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

GENERAL INFORMATION

1. Project Title: Ombudsman Services of San Mateo County, Inc
2. Project Address: 1455 Madison Avenue City: Redwood City Zip: 94061

3. Provide a one sentence project summary:
We are the only program wholly dedicated and legally mandated to advocate for the dignity and quality of life of people living in licensed long term care facilities.

4. Organization Name: Ombudsman Services of San Mateo County, Inc
Organization Address: 1455 Madison Avenue City: Redwood City Zip: 94061
Organization Phone: 650 780 5707 Website: www.ossmc.org

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

5. Contact Person / Project Administrator: Name: Bernadette Mellott Title: Executive Director Telephone: 650 780 5702
Contact Email: berniemellott@ossmc.org Fax: 650-364-5399

6. Name of Agency Director: Bernadette Mellott

7. Fiscal Officer: Name: Cindy Safe Email: info@ossmc.org Telephone: 650 780 5707
Fiscal Officer Address: 1455 Madison Avenue City: Redwood city Zip: 94061

8. Authorized Signatory: Name: Bernadette Mellott Email: berniemellott@ossmc.org Telephone: 650-780-5702
Fiscal Officer Address: 1455 Madison Ave. City: Redwood City Zip: 94061-1549

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

10. SAM/UEI Number: 178766965 **Federal EIN/TIN Number:** 943397402

Funding recevied from:
- [ ] 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.
The Ombudsman is there to advocate and support all residents in long term care facilities. WE make unannounced visits to residential care facilities once or twice a month and to the SNF (Nursing Homes) we go once a week and sometimes more depending on the situation to insure quality of care, and quality of life with dignity. The Ombudsman investigates financial abuse, sexual abuse and physical abuse. In addition to what I have just mentioned, we support residents, their families, and the facilities in accessing community resources.

11. Program Changes: Please detail any changes to your program for FY2023.
Ombudsman Services of San Mateo county, Inc has no changes to our program for 2023.

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	0		
City of San Mateo	106	0	1,909	0	57	0	1,904	0
County of San Mateo	0	0			0	0		
South San Francisco	107	0	839	0	53	0	866	0
Totals	213	0	2,748	0	110	0	2,770	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

				City of San Mateo		South San Francisco		Total Jurisdictions	
Budget Line Item	Agency Total	Pgm%	Program Total	%	Requested	%	Requested	Pgm%	Requested
Labor									
Redwood City	$78,011	100%	$78,011	0%		0%		0%	$0
San Mateo Ombudsman	$76,650	100%	$76,650	17%	$12,800.00	0%		17%	$12,800
j	$392,935	100%	$392,935	0%		0%		0%	$0
South San Francisco	$44,566	100%	$44,566	0%		45%	$20,000	45%	$20,000
Abuse Specialist	$47,695	0%							$0
Taxes/Benefits	$77,320	100%	$77,320	0%		0%		0%	$0
Supplies									
Office supplies	$3,500.00	0%		0%		0%		0%	$0
Materials									
Printing & Repo	$6,000.00	100%	$6,000.00	0%		0%		0%	$0
Operations/Maintenance									
fundraising	$47,900	100%	$47,900	0%		0%		0%	$0
Marketing and PR	$3,500	100%	$3,500	0%		0%		0%	$0
Employee Indirect EXP.	$16,250	100%	$16,250	0%		0%		0%	$0
Board Exp.	$3,000	100%	$3,000	0%		0%		0%	$0
Facilities and Equipment	$23,660	100%	$23,660	0%		0%		0%	$0
financial Exp	$26,594	100%	$26,594	0%		0%		0%	$0
Insurance	$5,215	100%	$5,215	0%		0%		0%	$0
Office Exp	$13,500	100%	$13,500	0%		0%		0%	$0
Program Exp	$59,655	100%	$59,655	0%		0%		0%	$0
In Kind Vol Hrs.	$115,000	100%	$115,000	0%		0%		0%	$0
Administration								0%	0
TOTAL	$1,040,951	95%	$989,756	1%	$12,800	2%	$20,000	3%	$32,800
Number of Individual Beneficiaries					1,904		866		2,770
Cost per Individual					$6.72		$23.09		$11.84
Number of Household Beneficiaries					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 — Oct.__Board_Resolution_.docx
- [x] 2. Proof of 501(c)3 / tax-exempt status — IRS_Letter_of_Determination.pdf
- [x] 3. By-laws — Bylaws.doc
- [x] 4. Articles of Incorporation — Articles_of_Incorporation.pdf
- [x] 5. Board roster, including: — Board_Members_List_2022-2023_10.24.22.docx, Board_Members_with_affiliation_years_of_service.doc, Board_Meeting_Dates.pdf, Board_Terms.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 — OSSMC_Org_Chart_7-9-21_.pptx
- [x] 7. Certified financial audit no more that 1 fiscal year old, prepared by a CPA, and: — Audit_Report_FY21_-_22_Final.pdf, Letter_regarding_receiving_Federal_Funds.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	Approved_Budget_FY22-23__purple_only_1.xlsx Budget_23-24.pdf
☑ 9. Mission Statement	Mission_Statement_on_Letterhead.pdf
☑ 10. Non-discrimination policy	Non-Discrimination_Policy.pdf
☑ 11. Reasonable Accommodations Policy	Non_Discrimination__Reasonable_Accommodation_Policy.docx
☑ 12. Other - Board Resolution	Conflict_of_Interest_Form.pdf Board_Resolution_Signed.pdf

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

Program Manager Signature	Bernadette Mellott
Date Signed	02/17/2023

Initially submitted: Jan 4, 2023 - 10:23:33

Returned to Draft 02-15-2023 by South San Francisco
Reason: Please submit a signed resolution.