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

GENERAL INFORMATION

1. Project Title: National Rebuilding Day (NRD) - Home Rehab (2023-24)

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

3. Provide a one sentence project summary:
National Rebuilding Day (NRD) - Home Rehabilitation program is a volunteer-driven home repair program, held twice per year, that brings together about 1,000 volunteers together on behalf of dozens of low-income homeowners, ensuring that every neighbor we serve has one of the most critical of human needs met -- a safe and healthy home.

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: **Our agency serves:**

5. Contact Person / Project Administrator: Name: Josh Woodruff Title: Project Manager Telephone: 650-366-6597 x226

Contact Email: josh.w@rebuildingtogetherpeninsula.org, 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.
RTP's National Rebuilding Day (NRD) - Home Rehabilitation program leverages the collaborative support of volunteers, financial sponsors, and in-kind donations to deliver major critical repairs to low-income homeowners that lack the financial means and technical expertise to address the repair issues plaguing their health and safety.

NRD's main objective is that the homes owned by our low-income neighbors are dry, clean, pest-free, ventilated, safe, contaminant-free, maintained, thermally controlled, accessible, and affordable (the National Center for Healthy Housing's ten Principles of Healthy Homes).

Activities:
1. Low-income homeowner completes repair application.
2. RTP conducts a comprehensive Home Safety Assessment which assesses the health and safety repairs needed based on the ten Principles of Healthy Homes.

3. RTP develops a scope of work which provides a plan for how the health and safety repairs will be completed.
4. Homeowner is paired with a volunteer Construction Captain who prepares the home for the work to be done on NRD.
5. Repair and home modifications are completed by a team volunteers on NRD, either October 2023 or April 2024.
6. Final project review and survey collection which assesses the impact of our work on the homeowner's health and safety.

Priorities by jurisdiction:
NRD 2022-23 will repair 3 homes in Redwood City, 6 homes in the City of San Mateo, 3 homes in South San Francisco and 8 homes 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	3	0	3	0	0	0	3
City of San Mateo	0	2	0	6	0	0	0	6
County of San Mateo	0	4	0	8	0	0	0	8
South San Francisco	0	1	0	3	0	0	0	3
Totals	0	10	0	20	0	0	0	20

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													
Staff	$892,192	30%	$265,301	1%	$2,054	2%	$5,000	1%	$3,400	1%	$1,575	5%	$12,029
Taxes/Benefits	$364,417	29%	$107,000	0%	$205	0%	$500	0%	$340	0%	$157	1%	$1,202
Materials													
Repairs and renovations (cash)	$579,864	28%	$163,694	13%	$20,874.00	24%	$39,955	17%	$27,169	8%	$12,586	61%	$100,584
Rrepairs and renoavation (in-kind)	$200,000	90%	$180,000	0%		0%		0%		0%		0%	$0
Operations/Maintenance													
Operations/Outreach/Vollunteers	$383,694	17%	$65,561	0%	$0	0%	$0	0%	$0	0%	$0	0%	$0
Administration	$269,000	16%	$41,867	4%	$1,867	11%	$4,545	7%	$3,091	3%	$1,432	26%	10935
TOTAL	$2,689,167	31%	$823,423	3%	$25,000	6%	$50,000	4%	$34,000	2%	$15,750	15%	$124,750
Number of Individual Beneficiaries					0		0		0		0		0
Cost per Individual													
Number of Household Beneficiaries					3		6		8		3		20
Cost per Household					$8,333.33		$8,333.33		$4,250.00		$5,250.00		$6,237.50

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] 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.

☑ 8. The following are required: • Current (FY22-23) **Agency** Operating Budget • Proposed (FY23-24) **Agency** Operating Budget	8a._APPROVED_BUDGET_FY23_agency_budget.pdf 8b._Proposed_FY23-24_budget_for_CDBG.pdf
☑ 9. Mission Statement	9._RTP_Mission_Statement_1.8.21.pdf
☑ 10. Non-discrimination policy	10._11._nondiscrimination_and_accomodations_updated_2.2019.pdf
☑ 11. Reasonable Accommodations Policy	10._11._nondiscrimination_and_accomodations_updated_2.2019.pdf
☑ 12. Other -	12._confilct_of_interest_policy.pdf
☑ 13. The following are required: (Redwood City Only) • Current (FY22-23) **Program** Operating Budget • Proposed (FY23-24) **Program** Operating Budget	13._FY23_NRD_Budget.pdf 13._Proposed_NRD_FY23-24_budget_for_CDBG.pdf

☐ Reviewed and updated Contact Information
☐ Reviewed and updated Projected Beneficiares
☐ Reviewed and updated Budget

Program Manager Signature	Joy Dickinson
Date Signed	01/26/2023

Initially submitted: Jan 11, 2023 - 08:47:32