

Consolidated Community Funding Application
Redwood City, San Mateo County, and S. San Francisco
Application for New Funding for FY 2022-23

GENERAL INFORMATION

1. **Organization Name:** Center for Independence of Individuals with Disabilities
 2. **Project Title:** Housing Accessibility Modifications (HAM)

We are applying for funding from:

☒ Redwood City ☒ City of San Mateo ☒ South San Francisco ☒ County of San Mateo

Budget/Client Summary (Auto-populated from Budget, below)

Jurisdictions receiving this application	Amount Requested	% of Program Budget	Proposed # of Served	% of Served	Total \$ Per
Redwood City	\$15,000	15%	9	17%	\$1,666.67
City of San Mateo	\$20,000	20%	14	26%	\$1,428.57
County of San Mateo	\$55,000	55%	26	48%	\$2,115.38
South San Francisco	\$10,000	10%	5	9%	\$2,000.00
Total	\$100,000	100%	54	100%	\$1,851.85

Grant Funded Programs:

We are applying for a [Minor Home Repair Program](#)

CDBG National Objective Eligibility - How are you serving low income populations?

[Service to "presumed benefit" groups listed below \(income verification not required, but verification of presumed benefit status is required\):](#)

- | | |
|---|--|
| <input type="checkbox"/> Abused children | <input type="checkbox"/> Homeless persons |
| <input type="checkbox"/> Victims of domestic violence | <input type="checkbox"/> Illiterate adults |
| <input type="checkbox"/> Elderly persons/seniors (age 62+) | <input type="checkbox"/> Persons living with AIDS |
| <input checked="" type="checkbox"/> Severely disabled <u>adults</u> | <input type="checkbox"/> <u>Migrant</u> farm workers |

Income Verification: Describe how you obtain, verify, and maintain proof of income and presumed benefit status. Third party documentation or client signatures on the certification forms must be available on file for review at all times.

All Home Accessibility Modification (HAM) consumers/applicants must meet the income requirements for either the extremely low, very low, and low income categories. Services are only available to individuals and families with functional limitations. CID requires all applicants to complete an intake to verify that they qualify under the terms stated under each grant agreement, as well as the policies necessary for consumers of an Independent Living Center (e.g. Disabilities, income requirements, and needs) to become more independent. When more than self verification is required under a specific grant and policy and stipulation, we gather all pertinent income information prior to starting modification to any households. Examples of acceptable forms of income verification include: W-2 from prior years, recent payroll stubs (3 months), copies of SSI award letters, AFDC award letters etc.

3. **Project Address:** 2001 Winward Way, Suite 103 City: San Mateo Zip: 94404-2499

4. Provide a one sentence project summary:

The Housing Accessibility Modification (HAM) program will provide modifications to homes of persons with disabilities to improve accessibility and increase safety.

Organization Address: 2001 Winward Way, Suite 103 City: San Mateo Zip: 94404-2499
 Organization Phone: 650-645-1780 Website: <http://www.cidsanmateo.org/>

Type of Applicant: Non-Profit Our agency serves:

5. **Contact Person / Project Administrator:** Name: Paul Cruz Title: Program Manager Telephone: 650-645-1780, Ext. 112
 Contact Email: paulc@cidsanmateo.org; Fax: 650-645-1785

6. **Name of Agency Director:** Donna Reed

7. **Fiscal Officer:** Name: Tsegereda Andarge Email: Telephone: 650-

Fiscal Officer Address: 2001 Winward Way, Suite 103 City: San Mateo Zip: 94404-2499
 tsegeredat@cidsanmateo.org 645-1780 Ext. 111

8. Authorized Signatory: Name: Donna Reed Email: donnar@cidsanmateo.org Telephone: 650-645-1780 Ext 113
 Authorized Signatory Address: 2001 Winward Way, Suite 103 City: San Mateo Zip: 94404-2499

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

Office Hours are Monday - Friday from 9 am - 5 pm.

10. DUNS Number: 049014111

Federal EIN/TIN Number: 94-2581080

11. HUD Activity: Choose the HUD activity that most closely matches your service:

14A - Rehab: Single-Unit Residential

12. Project Specific Narrative: Provide a narrative description of the specific activities to be carried out with the requested funds. This should also include program objectives and key priorities for each specific jurisdiction.

