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

GENERAL INFORMATION

1. Project Title: CORA Safe House (Emergency Shelter) Program
2. Project Address: Suppressed City: Suppressed Zip: 94403

3. Provide a one sentence project summary:
To provide operating assistance for CORAs Safe Houses (emergency shelters) providing victims and survivors of domestic violence and their children with a confidential and safe living environment for up to six months.

4. Organization Name: Community Overcoming Relationship Abuse (CORA)
Organization Address: 2211 Palm Avenue City: San Mateo Zip: 94403
Organization Phone: 650-652-0800 Website: http://www.corasupport.org/

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

5. Contact Person / Project Administrator: Name: Cindy Kilpatrick Title: Grants and Contract Manager Telephone: 650-652-0800
Contact Email: cindyk@corasupport.org Fax:

6. Name of Agency Director: Karen Ferguson

7. Fiscal Officer: Name: Rupinder Mahli, CFO Email: Rupinderm@corasupport.org Telephone: 650-652-0800
Fiscal Officer Address: 2211 Palm Ave. City: San Mateo Zip: 94403-1814

8. Authorized Signatory: Name: Karen Ferguson, CEO Email: Karenf@corasupport.org Telephone: 650-652-0800
Fiscal Officer Address: 2211 Palm Ave. City: San Mateo Zip: 94403-1814

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

10. SAM/UEI Number: 015862386 **Federal EIN/TIN Number:** 94-248118

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.
This project requests continued support for CORA's Safe Houses serving survivors of domestic violence and their children. CORA's Safe Houses are part of the agency's overall effort to progressively engage clients at risk of homelessness. From hotel vouchers to 3-year housing vouchers, CORA prevents homelessness, providing customized levels of assistance that preserve the most expensive interventions for households with the most severe barriers to housing. Funds will support CORA's client advocates who provide clients at the Safe Houses with the support and opportunities they need to set and attain their goals. A primary goal of Safe House staff is to help clients build into their lives safety and self-sufficiency so they are less likely to need emergency services.Toward this end, staff use a trauma-informed model of service, which means incorporating an understanding of the impact of trauma into all aspects of service. Using a trauma-informed approach provides a proven framework for assisting survivors in strengthening their own psychological capacities so they can rebuild their lives.

PROGRAM OBJECTIVES:
-80% of CORA's Safe House Program clients will demonstrate an increase in self-sufficiency, improving the client's ability to re-build a life free from abuse.
-80% of clients that complete the Safe House Program will transition into safe housing.

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	13	8	10		2	2	2	2
City of San Mateo	0	0			0	0	0	0
County of San Mateo	73	44	60		36	18	36	18
South San Francisco	8	4	6		2	1	2	1
Totals	94	56	76	0	40	21	40	21

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		County of San Mateo		South San Francisco		Total Jurisdictions	
Budget Line Item	**Agency Total**	**Pgm%**	**Program Total**	**%**	**Requested**	**%**	**Requested**	**%**	**Requested**	**Pgm%**	**Requested**
Labor											
Salaries/Wages	$4,180,000	18%	$750,000	1%	$10,315	4%	$26,812	2%	$15,698	7%	$52,825
Taxes/Benefits	$1,060,000	18%	$187,500	1%	$2,579	4%	$6,703	2%	$3,924	7%	$13,206
Supplies											
Office Supplies	$25,000	0%	$0	0%	$0	0%	$0	0%	$0	0%	$0
Program Supplies	$20,000	15%	$3,000	0%	$0	0%	$0	0%	$0	0%	$0
Materials											
Direct Client Assistance Expenses	$1,300,000	88%	$1,150,000	0%	$0	0%	$0	0%	$0	0%	$0
Direct Program Operating Expenses, including Lisas House	$800,000	14%	$108,125	0%	$0	11%	$11,870	0%	$0	11%	$11,870
Operations/Maintenance											
Occupancy	$200,000	42%	$84,000	0%	$0	0%	$0	0%	$0	0%	$0
Office Expenses	$62,000	5%	$3,000	0%	$0	0%	$0	0%	$0	0%	$0
Staff Mileage/Training	$75,000	12%	$9,000	0%	$0	0%	$0	0%	$0	0%	$0
Administration	$175,908	133%	$234,375	1%	$1,242	2%	$4,615	1%	$1,878	3%	7735
TOTAL	$7,897,908	32%	$2,529,000	1%	$14,136	2%	$50,000	1%	$21,500	3%	$85,636
Number of Individual Beneficiaries				2		36		2		40	
Cost per Individual				$7,068.00		$1,388.89		$10,750.00		$2,140.90	
Number of Household Beneficiaries				2		18		1		21	
Cost per Household				$7,068.00		$2,777.78		$21,500.00		$4,077.90	

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 — CORA_safe_house_Board_Resolution_2021-2022.pdf
- [x] 2. Proof of 501(c)3 / tax-exempt status — 2._501c3letter.pdf
- [x] 3. By-laws — 3._Bylaws_032712_-_COMPLETE_and_SIGNED.pdf
- [x] 4. Articles of Incorporation — 4._Articles_of_incorporation.pdf
- [x] 5. Board roster, including: — Board_of_Directors_Roster_FY_22-23_expanded.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 — CORA_org._chart_2021.pptx
- [x] 7. Certified financial audit no more that 1 fiscal year old, prepared by a CPA, and: — CORA_2021_-_Audit__FS_and_Report.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.

☑ 8. The following are required: • Current (FY22-23) **Agency** Operating Budget • Proposed (FY23-24) **Agency** Operating Budget	Budget_FY23_Approved_Budget.pdf CORA_statement_on_Proposed_FY23_-24_Agency_Budget.docx
☑ 9. Mission Statement	9._Mission_Statement.pdf
☑ 10. Non-discrimination policy	10._Nondiscrimination_Policy.pdf
☑ 11. Reasonable Accommodations Policy	11._Reasonable_Accommodations_-_Client.pdf 11._Reasonable_Accommodations_-_Staff.pdf
☐ 12. Other -	12._Code_of_Conduct_-_COI_highlighted.pdf
☑ 13. The following are required: (Redwood City Only) • Current (FY22-23) **Program** Operating Budget • Proposed (FY23-24) **Program** Operating Budget	CORA_Housing_Program_Budget_-_RWC.pdf

- ☑ Reviewed and updated Contact Information
- ☑ Reviewed and updated Projected Beneficiares
- ☑ Reviewed and updated Budget

Program Manager Signature	Cindy Kilpatrick
Date Signed	01/11/2023

Initially submitted: Jan 11, 2023 - 09:15:48