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

GENERAL INFORMATION

1. Project Title: Peninsula Minor Home Repair
2. Project Address: 3180 Middlefield Road City: Redwood City Zip: 94063

3. Provide a one sentence project summary:
ECSMC proposes to continue providing minor home repair services to residents of San Mateo County enabling extremely low, very low, low and fixed income residents who do not initially qualify for all of the Energy Savings Assistance and electrification benefits and receive more energy and water conservation solutions, as well as address de-carbonation and climate change.

4. Organization Name: El Concilio of San Mateo County
Organization Address: 3180 Middlefield Road City: Redwood City Zip: 94063
Organization Phone: 650-373-1080 Website: www.el-concilio.com

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

5. Contact Person / Project Administrator: Name: Joaquin Narvaez Title: PMHR Manager Telephone: 650-918-9553
Contact Email: joaquinn75@yahoo.com Fax:

6. Name of Agency Director: Ana Avendano, Ed.D

7. Fiscal Officer: Name: Rene Rivera Email: rivermanagement11@gmail.com Telephone: 510-708-4400
Fiscal Officer Address: 3180 Middlefield Road City: Redwood City Zip: 94063-3762

8. Authorized Signatory: Name: Ana Avendano Email: ana@el-concilio.com Telephone: 650-373-1080
Fiscal Officer Address: 3180 Middlefield Road City: Redwood City Zip: 94063-3762

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

10. SAM/UEI Number: 94-6525250 **Federal EIN/TIN Number:** 94-2772110

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 unique feature and benefit of the PMHR program is ECSMC's holistic approach and considerable experience in providing home repair services to Extremely Low Income (ELI), Very Low Income (VLI) and Low Income (LI) residents including those on a fixed income. The PMHR program objectives are providing cost-effective minor home repair improvements/repairs focusing on:
• health and safety,
• housing quality standards,
• increasing energy/water conservation,
• making more homes eligible for energy/water weatherization improvements that would otherwise not be completed,
• and/or access modifications.
The key priorities of the PMHR program are to focus on its target audience on households who:
• need but are unaware of programs available to improve their homes through minor home repairs,
• may be eligible for low-cost installation of energy/water conservation solutions, and
• would benefit significantly from reducing monthly energy/household water expenses.
Under the PMHR program, the services provided to eligible homes include (but are not limited to):
• Attic insulation.
• Water heater wrapping
• Carbon monoxide/fire alarm inspections/installation
• Repair/replace heating, ventilation, and air condition (HVAC)
• Natural gas appliance testing
• Refrigerator replacement
• Water leak testing
• Energy audits/concurrent energy education
• Quality control inspections
• Repair/replace doors, windows, fences
• Weatherization

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	0	0	28		0	0	28	9
City of San Mateo	0	7	25		0	0	25	7
County of San Mateo	0	14	60		0	0	60	20
South San Francisco	0	5	30		0	0	30	10
Totals	0	26	143	0	0	0	143	46

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													
Accountant	$36,000	10%	$3,600	18%	$648	12%	$432	40%	$1,440	20%	$720	90%	$3,240
Case Manager	$41,600	25%	$10,400	0%	$0	0%	$0	0%	$0	0%	$0.00	0%	$0
Weatherization Lead	$58,240	35%	$20,384	0%	$0.00	0%	$0	0%	$0.00	0%	$0.00	0%	$0
Weatherization Crew	$47,840	30%	$14,352	0%	$0.00	0%	$0	0%	$0.00	0%	$0.00	0%	$0
Weatherization Crew 1	$41,600	30%	$12,480	0%	$0.00	0%	$0	0%	$0.00	0%	$0.00	0%	$0
Weatherization Crew 2	$41,600	30%	$12,480	0%	$0	0%	$0	0%	$0	0%	$0	0%	$0
Enrollment Specialist	$1,150	96%	$1,100	0%	$0	0%	$0	0%	$0	0%	$0	0%	$0
Outside Subcontractors	$0		$0		$16,800		$8,385		$28,071		$15,216.00		$68,472
Taxes/Benefits	$73,861	25%	$18,465	0%	$0	0%	$0	0%	$0	0%	$0.00	0%	$0
Supplies													
Construction Materials	$230,000	35%	$80,500	22%	$17,552	8%	$6,183	32%	$25,489	14%	$11,064.00	0%	$0
Administration	$0		$0		$0		$0		$0		$0	0%	0
TOTAL	$571,891	30%	$173,761	20%	$35,000	9%	$15,000	32%	$55,000	16%	$27,000	76%	$132,000
Number of Individual Beneficiaries					28		25		60		30		143
Cost per Individual					$1,250.00		$600.00		$916.67		$900.00		$923.08
Number of Household Beneficiaries					9		7		20		10		46
Cost per Household					$3,888.89		$2,142.86		$2,750.00		$2,700.00		$2,869.57

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 — DrP.pdf
- [x] 2. Proof of 501(c)3 / tax-exempt status — Attach_2_El_Concilio_501_c3_ltr.pdf, Att_2_ECSMC__501c3.pdf
- [x] 3. By-laws — Attach_3_El_Concilio_Bylaws.pdf, Att_3_ECSMC_Bylaws.pdf
- [x] 4. Articles of Incorporation — Attach_4_El_Concilio_Articles_of_Incorp.pdf, Att__4_ECSMC_Articles_of_Incorp.pdf
- [x] 5. Board roster, including: — 2022_EC_Board_Roster.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 — Org_Chart_23.pdf
- [x] 7. Certified financial audit no more that 1 fiscal year old, prepared by a CPA, and: — EL_Concilio__Audit_Report_-_06.30.2021-1.pdf, Financial_Letter_23.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: — El_Concilio_FY_22-23_Budget_.pdf, El_Concilio_DRAFT_Budget_FY23-24.pdf
  - Current (FY22-23) **Agency** Operating Budget
  - Proposed (FY23-24) **Agency** Operating Budget

- [x] 9. Mission Statement
- [x] 10. Non-discrimination policy
- [x] 11. Reasonable Accommodations Policy
- [ ] 12. Other -
- [ ] 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

Attach_9_Mission_Statement_El_Concilio.docx
Att_9_ECSMC_Mission_Statement.docx
Attach_10_El_Concilio_Non-Discrimination_Policy_for_Staff_and_Clients.pdf
Att_10_ECSMC_Non-Discrimination_Policy_for_Staff_and_Clients.pdf
Attach_11_El_Concilio_Reasonable_Accommodations_Policy_for_Staff_and_Clients.pdf
Att_11_ECSMC_Reasonable_Accommodations_Policy_for_Staff_and_Clients.pdf

Attach_12_El_Concilio_Conflict_of_Interest_Policy.pdf
Att_12_ECSMC_Conflict_of_Interest_Policy.pdf

Initially submitted: Jan 12, 2023 - 16:46:00

Returned to Draft 01-14-2023 by San Mateo County
Reason: Line 12 needs to be fully completed.
Taxes and benefits for the case manager are higher than the salary line for that position. The other personnel costs are contractors.
The cost per household should be based on number of households, not number of household members.
The budget for the outside contractors should be allocated proportionally to the number of projects planned in each jursidiction.
Application is missing FY 23-24 Agency Operating budget
Application is missing management letters from auditor (if applicable); Application is missing ED Letter certifying that the agency does not receive more than $750,000 in federal funds and is not subject to the single audit.
Please update on status of audit for FY ending 6/30/22
Board resolutions are out of date--need a Bd resolution for the renewal app.
Please add a date to the Board roster to indicate that it is current.. Please show how many years on the Board compared to Board term limits. Please indicate number of Board meeting dates in calendar 2022.