Accessible, affordable housing is a major concern for people with disabilities in San Mateo County. A recent government report showed that San Mateo County ranks the least affordable housing market in the state with 12% of its residents able to purchase a home (SF is at 14%). The major emphasis in CID's housing efforts is our Housing Accessibility Program (HAM). Through the HAM Program, CID installs ramps, hand rails, grab bars, vertical lifts, and other modifications to make homes accessible. These modifications assist people with disabilities to remain at home or move back into their homes with greater independence, preventing the need to move into a skilled nursing or other institutional care facility. CID cooperates with cities and the County housing agencies in San Mateo County to increase then number of accessible and affordable housing.

Our key objective for all cities is to provide home modifications for extremely low, very low, and low income individuals with disabilities living in San Mateo County. Our priorities are to provide individuals with disabilities who have low resources the opportunity to become more independent in their homes through modifications that will keep them safe in their homes.

13A. Assessment of Need - Redwood City: Briefly describe how you determined the need for your program for each specific jurisdiction that you are applying for funds. Identify target population(s) and area(s) served.

Please state the source(s) and date(s) of information. Identify any similar programs in the community.

Determination of need for each specific jurisdiction that we are applying for funds is based on past performances of the agency, demands identified by request, and similar programs within a specific jurisdictional area. Additionally, we audit our organization on key demographic of nationality and diverse population of services provided and outreach to different communities.

Population: The target population is individuals with disabilities. According to 2010 Census data, 18.9% of Redwood City residents have disabilities. Additional increase projection in the future occurring with the growing elderly community.

Areas: The targeted area is all residential households within the Redwood city limits that are low, very low, and extremely low income level.

'Redwood City QuickFacts from the US Census Bureau.' San Mateo (city) QuickFacts from the US Census Bureau. N.p., n.d. Web. 21 Jan. 2016

13B. Assessment of Need - City of San Mateo: Briefly describe how you determined the need for your program for each specific jurisdiction that you are applying for funds. Identify target population(s) and area(s) served.

Please state the source(s) and date(s) of information. Identify any similar programs in the community.

Determination of need for each specific jurisdiction that we are applying for funds is based on past performances of the agency, demands identified by request, and similar programs within a specific jurisdictional area. Additionally, we audit our organization on key demographic of nationality and diverse population of services provided and outreach to different communities.

Population: The target population is individuals with disabilities living in the City of San Mateo. According to 2010 Census data, 15% of the City of San Mateo residents have disabilities. Additional increase projection in the future occurring with the growing elderly community.

Areas: The targeted area is all residential households within the San Mateo city limits that are low, very low, and extremely low income level.

'City of San Mateo QuickFacts from the US Census Bureau.' San Mateo (city) QuickFacts from the US Census Bureau. N.p., n.d. Web. 21 Jan. 2016

13C. Assessment of Need - County of San Mateo: Briefly describe how you determined the need for your program for each specific jurisdiction that you are applying for funds. Identify target population(s) and area(s) served. Please state the source(s) and date(s) of information. Identify any similar programs in the community.

Determination of need for each specific jurisdiction that we are applying for funds is based on past performances of the agency, demands identified by request, and similar programs within a specific jurisdictional area. Additionally, we audit our organization on key demographic of nationality and diverse population of services provided and outreach to different communities.

Population: The target population is individuals with disabilities living in the County of San Mateo. According to 2010 Census data, 19.8% of residents of the County of San Mateo have disabilities. Additional increase projection in the future occurring with the growing elderly community.

Areas: All residential households within the San Mateo County limits that are low, very low, and extremely low income level.

'County of San Mateo QuickFacts from the US Census Bureau.' San Mateo (city) QuickFacts from the US Census

Bureau. N.p., n.d. Web. 21 Jan. 2016

13D. Assessment of Need - South San Francisco: Briefly describe how you determined the need for your program for each specific jurisdiction that you are applying for funds. Identify target population(s) and area(s) served. Please state the source(s) and date(s) of information. Identify any similar programs in the community.

