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 at Home (2022)

2. Project Address: 841 Kaynyne Street City: Redwood City Zip: 94063

3. 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.

4. Organization Name: Rebuilding Together Peninsula

Organization Address: 841 Kaynyne Street City: Redwood City Zip: 94063

Organization Phone: 650-366-6597 Website: www.RTPeninsula.org

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

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; shauna.barbera@rebuildingtogetherpeninsula.org Fax:

6. Name of Agency Director: Melissa Lukin

7. Fiscal Officer: Name: Jan Sager Email: jan.sager1@gmail.com 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

Fiscal Officer Address: 841 Kaynyne Street City: Redwood City Zip: 94063-3033

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

10. SAM/UEI Number: 11-399-5612 **Federal EIN/TIN Number:** 94-3106209

Funding recevied from:
- [x] Redwood City
- [x] City of San Mateo
- [x] 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 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.

11. Program Changes: Please detail any changes to your program for FY2023.
No changes 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	0	0	0	5	0	2	0	5
City of San Mateo	0	0	0	4	0	1	0	4
County of San Mateo	0	0	0	30	0	1	0	30
South San Francisco	0	0	0	10	0	1	0	10
Totals	0	0	0	49	0	5	0	49

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													
Director of Programs	$108,150	55%	$59,483	1%	$500	1%	$400	8%	$5,000	3%	$1,500	12%	$7,400
Safe at Home Manager	$75,000	80%	$60,000	3%	$2,000	1%	$500	8%	$5,000	9%	$5,300	21%	$12,800
Sr. Repair Technician	$78,750	90%	$70,875	6%	$4,000	6%	$4,000	35%	$25,000	11%	$8,000	58%	$41,000
Client Intake and Outreach Coordinator	$60,900	49%	$29,841	2%	$500	2%	$500	22%	$6,500	7%	$2,000	32%	$9,500
Project Specialist	$46,296	25%	$11,574	6%	$700	5%	$600	17%	$2,000	24%	$2,750	52%	$6,050
Other Staff	$523,096	14%	$70,714	0%	$0	0%	$0	0%	$0	0%	$0	0%	$0
Taxes/Benefits	$364,417	34%	$123,551	1%	$770	0%	$600	4%	$4,350	2%	$1,930	6%	$7,650
Supplies													
Mileage	$14,743	16%	$2,401	4%	$100	12%	$300	42%	$1,000	21%	$500	79%	$1,900
Materials													
Materials and subcontractors	$579,864	65%	$375,224	4%	$14,508	3%	$11,182	17%	$64,686	8%	$28,220	32%	$118,596
Operations/Maintenance													
Outreach	$4,343	50%	$2,172	5%	$100	5%	$100	5%	$100	5%	$100	0%	$0
Administration	$837,951	13%	$112,469	2%	$1,822	2%	$1,818	10%	$11,364	4%	$4,950	18%	19954
TOTAL	$2,693,510	34%	$918,304	3%	$25,000	2%	$20,000	14%	$125,000	6%	$55,250	25%	$225,250
Number of Individual Beneficiaries					0		0		0		0		0
Cost per Individual													
Number of Household Beneficiaries					5		4		30		10		49
Cost per Household					$5,000.00		$5,000.00		$4,166.67		$5,525.00		$4,596.94

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 — 1._Resolution_11.17.22.pdf
- [x] 2. Proof of 501(c)3 / tax-exempt status — 2._501c3.pdf

- [x] 3. By-laws — 3._By-laws_Resolution_11-17-11.pdf
- [x] 4. Articles of Incorporation — 4._Articles_of_Incorporation__original_and_amendments.pdf
- [x] 5. Board roster, including: — 5._Board_Roster_2022-23_Latest_.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 — 6._Org_Chart_RTP_11.16.22.pdf
- [x] 7. Certified financial audit no more that 1 fiscal year old, prepared by a CPA, and: — 7._FINAL_FY20-21_AUDIT.pdf, 7c._Single_Audit_Not_Required_letter.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: — 8a._APPROVED_BUDGET_FY23_agency_budget.pdf, 8b._Proposed_FY23-24_budget_for_CDBG.pdf
    - Current (FY22-23) **Agency** Operating Budget
    - Proposed (FY23-24) **Agency** Operating Budget
- [x] 9. Mission Statement — 9._RTP_Mission_Statement_1.10.23.pdf
- [x] 10. Non-discrimination policy — 10._11._nondiscrimination_and_accomodations_updated_2.2019.pdf
- [x] 11. Reasonable Accommodations Policy — 10._11._nondiscrimination_and_accomodations_updated_2.2019.pdf
- [x] 12. Other - — 12._confilct_of_interest_policy.pdf
- [x] 13. The following are required: (Redwood City Only) — 13._FY23_SAH_Budget.pdf, 13._Proposed_SAH_FY23-24_budget_for_CDBG.pdf
    - 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	Joy Dickinson
Date Signed	01/11/2023

Initially submitted: Jan 11, 2023 - 08:28:08