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

GENERAL INFORMATION

1. Project Title: Sexual Abuse Services for Children and Youth
2. Project Address: 1860 El Camino Real, Suite 406 City: Burlingame Zip: 94010

3. Provide a one sentence project summary:
The Sexual Abuse Services Program for Children and Youth provides mental health services to address the multiple healing needs of child survivors of sexual violence including: crisis intervention, individual and group counseling, advocacy, medical/legal and forensic accompaniment, and information and referrals.

4. Organization Name: Rape Trauma Services: A Center for Healing and Violence Prevention
Organization Address: 1860 El Camino Real, Suite 406 City: Burlingame Zip: 94010
Organization Phone: 650-652-0598 Website: rapetraumaservices.org

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

5. Contact Person / Project Administrator: Name: Emily Abrams Title: Executive Director Telephone: 650-652-0598 x14
Contact Email: emily@rapetraumaservices.org Fax: 650-652-0596

6. Name of Agency Director: Emily Abrams

7. Fiscal Officer: Name: Lorry Thomas Email: Lorry@rapetraumaservices.org Telephone: 650-652-0598
Fiscal Officer Address: 1860 El Camino Real, Suite 406 City: Burlingame Zip: 94010

8. Authorized Signatory: Name: Emily Abrams Email: emily@rapetraumaservices.org Telephone: 650-652-0598
Fiscal Officer Address: !860 El Camino Real, Suite 406 City: Burlingame Zip: 94010

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

10. SAM/UEI Number: 876425245 **Federal EIN/TIN Number:** 94-3215045

Funding recevied from:
- [x] Redwood City
- [x] City of San Mateo
- [ ] 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.
RTS aims to help child abuse survivors learn the skills needed to heal from sexual abuse, decrease the likelihood of Post-Traumatic Stress Disorder, develop the tools to be supportive of their healing, and prevent continued or future abuse. RTS' program clearly matches many HUD activities by providing Basic Human Needs to Abused Children. RTS provides child abuse survivors with Advocacy & Accompaniment, Crisis Intervention, Counseling, Information, Referrals, and Violence Prevention.

The Polaris Project, the human trafficking crisis line, identified San Mateo County as a 'Human Trafficking Hotspot' Child Sexual Exploitation is a form of child abuse in itself, but the #1 risk factor for being sexually exploited is being a survivor of childhood sexual abuse.

In 2022, RTS provided 624 child abuse victims with crisis intervention, accompaniment & advocacy during forensic medical exams & interviews. RTS provides children with emotional support, answers questions, and makes sure survivors understand what is happening and that their rights are protected under the law. Counselors are trained to provide services to youth of all ages. RTS works with police to ensure victims receive information about ongoing RTS services. RTS provides children with individual and group therapy to help break the isolation that is common among survivors – especially children. RTS provides in-person violence prevention workshops to "At-Risk" youth at schools in RWC, SSF & SM

11. Program Changes: Please detail any changes to your program for FY2023.
All services are provided in-person with an option of Tele-Health or virtual programming when requested. There are no other program changes.

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	88	0	75		44	0	80	0
City of San Mateo	87	0	68		39	0	70	0
County of San Mateo	0	0			0	0	0	0
South San Francisco	89	0	80		45	0	80	0
Totals	264	0	223	0	128	0	230	0

