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

GENERAL INFORMATION

1. Project Title: Friends for Youth Mentoring Services
2. Project Address: 3460 W Bayshore Rd, Suite 203 City: Palo Alto Zip: 94303

3. Provide a one sentence project summary:
Friends for Youth (FFY) provides quality mentoring relationships and support services to underserved, vulnerable youth through community-based 1-to-1 mentoring, school-based group mentoring, and wraparound, holistic services thorough our Whole Health for Youth coalition which provides prevention and early intervention programs for the whole family.

4. Organization Name: Friends for Youth
Organization Address: 3460 W Bayshore Rd, Suite 203 City: Palo Alto Zip: 94303
Organization Phone: 6503684464 Website: www.friendsforyouth.org

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

5. Contact Person / Project Administrator: Name: Christine Akhtar Title: Associate Director Telephone: (650) 482-2867
Contact Email: christine@friendsforyouth.org Fax:

6. Name of Agency Director: Cecilia Chu

7. Fiscal Officer: Name: Karen Wilmer Email: karen@friendsforyouth.org Telephone: (650) 400-1320
Fiscal Officer Address: 3460 W Bayshore Rd, Suite 203 City: Palo Alto Zip: 94303-4227

8. Authorized Signatory: Name: Cecilia Chu Email: cecilia@friendsforyouth.org Telephone: 6503684464
Fiscal Officer Address: 3460 W Bayshore Rd, Suite 203 City: Palo Alto Zip: 94303

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

10. SAM/UEI Number: 19-450-2985 **Federal EIN/TIN Number:** 94-2961034

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.
Since 1979, Friends for Youth has been the recognized gold standard for 1-to-1 mentoring, matching disenfranchised youth with a caring adult mentor. Mentoring plays a vital role in holistic case management and can build bridges between communities, identify unmet needs, and connect youth and families to basic needs as well as more intensive lifesaving services through warm handoffs and referrals with our Whole Health for Youth partners. We have made more than 3000 matches to date with over 90% completing the full one-year program (33-67% for similar programs). In 2016, we launched a school-based group program to address rising dropout rates for low-income, BIPOC 9th graders in our local Santa Mateo County communities. We set out to prove that if youth had at least one positive relationship at school -- they would stay engaged and remain in school. 100% of our kids stay in school while in our program and many of our mentors return year after year to stay with their students through elementary to middle and high school transitions. We have since expanded into 10 other Peninsula schools and hope to be serving 5 school districts by the end of this year. We continue to see the vast need for connection from our students, who oftentimes feel isolated in their homes and school systems. We serve low-income to very low-income BIPOC families, with many single parent households, partnering closely with local schools and nonprofits, with intentional focus in South San Francisco and North Fair Oaks.

11. Program Changes: Please detail any changes to your program for FY2023.
After two years of trying to pilot our school-based group mentoring program in South San Francisco schools, we are finally starting at South City High. We are also finalizing our expansion into Sunnybrae Elementary School and Aragon High School. We continue to update all of our mentor screening processes to be in accordance with AB506, which assures even better training for our volunteers and the increased safety of our mentees. Our mentors and mentees are meeting in person more often now, as we have updated our Hybrid Program Policy.

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			366	108	361	100
County of San Mateo	0	0			0	0		
South San Francisco	85	85	70	5	39	15	77	23
Totals	85	85	70	5	405	123	438	123

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									
Program Manager	$65,000	100%	$65,000	3%	$2,000.00	5%	$3,000	8%	$5,000
Sr. Program Coordinator	$55,000	100%	$55,000	4%	$2,000	3%	$1,500	6%	$3,500
Partnership Coordinator	$55,000	82%	$45,000	0%	$0.00	2%	$1,000	2%	$1,000
Program Coordinator	$50,000	95%	$47,500	2%	$1,000	2%	$1,000	4%	$2,000
Program Coordinator	$50,000	100%	$50,000	2%	$1,000.00	2%	$1,000	4%	$2,000
Executive Director	$110,000	60%	$66,000	0%	$0.00	2%	$1,000	2%	$1,000
Associate Director	$0		$0		$0		$0		$0
Other Staff & Independent Contractors	$187,274	56%	$105,600	0%	$0	0%	$0	0%	$0
Taxes/Benefits	$177,382	80%	$141,905	0%	$0	1%	$1,000	1%	$1,000
Supplies									
Mentor Screening/Training	$8,000	100%	$8,000	12%	$1,000	12%	$1,000	25%	$2,000
Mentorship Activities	$30,000	100%	$30,000	4%	$1,300	4%	$1,260	9%	$2,560
Mentor Recruitment/Management	$8,000	100%	$8,000	19%	$1,500	12%	$1,000	31%	$2,500
Partnership Activities	$20,000	75%	$15,000	13%	$2,000	7%	$1,000	20%	$3,000
Materials									
Program Curriculum/Materials	$12,000	100%	$12,000	8%	$1,000	8%	$1,000	17%	$2,000
Operations/Maintenance									
Rent	$30,000	80%	$24,000	0%		0%		0%	$0
Office/Meeting Expenses	$17,000	65%	$11,000	0%	$0	0%	$0	0%	$0
	$0		$0	0%		0%		0%	$0
Partnership Allocation	$190,000	80%	$152,500	0%		0%		0%	$0
Volunteer Insurance	$21,000	100%	$21,000	0%		0%		0%	$0
Administration	$95,000	53%	$50,000	0%		0%		0%	0
TOTAL	$1,180,656	77%	$907,505	1%	$12,800	2%	$14,760	3%	$27,560
Number of Individual Beneficiaries					361		77		438
Cost per Individual					$35.46		$191.69		$62.92
Number of Household Beneficiaries					100		23		123
Cost per Household					$128.00		$641.74		$224.07

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 — SMC_and_Sunnyvale_Authorization_Document.doc

- [x] 2. Proof of 501(c)3 / tax-exempt status — FFY_501c3_tax_exempt_letter.pdf
- [x] 3. By-laws — 2016-FINAL-BYLAW-REV_JAN_2020.docx
- [x] 4. Articles of Incorporation — FFY_Articles_of_Incorporation.pdf
- [x] 5. Board roster, including: — Board_of_Directors_Roster_12-22.docx.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 — Org_chart_2023.pdf
- [x] 7. Certified financial audit no more that 1 fiscal year old, prepared by a CPA, and: — FFY_FY21-22_CPA_Financials_.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: — FY22-23_Approved_Agency_Budget.pdf, FY23-24_Proposed_Budget.pdf
  - Current (FY22-23) **Agency** Operating Budget
  - Proposed (FY23-24) **Agency** Operating Budget
- [x] 9. Mission Statement — FFY_Mission_Statement.png
- [x] 10. Non-discrimination policy — FFY_Non-Discrimination_Policy_2017.pdf
- [x] 11. Reasonable Accommodations Policy — FFY_Accessibiity_Policy_.pdf
- [ ] 12. Other - — FFY_Conflict_of_Interest_2020.pdf

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

Program Manager Signature	Christine Akhtar
Date Signed	01/25/2023

Initially submitted: Jan 10, 2023 - 06:14:53