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

GENERAL INFORMATION

1. Project Title: Home Sharing Program
2. Project Address: 800 S. Claremont #210 City: San Mateo Zip: 94402

3. Provide a one sentence project summary:
HIP Housing's Home Sharing Program interviews and screens individuals who are searching for a housemate, and struggling renters who are searching for an affordable place to live, and matches them in affordable home sharing arrangements, while also providing housing assistance and resources to low-income individuals and families throughout San Mateo County.

4. Organization Name: Human Investment Project (HIP Housing)
Organization Address: 800 S. Claremont #210 City: San Mateo Zip: 94402
Organization Phone: 650-348-6660 Website: http://www.hiphousing.org/

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

5. Contact Person / Project Administrator: Name: Laura Fanucchi Title: Director of Programs Telephone: 650-348-6660
Contact Email: lfanucchi@hiphousing.org Fax:

6. Name of Agency Director: Kate Comfort Harr

7. Fiscal Officer: Name: Allan Ocon Email: aocon@hiphousing.org Telephone: 650-348-6660
Fiscal Officer Address: 800 S. Claremont #210 City: San Mateo Zip: 94402-1450

8. Authorized Signatory: Name: Kate Comfort Harr Email: kcomfort@hiphousing.org Telephone: 650-348-6660
Fiscal Officer Address: 800 S. Claremont #210 City: San Mateo Zip: 94402-1450

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

10. SAM/UEI Number: 120811997 **Federal EIN/TIN Number:** 94-2154614

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.
HIP Housing's Home Sharing Program prevents homelessness, counters displacement, and creates new affordable housing in South San Francisco and across San Mateo County by matching people who have space in their home to share, with people who are searching for an affordable place to live. This innovative program enables low-income workers to live in South San Francisco, while also helping renters and those with special needs to remain in their home.

Program activities include: interviewing and screening applicants for the Home Sharing Program; checking references; documenting income; generating home sharing referrals for active clients; guiding clients through the process of interviewing and screening potential housemates and completing a Living Together Agreement; and providing mediation services and ongoing support after a home sharing match is made.

With your support in FY 2023-2024, Home Sharing staff will:
- Provide housing assistance and community resources to 130 South San Francisco residents who contact our agency for information.
- Interview, screen, and provide housing assistance to 80-100 people who live or work in South San Francisco who are in need of a home sharing arrangement.
- Place 8 South San Francisco Home Seekers in a new home sharing arrangement.
- Provide ongoing follow-up support to 31 South San Francisco residents who entered home sharing matches in previous years.

11. Program Changes: Please detail any changes to your program for FY2023.
Expanding our impact requires deepening the capacity and connectivity of our programs. Currently, our organization fields 2,500+ calls each year from individuals in need of housing resources and referrals. These calls are primarily fielded by our Office Manager. However, 1,375 of those callers do not fit into our existing programs, and we do not have the capacity to provide extensive follow-up.

We were recently awarded a two-year, $200,000 Neighborhood Builders grant from Bank of America, which will support the launch of our new Information & Referral (I&R) Program in FY 2022-2023 and 2023-2024. By transforming our information and referral services into a full-fledged program, we will substantively support the 2,000+ callers who contact our agency for housing assistance each year. Ultimately, the funding will allow us to (1) better track the progress of callers in attaining stable and affordable housing, (2) monitor referrals, and (3) deliver services through a trauma-informed lens.

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	0	0		7	0	0	10	10
County of San Mateo	0	0			0	0		
South San Francisco	3	3		8	0	0	8	8
Totals	3	3	0	15	0	0	18	18

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

				South San Francisco		Total Jurisdictions	
Budget Line Item	Agency Total	Pgm%	Program Total	%	Requested	Pgm%	Requested
Labor							
North County Coordinator	$57,779	100%	$57,779	8%	$4,662.00	8%	$4,662
Program Assistant	$54,746	10%	$5,746	5%	$260	5%	$260
South County Coordinator	$74,574	100%	$74,574	2%	$1,165	2%	$1,165
Office Manager	$64,667	100%	$64,667	1%	$783	1%	$783
Accounting/Audit/Controlling	$128,928	100%	$128,928	1%	$1,500.00	1%	$1,500
Program Manager	$110,033	100%	$110,033	0%	$529	0%	$529
Other Staff Salaries	$1,251,911	99%	$1,245,112	0%	$2,047	0%	$2,047
Taxes/Benefits	$388,226	98%	$380,614	0%	$1,054	0%	$0
Administration	$1,082,577	98%	$1,061,350	0%	$0	0%	0
TOTAL	$3,213,441	97%	$3,128,803	0%	$12,000	0%	$12,000
Number of Individual Beneficiaries					8		8
Cost per Individual					$1,500.00		$1,500.00
Number of Household Beneficiaries					8		8
Cost per Household					$1,500.00		$1,500.00

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 — HIP_Signer_Resolution_22-23.pdf
- [x] 2. Proof of 501(c)3 / tax-exempt status — IRS_Determination_Letter_June_7_2006.pdf
- [x] 3. By-laws — HIP_Housing_Bylaws.pdf
- [x] 4. Articles of Incorporation — HIP_Housing_Articles_of_Incorporation.pdf
- [x] 5. Board roster, including: — HIP_Board_Roster_22-23_-_SSF.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 — HIP_Organizational_Chart_December_2022.pdf
- [x] 7. Certified financial audit no more that 1 fiscal year old, prepared by a CPA, and: — Human_Investment_Project_Inc._HIP_Housing_6-30-21_Audit.pdf; ED_Letter_1-22.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: — HIP_Programs_Budget_22-23__23-24.xlsx
  - Current (FY22-23) **Agency** Operating Budget
  - Proposed (FY23-24) **Agency** Operating Budget
- [x] 9. Mission Statement — Mission_Statement.docx
- [x] 10. Non-discrimination policy — Non-Discrimination_Policy.docx
- [x] 11. Reasonable Accommodations Policy — Reasonable_Accomodations_Policy.docx
- [ ] 12. Other - — HIP_Housing_Conflict_of_Interest_Policy.pdf

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

Program Manager Signature	Maia Kosek
Date Signed	01/11/2023

Initially submitted: Jan 11, 2023 - 14:27:38