Determination of need for each specific jurisdiction that we are applying for funds is based on past performances of the agency, demands identified by request, and similar programs within a specific jurisdictional area. Additionally, we audit our organization on key demographic of nationality and diverse population of services provided and outreach to different communities.

Population: The target population is individuals with disabilities living in South San Francisco. According to 2010 Census data, 17.75% of South San Francisco residents have disabilities. Additional increase projection in the future occurring with the growing elderly community.

Areas: All residential households within the South San Francisco city limits that are low, very low, and extremely low income level.

'South San Francisco (city) QuickFacts from the US Census Bureau.' San Mateo (city) QuickFacts from the US Census Bureau. N.p., n.d. Web. 21 Jan. 2016

14. Timeline: Provide a brief timetable for project implementation and achievement of projected goals and how you plan to expend your funds in a timely manner by the end of the fiscal year.

Our Home Accessibility Modification (HAM) Program is continuously monitored throughout the fiscal year to ensure that projected timelines and milestones are met. In the beginning of each fiscal year, we evaluate the amount of funding that is allotted for each individual city and/or county to set monthly and quarterly milestones to be met regarding spending and the number of consumers to be served in order to reach our annual program goals. After each monthly review, we evaluate progress toward our annual goal and which cities and/or county may be lacking in consumer requests. We will schedule outreaches in the target areas to increase community awareness of our organization and the HAM program. All our HAM project goals are set, achievable, measurable, time limited, and clearly stated on our work plans for each project.

15. Evaluation: Briefly describe how you will determine and measure the success of your program and whether or not program goals were met? If your program is currently receiving grant funds please describe accomplishments of goals to date.

CID provides quality satisfaction surveys for all Home Accessibility Modification Program clients served in order to monitor the services provided. We gauge our program success by our consumers' satisfaction, as well as reaching milestones set in the grant stipulations, including the number of individuals households served, the number and type of modifications provided, and diversity of consumers served. Increased independence is provided through installation of grab bars in a bathroom so that an individual can shower without care attendants or the installation of a ramp so that an individual can move in and out freely without assistance. These modifications essentially prevent individuals from having to be institutionalized and allows them to live more independently in their home and community.

16. Collaboration: Describe partnerships with other organizations/agencies, the nature of the partnership, and how it relates to the proposed project.

We currently collaborate with Home Safety Services and EVator as contractors who install the modifications. Additionally, we work closely with various community organizations and local senior centers for outreach and referrals. A few of those partners include Samaritan House, The Villa Senior Living, Menlo Park, San Bruno, South San Francisco Senior Centers and the Mental Health Association. In 2022, CID is looking to enhance its partnership on the Institute on Aging to build a cross-referral partnership.

17. Impact: : Discuss any general trends and conditions that have affected or impacted your service levels or service populations. For New Applicants – describe what these funds would allow your agency to do that you may not be able to do now. For Continuing Applicants – describe how your program would be impacted without these funds.

Trends show that the number of older adults and individuals with disabilities in San Mateo County could increase by 30-40% by 2020 (Lisa et al). As an Independent Living Center serving individuals of all ages and disabilities, we are seeing an increase in the needs for our Home Accessibility Modification Program, as well as our AT Department (e.g Stairlifts). Without these funds, our HAM program would not be able to provide home accessibility modifications for as many residents as previously served, as other funding sources cover administration costs, but will not cover materials and supplies for the program. Without these funds there could be an increase of individuals will no longer be able to live independently in their homes, and consequently stripped of their independence. It could also potentially put a financial strain on the individuals family, county, and state due to high cost of institutionalization. As a Center, our HAM program is the most vital to the San Mateo County community and without these funds we would inevitably lose staff and lose one of our most valued and long standing programs in the community.

18. 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. Refer to the San Mateo County Income Limits.

a. Indicate the total number of **low-income** beneficiaries you expect to serve with this program for each jurisdiction application for funding. *Low-income is 80% of Area Median Income or below. [See AMI table](#)

b. Indicate the **total** number of beneficiaries you expect to serve with this program in each jurisdiction - regardless of income.

