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

GENERAL INFORMATION

1. Project Title: Safe Harbor Shelter

2. Project Address: 295 North Access Road City: South San Francisco Zip: 94080

3. Provide a one sentence project summary:
Safe Harbor Shelter provides emergency shelter for unhoused adults over age 18 in San Mateo County.

4. Organization Name: Samaritan House

Organization Address: 4031 Pacific Blvd. City: San Mateo Zip: 94403

Organization Phone: 650-341-4081 Website: www.samaritanhousesanmateo.org

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

5. Contact Person / Project Administrator: Name: Anje Mendoza;Isabelle Anderson Title: Associate Director of Shelter Services; Institutional Partnerships Manager Telephone: 650-351-5032/650-376-4992

Contact Email: anje@samaritanhousesanmateo.org;ianderson@samaritanhousesanmateo.org Fax:

6. Name of Agency Director: Laura Bent

7. Fiscal Officer: Name: Jolie Bou Email: jbou@samaritanhousesanmateo.org Telephone: 650-523-0810

Fiscal Officer Address: 4031 Pacific Blvd City: San Mateo Zip: 94403-4666

8. Authorized Signatory: Name: Laura Bent Email: laura@samaritanhousesanmateo.org Telephone: 650-523-0824

Fiscal Officer Address: 4031 Pacific Blvd City: San Mateo Zip: 94403-4666

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

10. SAM/UEI Number: 88-448-6341 **Federal EIN/TIN Number:** 23-7416272

Funding recevied from:
- [x] Redwood City
- [ ] City of San Mateo
- [ ] County of San Mateo
- [x] 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.
Safe Harbor Shelter, a 105-bed Emergency Shelter located in South San Francisco ((including 5 BHRS Mental Health contracted beds), is an integral component of San Mateo County's housing crisis resolution system that provides emergency housing for the County's unhoused adults, 18+ years. In addition to safety and warmth, Safe Harbor provides clients with nutrition; on-site housing focused case management and housing location services; counseling; medical, dental, and behavioral health care; educational programming; coordination of services and referrals to Federal, state, and local benefits; employment assistance and job training; legal services; life skills training; substance abuse treatment services; and other supportive services.

Using a Housing First model, Safe Harbor develops an empowerment plan for each client, addressing housing barriers. Following a tiered case management model, Safe Harbor case management, the housing liaison, and intake teams assess, coordinate, and monitor client-centered, individualized services for unhoused residents.

Project outcomes include:

1: The shelter will be at full capacity 95% of the time.
2: 60% 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 AOD's.

11. Program Changes: Please detail any changes to your program for FY2023.

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	120	120	38	38	65	65	38	38
City of San Mateo	0	0			0	0		
County of San Mateo	0	0			0	0		
South San Francisco	167	220	90	90	51	51	90	90
Totals	287	340	128	128	116	116	128	128

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

				Redwood City		South San Francisco		Total Jurisdictions	
Budget Line Item	Agency Total	Pgm%	Program Total	%	Requested	%	Requested	Pgm%	Requested
Labor									
Case Manager EB	$69,035	100%	$69,035	21%	$14,716.00	26%	$18,000	47%	$32,716
Other Staff	$10,778,891	9%	$980,064	0%		0%		0%	$0
Taxes/Benefits	$2,533,049	12%	$293,411	0%		0%		0%	$0
Supplies									
Office Supplies	$444,178	5%	$23,254	0%		0%		0%	$0
Program supplies & meals	$982,203	9%	$89,328	0%		0%		0%	$0
Operations/Maintenance									
Occupancy	$808,191	2%	$18,195	0%		0%		0%	$0
Utilities and Communications	$766,490	4%	$27,264	0%		0%		0%	$0
Housekeeping	$467,575	4%	$20,854	0%		0%		0%	$0
Outside Services & Prof Fees	$2,179,250	5%	$119,085	0%		0%		0%	$0
Temporary staffing	$575,925	17%	$98,739	0%		0%		0%	$0
Transportation & Conf	$195,222	6%	$11,270	0%		0%		0%	$0
Fees and Taxes	$103,264	1%	$895	0%		0%		0%	$0
Client financial assistance	$2,000,000	0%	$0	0%		0%		0%	$0
In-kind bus passes and facility	$5,398,344	4%	$229,690	0%		0%		0%	$0
other fees	$232,247	3%	$6,720	0%		0%		0%	$0
Administration								0%	0
TOTAL	$27,533,864	7%	$1,987,804	1%	$14,716	1%	$18,000	2%	$32,716
Number of Individual Beneficiaries					38		90		128
Cost per Individual					$387.26		$200.00		$255.59
Number of Household Beneficiaries					38		90		128
Cost per Household					$387.26		$200.00		$255.59

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 — 2023_Samaritan_House_Board_Resolutions_LMIHAF.pdf, 2023_Samaritan_House_Board_Resolutions_CDBG.pdf

- [x] 2. Proof of 501(c)3 / tax-exempt status — Samaritan_House_IRS_501c3_Determination_Letter.pdf
- [x] 3. By-laws — SH_Bylaws_approved_amended_02252021.pdf
- [x] 4. Articles of Incorporation — Original_Articles_of_Incorporation_12.12.1974.pdf
- [x] 5. Board roster, including: — Samaritan_House_Board_of_Directors_Roster_--_FY22-23.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 — Samaritan_House_Organization_Chart_2022-23.pdf
- [x] 7. Certified financial audit no more that 1 fiscal year old, prepared by a CPA, and: — Samaritan_House_FY22_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 certifying that agency does not receive more than $750,000 in federal funds and is not subject to the Single Audit.
- [x] 8. The following are required: — Samaritan_House_Total_Agency_FY23_Budget.pdf, Samaritan_House_Projected_Agency_Budget_FY24.pdf
  - Current (FY22-23) **Agency** Operating Budget
  - Proposed (FY23-24) **Agency** Operating Budget
- [x] 9. Mission Statement — Samaritan_House_Mission_Statement_21.pdf
- [x] 10. Non-discrimination policy — Samaritan_House_Non-Discrimination_Policy_2021.pdf
- [x] 11. Reasonable Accommodations Policy — Samaritan_House_Reasonable_Accommodations_Policy.doc
- [x] 12. Other - xx2 — Samaritan_House_Conflict_of_Interest_Policy.pdf
- [ ] 13. The following are required: (Redwood City Only)
  - Current (FY22-23) **Program** Operating Budget
  - Proposed (FY23-24) **Program** Operating Budget

- [x] Reviewed and updated Contact Information
- [x] Reviewed and updated Projected Beneficiares
- [x] Reviewed and updated Budget

Program Manager Signature	Isabelle Anderson
Date Signed	02/15/2023

Initially submitted: Jan 11, 2023 - 18:47:08

Returned to Draft 02-15-2023 by South San Francisco
Reason: 1. Board roster does not include the # of years served or # of years allowed for each Board term
2. Please include Board meeting dates for previous 12 months