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		South San Francisco		Total Jurisdictions	
Budget Line Item	Agency Total	Pgm%	Program Total	%	Requested	%	Requested	%	Requested	Pgm%	Requested
Labor											
Executive Director	$152,880	35%	$54,000	0%	$0	0%	$0	0%	$0	0%	$0
Program Director	$114,200	26%	$30,000	0%	$0	0%	$0	0%	$0	0%	$0
Deputy Director	$91,000	49%	$45,000	0%	$0	0%	$0	0%	$0	0%	$0
Bilingual Family Advocate	$61,000	75%	$46,000	4%	$2,000	4%	$2,000	4%	$2,000	13%	$6,000
Bilingual Lead Advocate/CSEC Coordinator	$61,000	75%	$46,000	0%	$0	0%	$0	0%	$0	0%	$0
Bilingual Educator/Trauma Counselors	$58,000	34%	$20,000	0%	$0	0%	$0	0%	$0	0%	$0
Volunteer Coordinator	$77,000	51%	$39,000	4%	$1,500	4%	$1,500	4%	$1,500	12%	$4,500
Prevention Educators (3 staff members)	$182,600	33%	$60,000	0%	$0	0%	$0	0%	$0	0%	$0
Advocates/Trauma Counselors (3 staff members)	$161,500	32%	$52,000	11%	$5,636	8%	$4,300	11%	$5,600	30%	$15,536
Trauma Therapists (2 staff members)	$125,300	43%	$54,000	4%	$2,000	4%	$2,000	4%	$2,000	11%	$6,000
Intake and Assessment Specialist	$62,000	48%	$30,000	0%	$0	0%	$0	0%	$0	0%	$0
Clinical Supervisor	$20,000	50%	$10,000	0%	$0	0%	$0	0%	$0	0%	$0
Accountant/Book Keeper	$25,500	27%	$7,000	0%	$0	0%	$0	0%	$0	0%	$0
Taxes/Benefits	$252,226	38%	$96,000	0%	$0	0%	$0	0%	$0	0%	$0
Supplies											
Office Supplies	$7,500	27%	$2,000	0%	$0	0%	$0	0%	$0	0%	$0
Equipment and Maintance	$6,000	25%	$1,500	0%	$0	0%	$0	0%	$0	0%	$0
Materials											
Postage and Delivery	$7,500	47%	$3,500	0%	$0	0%	$0	0%	$0	0%	$0
Printing and Reproduction	$7,000	43%	$3,000	0%	$0	0%	$0	0%	$0	0%	$0
Operations/Maintenance											
Occupncy	$103,200	45%	$46,000	7%	$3,000	7%	$3,000	7%	$3,000	20%	$9,000
Telephone and Communication	$29,500	41%	$12,200	0%	$0	0%	$0	0%	$0	0%	$0
Local Travel	$8,000	19%	$1,500	0%	$0	0%	$0	0%	$0	0%	$0
Training/Workshops	$2,000	25%	$500	0%	$0	0%	$0	0%	$0	0%	$0
General Liability Insurance	$3,200	50%	$1,600	0%	$0	0%	$0	0%	$0	0%	$0
Membership Dues	$2,000	50%	$1,000	0%	$0	0%	$0	0%	$0	0%	$0
Administration	$27,282	40%	$11,000	0%	$0	0%	$0	0%	$0	0%	0
TOTAL	$1,647,388	41%	$672,800	2%	$14,136	2%	$12,800	2%	$14,100	6%	$41,036
Number of Individual Beneficiaries					80		70		80		230
Cost per Individual					$176.70		$182.86		$176.25		$178.42

Number of Household Beneficiaries	0	0	0	0
Cost per Household				

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 — RTS_City_Board_Resolution_2023.pdf
- [x] 2. Proof of 501(c)3 / tax-exempt status — Rape_Trauma_Services_IRS_Tax_Exempt_Letter.pdf
- [x] 3. By-laws — RTS_BYLAWS.pdf
- [x] 4. Articles of Incorporation — RTS_articles_of_incorporation.pdf
- [x] 5. Board roster, including: — RTS_BOARD_LIST_2023_24.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 — CHAT_Org_Chart_-_Oct_2022.pdf
- [x] 7. Certified financial audit no more that 1 fiscal year old, prepared by a CPA, and: — RTS_6_30_2021_Audit_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.
- [x] 8. The following are required: — Agency_Budget_2022_23_Final.pdf, Agency_Budget_Proposed_2023_2024.pdf
  - Current (FY22-23) **Agency** Operating Budget
  - Proposed (FY23-24) **Agency** Operating Budget
- [x] 9. Mission Statement — RTS_Mission_Statement.pdf
- [x] 10. Non-discrimination policy — RTS_Non_Discrimination_Policy.pdf
- [x] 11. Reasonable Accommodations Policy — RTS_Reasonable_Accommodations_Policy.pdf
- [ ] 12. Other - — RTS_Conflict_of_Interest_Policy.pdf
- [x] 13. The following are required: (Redwood City Only) — Current_Child_Services_Program_Budget_2022_2023.pdf, Proposed_Child_Services_Program_Budget_2023_2024.pdf
  - Current (FY22-23) **Program** Operating Budget
  - Proposed (FY23-24) **Program** Operating Budget

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

Program Manager Signature	Emily Abrams
Date Signed	01/12/2023

Initially submitted: Jan 12, 2023 - 12:48:18