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

GENERAL INFORMATION

1. Project Title: Fair Housing
2. Project Address: 1615 Hudson St., Ste A City: Redwood City Zip: 94061

3. 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.

4. Organization Name: Project Sentinel, Inc.
Organization Address: 1490 El Camino Real City: Santa Clara Zip: 95050
Organization Phone: 650-321-6291 Website: www.housing.org

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

5. Contact Person / Project Administrator: Name: Lark Ritson Title: Fair Housing Director Telephone: 408-907-4662
Contact Email: lritson@housing.org Fax:

6. Name of Agency Director: Carole Conn

7. Fiscal Officer: Name: Deanne Caraballo Email: Deannec@healthtrust.org Telephone: 408-513-8763
Fiscal Officer Address: 1631 Willow Street, Ste. 200 City: San Jose Zip: 95125

8. Authorized Signatory: Name: Carole Conn Email: cconn@housing.org Telephone: 408-470-3739
Fiscal Officer Address: 1490 El Camino Real City: Santa Clara Zip: 95050

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

10. SAM/UEI Number: 781326608 **Federal EIN/TIN Number:** 77-0266612

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.
To combat illegal housing discrimination and ensure civil rights protection, Project Sentinel provides comprehensive fair housing services of complaint investigation, consultation, information and referral, and community outreach and education. Fair housing investigations that reveal evidence of illegal discrimination are addressed through education, conciliation, HUD or DFEH 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 educational workshops on fair housing compliance.
These services help create and maintain healthy communities and assist San Mateo County, San Mateo City, Redwood City and South San Francisco to comply with HUD's directive to affirmatively further fair housing. Proposed services will be delivered from Project Sentinel's Redwood City office, Monday through Friday from 9 AM to 5:00 PM, with telephone intake from 9 AM to 4 PM. '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.

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	24	8	13	7	16	10	13	5
City of San Mateo	36	10	23	14	6	5	12	9
County of San Mateo	60	20	25	14	38	17	23	12
South San Francisco	14	5	13	7	2	2	12	5

Totals	134	43	74	42	62	34	60	31

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		City of San Mateo		County of San Mateo		South San Francisco		Total Jurisdictions	
Budget Line Item	**Agency Total**	**Pgm%**	**Program Total**	**%**	**Requested**	**%**	**Requested**	**%**	**Requested**	**%**	**Requested**	**Pgm%**	**Requested**
Labor													
Executive Director	$160,000	17%	$27,000	2%	$500	3%	$800	2%	$500	3%	$922	10%	$2,722
Fair Housing Director	$95,000	7%	$6,450	9%	$600	15%	$950	34%	$2,200.00	23%	$1,500	81%	$5,250
Fair Housing Staff	$592,272	9%	$52,300	17%	$9,100	29%	$15,000	32%	$16,900.00	17%	$8,700.00	95%	$49,700
Indirect Cost Rate (22%)	$0		$0		$0		$0		$0		$0		$0
Taxes/Benefits	$398,797	2%	$9,804	18%	$1,734	29%	$2,847	34%	$3,332.00	19%	$1,891	100%	$9,804
Supplies													
Office Supplies	$12,300	27%	$3,337	0%		0%		0%	$0.00	0%		0%	$0
Operations/Maintenance													
Occupancy	$59,375	19%	$10,998	7%	$822	9%	$1,006	8%	$825	0%		24%	$2,653
Communications	$70,600	32%	$22,853	0%		1%	$320	1%	$200	0%		2%	$520
Travel	$9,650	31%	$2,987	0%		3%	$100	0%	$0.00	0%		3%	$100
Testers	$3,500	100%	$3,500	0%		0%	$0	0%	$0.00	0%	$0	0%	$0
Printing & Postage	$19,200	28%	$5,364	0%		0%		0%	$0.00	0%		0%	$0
Equipment Maintenance	$31,691	25%	$7,956	0%		4%	$292	0%	$0.00	0%		0%	$0
Administration			$18,865	12%	$2,244	20%	$3,685	23%	$4,312	13%	$2,447	67%	12688
TOTAL	$1,452,385	12%	$171,414	9%	$15,000	15%	$25,000	16%	$28,269	9%	$15,460	49%	$83,729
Number of Individual Beneficiaries					13		12		23		12		60
Cost per Individual					$1,153.85		$2,083.33		$1,229.09		$1,288.33		$1,395.48
Number of Household Beneficiaries					5		9		12		5		31
Cost per Household					$3,000.00		$2,777.78		$2,355.75		$3,092.00		$2,700.94

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 — Board_Resolution_Authorizing_Carole_Conn.docx_-_signed.pdf
- [x] 2. Proof of 501(c)3 / tax-exempt status — CA_Tax_Exempt_Letter_1.20.17.pdf
- [x] 3. By-laws — Exhibit_E_-_By-Laws.pdf
- [x] 4. Articles of Incorporation — Exhibit_D_-_Articles_of_Incorporation.pdf
- [x] 5. Board roster, including: — Project_SentinelBoard_-2022.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 — 2021_PS_Organization_Chart_rev7-2022_w_expanded_FH.pdf
- [x] 7. Certified financial audit no more that 1 fiscal year old, prepared by a CPA, and: — 2020-2021_Project_Sentinel_Inc._Financial_Statements_-_Final.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:
  - Current (FY22-23) **Agency** Operating Budget
  - Proposed (FY23-24) **Agency** Operating Budget

Proposed_PS_Budget_FY_23-24.pdf
DRAFT_Project_Sentinel_FY_22-23_Budget.pdf

- [x] 9. Mission Statement — MISSION_STATEMENT.doc
- [x] 10. Non-discrimination policy — Statement_of_Policy_Non-Discrimination.doc
- [x] 11. Reasonable Accommodations Policy — reasonable_accommodation_statement.doc
- [ ] 12. Other - xyz — Conflict_of_Interest_Policy.doc
- [ ] 13. The following are required: (Redwood City Only)
  - Current (FY22-23) **Program** Operating Budget
  - Proposed (FY23-24) **Program** Operating Budget

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

Program Manager Signature	Carole Conn
Date Signed	01/20/2023

Initially submitted: Jan 12, 2023 - 19:23:57

Returned to Draft 01-14-2023 by San Mateo County
Reason: Please update the Board resolution and Board roster.
Please state when you expect to have audit for FY ending 6/30/22.
Please upload a CURRENT letter approving your federal indirect cost rate.