Jurisdiction	a. Number of low-income beneficiaries to be served per grant jurisdiction application. **Low-income** is 80% of Area Median Income or below.		b. All beneficiaries to be served per grant jurisdiction application regardless of income	
	Persons	Households	Persons	Households
Daly City	11	11	11	11
Redwood City	9	9	9	9
City of San Mateo	14	14	14	14
County of San Mateo	26	26	26	26
South San Francisco	5	5	5	5
Totals	65	65	65	65

19. Populations Served: Check the boxes below if they describe a significant population served by your program. These categories are not considered "presumed benefit" by HUD, and require income verification.

- ☐ Persons exiting incarceration
☐ Low-income youth
☒ Other **Disabled**

20. Affirmative Outreach:

a. Use the demographics from your previous program year to provide an analysis of the population you serve relative to the demographics in the table. *NOTE: If you are a new applicant please provide your best estimation.*

Race & Ethnicity	Redwood City Population	Redwood City % by Ethnicity	Low Income by Ethnicity served by your Program	Your Program % by Ethnicity
Total	74,402	100%	10	100%
White and not Hispanic	40,656	54.64%	5	50.00%
White and Hispanic	23,557	31.66%	1	10.00%
Asian	6,715	9.03%	2	20.00%
African American	1,916	2.58%	0	0.00%
Pacific Islander	663	0.89%	0	0.00%
Native American	384	0.52%	0	0.00%
Other	1,511	2.03%	2	20.00%

Race & Ethnicity	City of San Mateo Population	City of San Mateo % by Ethnicity	Low Income by Ethnicity served by your Program	Your Program % by Ethnicity
Total	97,207	100%	9	100%
White and not Hispanic	45,240	46.54%	3	33.33%
White and Hispanic	25,815	26.56%	2	22.22%
Asian	18,153	18.67%	0	0.00%
African American	2,099	2.16%	4	44.44%
Pacific Islander	1,937	1.99%	0	0.00%
Native American	140	0.14%	0	0.00%
Other	3,823	3.93%	0	0.00%

Race & Ethnicity	South San Francisco Population	South San Francisco % by Ethnicity	Low Income by Ethnicity served by your Program	Your Program % by Ethnicity
Total	63,632	100%	7	100%
White and not Hispanic	23,760	37.34%	2	28.57%
White and Hispanic	21,645	34.02%	0	0.00%
Asian	23,293	36.61%	3	42.86%
African American	1,625	2.55%	0	0.00%
Pacific Islander	1,111	1.75%	0	0.00%
Native American	395	0.62%	0	0.00%
Other	9,598	15.08%	2	28.57%

b. Based on the percentages that you indicate your organization served describe your efforts to improve affirmative outreach to groups that may be underserved by your program and the result of your efforts:

Based on the statistical analysis of people served by CID and race and ethnicity average of each city (Redwood City, SSF, and City of San Mateo) continued outreach is needed to reach Asian and Hispanic communities in all 3 demographic areas. In 2022, CID will be employing more targeted social media outreach as well as community education on the HAM program.

21. Leveraging: Describe your fundraising efforts and additional sources of revenue for this project and your organization. Please state whether any of these fund sources are already committed and in what amount.

The majority of our administrative costs are funded by the Department of Rehabilitation (DOR) revenue. As of date, we have already allocated funding from DOR to help fund support staff to help coordinate the modification of

jobs, contractors, billing, and additional administrative duties associated with the HAM program.

Staff List

List below key staff members who work on **this program**

Position Title	Name of Staff Person	Job Responsibilities	Qualifications
HAM Coordinator	Rachel Aceberos	Coordination of all HAM projects	Background in Program Coordination
Fiscal Manager	Tsgereda Andarge	Fiscal Management for entire organization	Background in Fiscal Management

