous application. Please update if appropriate.

The goal of PVI Meals on Wheels is to increase food security and access to nutritious food, keeping older adults and adults with disabilities well-nourished, healthy, and living independently in their own homes. PVI MOW is the sole provider of Meals on Wheels in South San Francisco.

Specific objectives 1) MOW supports healthy aging in place, delivering five nutritious meals weekly to homebound, isolated older adults, many of whom are frail, recovering from hospitalization, or are disabled. 2) MOW increases food security and access to nutritious food by providing home-delivered meals with additional meals provided for holidays and weekends to in need clients. The meals provide at least one-third of an older adult's daily recommended nutritional intake and are prepared with strict nutritional oversight. 3)MOW increases knowledge of, and referral to, health and long-term services and supports. Additionally, MOW reduces isolation through the face-to-face deliveries made by a caring driver who also conducts well-being checks. The MOW team conducts assessments upon enrollment followed by quarterly re-assessments, with referral to other resources as appropriate. During COVID restrictions all initial intakes and reassessments have been conducted by phone instead of in person.

11. Program Changes: Please detail any changes to your program for FY2023.
MOW started delivering from three days a week to two days a week giving our clients more freedom as they do not have to be home multiple days in order to receive their meals. It also allows for less cars and miles driven per week by either our paid staff or volunteers.

12. 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.

Jurisdiction	Actual Beneficiaries, FY2021	Projected Beneficiaries FY2022	YTD Beneficiaries FY2022 (thru)	Projected Beneficiaries FY2023

	Ind	HH	Ind	HH	Ind	HH	Ind	HH
Redwood City	0	0		169	0	0	200	200
City of San Mateo	0	0			0	0	130	110
County of San Mateo	0	0		714	0	0	750	750
South San Francisco	176	0	80	74	138	0	10	10
Totals	176	0	80	957	138	0	1,090	1,070

PROPOSED PROGRAM BUDGET FOR FY 2023-24

It is recommended that use your current allocation amount for your FY 15-16 funding request. However, please take into consideration that this amount is most likely to stay the same or decrease

				South San Francisco		Total Jurisdictions	
Budget Line Item	**Agency Total**	**Pgm%**	**Program Total**	**%**	**Requested**	**Pgm%**	**Requested**
Labor							
Salaries	$3,708,000	28%	$1,042,500	0%	$5,000	0%	$5,000
Taxes/Benefits	$1,236,000	28%	$347,500	0%		0%	$0
Supplies							
Packing Supplies	$300,000	44%	$132,000	4%	$5,000	4%	$5,000
Materials							
Food	$757,000	160%	$1,209,000	2%	$30,000	2%	$30,000
Operations/Maintenance							
Mileage	$45,672	98%	$44,558	0%	$0	0%	$0
All Other	$1,218,228	13%	$152,442	0%		0%	$0
Administration					$0	0%	0
TOTAL	$7,264,900	40%	$2,928,000	1%	$40,000	1%	$40,000
Number of Individual Beneficiaries					10		10
Cost per Individual					$4,000.00		$4,000.00
Number of Household Beneficiaries					10		10
Cost per Household					$4,000.00		$4,000.00

Attachments

(Upload Instructions)

ALL attachments below are **REQUIRED** in order to submit your application, and your application WILL NOT be able to be submitted with missing attachments! Please take this into consideration when timing your submission of this application. The documents you need to upload are checked below. If you have other attachments you would like to include, please check one of the "Other" boxes below and identify the Attachment in the box. If you are unable to upload any of the attachments, contact the CDBG Manager of the appropriate jurisdiction at least one day prior to submitting your application.

- [x] 1. Resolution authorizing application and designation of signatory, by the — SSF_CDBG_resolution_.pdf
- [x] 2. Proof of 501(c)3 / tax-exempt status — IRS_Affirmation_letter_of_tax_exempt_status_2015_copy.pdf
- [x] 3. By-laws — PVI_BOD_By-Laws_Revision_2019_TRUE_FINAL_V3.pdf
- [x] 4. Articles of Incorporation — Articles_of_Incorporation_PVI_1947.pdf, Articles_of_Incorporation_Amendment_19701.pdf
- [x] 5. Board roster, including: — PVI_Board_Meetings_2022.pdf, PVI_Board_of_Directors_Quick_Contact_List_FY_22-23_FINAL_10-18-22.pdf
  - Name, Company, Years on Board
  - Meeting dates for previous 12 months
  - Number of years allowed for each board term
- [x] 6. Organizational chart for entire organization — PVI_Organizational_Chart_080620_v18.pdf
- [x] 7. Certified financial audit no more that 1 fiscal year old, prepared by a CPA, and: — Peninsula_Volunteers_Inc._signed_FS_for_6.30.21_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 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 (FY22-23) **Agency** Operating Budget • Proposed (FY23-24) **Agency** Operating Budget	Budget_Reports_PVI_and_MOW_FY22-23_FY23-24.pdf
☑ 9. Mission Statement	PVI_Mission_and_Vision_1-7-22.docx
☑ 10. Non-discrimination policy	Non-discrimination__Accomadation_policy.pdf
☑ 11. Reasonable Accommodations Policy	Non-discrimination__Accomadation_policy.pdf
☐ 12. Other -	PVI_conflict_statement.pdf

☑ Reviewed and updated Contact Information
☑ Reviewed and updated Projected Beneficiares
☑ Reviewed and updated Budget

Program Manager Signature	Johannes Bols
Date Signed	01/12/2023

Initially submitted: Jan 12, 2023 - 11:09:37