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

GENERAL INFORMATION

1. Project Title: Leo J. Ryan Child Development Center and Club Leo Afterschool Program

2. Project Address: 1200 Miller Ave City: South San Francisco Zip: 94080

3. Provide a one sentence project summary:
Leo J. Ryan Early Learning Center seeks support for our students and teachers to provide the safe and supportive learning environments every child needs to thrive.

4. Organization Name: Peninsula Family Service
Organization Address: 24 Second Ave City: San Mateo Zip: 94401
Organization Phone: 650-403-4300 Website: www.pfso.org

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

5. Contact Person / Project Administrator: Name: Deborah Miller Title: Chief Advancement Officer Telephone: 4153028515
Contact Email: dmiller@pfso.org Fax:

6. Name of Agency Director: Heather Cleary

7. Fiscal Officer: Name: Inessa Shishmanyan Email: ishishmanyan@pfso.org Telephone: 650-403-4300 x 4610
Fiscal Officer Address: 24 Second Ave City: San Mateo Zip: 94401-3828

8. Authorized Signatory: Name: Mary Geissler Email: mgeissler@pfso.org Telephone: 650-403-4300
Fiscal Officer Address: 24 Second Ave City: San Mateo Zip: 94401-3828

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

10. SAM/UEI Number: EYFWJJW97NA7 **Federal EIN/TIN Number:** 94-1186169

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.
Peninsula Family Service is seeking general support for the Leo J. Ryan Early Learning Center located on the campus of Sunshine Gardens Elementary School in South San Francisco. The program provides care to over 90 low-income children with family engagement and support as well with food, housing, banking and support for mental health, mutigenerational living issues as well. Currently, 39 children are served through Early Learning and 56 participate in Club Leo, our program that promotes academic, health, and social-emotional development for school-age children.

11. Program Changes: Please detail any changes to your program for FY2023.
The Leo J. Ryan Early Learning Center will continue to be responsive to the changing needs of our students and their families. The pandemic has created several obstacles for students, including exacerbating developmental delays. Many of the children at Leo J. Ryan are delayed in language, speech, and/or social skills to support positive interactions with peers and teachers. We continue to work with consultants and other partners to provide individualized interventions.

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			0	0		
City of San Mateo	0	0			0	0		
County of San Mateo	0	0			0	0		
South San Francisco	0	0	62		85	66	95	43
Totals	0	0	62	0	85	66	95	43

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	$9,921,335	11%	$1,097,359	1%	$12,192.45	1%	$12,192
Taxes/Benefits	$3,251,323	10%	$320,525	1%	$3,791.55	1%	$3,792
Supplies							
Instructional Supplies	$787,528	4%	$35,065	0%	$0.00	0%	$0
Materials							
Materials	$887,821	16%	$146,429	0%	$0.00	0%	$0
Operations/Maintenance							
Operations	$1,427,750	15%	$212,298	0%	$0.00	0%	$0
Administration	$1,715,410	12%	$211,971	1%	$1,776.00	1%	1776
TOTAL	$17,991,167	11%	$2,023,647	1%	$17,760	1%	$17,760
Number of Individual Beneficiaries					95		95
Cost per Individual					$186.95		$186.95
Number of Household Beneficiaries					43		43
Cost per Household					$413.02		$413.02

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 — Peninsula_Family_Service_HC.pdf
- [x] 2. Proof of 501(c)3 / tax-exempt status — Tax-Exempt_Status_Letter_12.09.10.pdf
- [x] 3. By-laws — 2021__PFS_ByLaws_Fifth_Amendment.pdf
- [x] 4. Articles of Incorporation — Articles_of_Incorporation.pdf, Certificate_of_Amendment_of_Articles_of_Incorporation.pdf
- [x] 5. Board roster, including: — PeninsulaFamilyService_2022BoardofDirectors.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 — Peninsula_Family_Service_Organization_Chart_1.21.19.pptx
- [x] 7. Certified financial audit no more that 1 fiscal year old, prepared by a CPA, and: — Peninsula_Family_Service_Jun22AR_Audited_Financials.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: — PFS_AGENCY_OPERATING_BUDGET_FY_2022-2023.pdf, AGENCY_PROPOSED_OPERATING_BUDGET__FY_2023-2024.pdf
  - Current (FY22-23) **Agency** Operating Budget
  - Proposed (FY23-24) **Agency** Operating Budget
- [x] 9. Mission Statement — Peninsula_Family_Service_Mission.docx

- [x] 10. Non-discrimination policy — PFS_Non_Disc.png
- [x] 11. Reasonable Accommodations Policy — PFS_Reasonable_Accom.PNG
- [ ] 12. Other - — PFS_Conflict_of_Interest.PNG

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

Program Manager Signature	Mary Geissler
Date Signed	01/11/2023

Initially submitted: Jan 11, 2023 - 16:22:46