PROPOSED PROGRAM BUDGET FOR FY 2022-23

				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													
Finance Manager	\$65,000	10%	\$6,500	18%	\$1,200	23%	\$1,500	46%	\$3,000	12%	\$800	100%	\$6,500
Taxes/Benefits	\$0		\$0		\$0		\$0		\$0		\$0		\$0
Operations/Maintenance													
Materials/Contractor	\$93,500	100%	\$93,500	15%	\$13,800	20%	\$18,500	56%	\$52,000	10%	\$9,200	100%	\$93,500
Administration	\$0		\$0		\$0		\$0		\$0		\$0	0%	\$0
TOTAL	\$158,500	63%	\$100,000	15%	\$15,000	20%	\$20,000	55%	\$55,000	10%	\$10,000	100%	\$100,000
Number of Individual Beneficiaries					9		14		26		5		54
Cost per Individual					\$1,666.67		\$1,428.57		\$2,115.38		\$2,000.00		\$1,851.85

For the City of Redwood City ONLY, answer the following:

1. Funding Criteria:

1. Affordable Housing: Acquisition of sites for affordable housing, new construction of affordable housing, conversion of existing housing to affordable, acquisition and rehabilitation of rental housing (includes special needs housing).

2. Marketing/Advertising

a. Check all of the following methods your agency utilizes to promote and advertise your programs and services:

- ☒ Flyers/brochures
- ☒ Website
- ☒ CIP (Handbook/Database)
- ☒ Outreach presentations to service providers
- ☒ Outreach presentations to public
- ☒ PSA's
- ☒ Social Media - Please list:

b. Which of the above marketing/advertising materials are available in multi-lingual form and which languages are they available in?

Brochures are available in Spanish and English. Large print or braille materials are available upon request.

Languages spoken in the office: Tagalog, Spanish, and Arabic.

c. How and where are the materials distributed?

Material for our Home Accessibility Modification (HAM) program are prominently displayed in the lobby of our Main Office (San Mateo) and our Branch Office (San Bruno). Additionally, when an individual conducts an intake for any of our programs, they are given an overview and materials for the HAM program as well. During all outreaches to different community partners in San Mateo County, we distribute pamphlets describing the services at our center. Some of our common targets for outreaches for the HAM program are: hospitals, Occupational Therapists, Physical Therapists, Social Workers, teachers, and organizations that are specifically geared towards diverse groups. Staff also frequently participate in senior information and health fairs and other resource fairs to distribute HAM materials directly to community members who could benefit from the program.

3. Program Outcomes: a. Please describe the accomplishments of program goals for FY/21.

Our program helps individuals in the community through home modifications or using Assitive technology (e.g stair lifts). These efforts assist us to maintain people's independence and safety, while fostering community integration. As a result of our program, going to the grocery store, getting to work or to a doctor's appointment becomes possible. One of the biggest impact we have through this program is helping individuals remain in their homes as well as return home from institutional settings by providing structural improvements that give power and independence back to the consumer.

b. In what ways has your program made a difference in the lives of the people you serve? Please provide at least one concrete example from the people served in FY/21:

Karin called in hopes of getting some help for her elderly parents. Mr. and Mrs. Boyle are in their 80s and they have very poor mobility. They needed a standard stair-lift to help them get up and down the long flight of stairs in their home. The stairs were a serious fall risk for the both of them. CID's HAM Program was able to provide a stair-lift and now Mr. and Mrs. Boyle can go up and down independently using the stair lift and continue to live independently in their home in San Mateo.

Attachments

☒ 1. Resolution authorizing application and designation of signatory, by the Board of Directors

[Board Resolution - City of Redwood City - January 2020.pdf](#)
[Board Resolution - City of San Mateo - January 2020.pdf](#)
[Board Resolution - County of San Mateo - January 2020.pdf](#)
[Board Resolution - South San Francisco - January 2020.pdf](#)
[Note on Updated Board Resolution.pdf](#)

☒ 2. Proof of 501(c)3 / tax-exempt status

[Attachment 2. CID - 501c3 Status.pdf](#)

☒ 3. By-laws

[Attachment 3. CID - ByLaws.pdf](#)

☒ 4. Articles of Incorporation

[Attachment 4. CID - Articles of Incorporation.pdf](#)

☒ 5. Board roster, including:

[Current Board of Directors List .pdf](#)

- Name, Company, Years on Board
- Meeting dates for previous 12 months
- Number of years allowed for each board term

☒ 6. Organizational chart for entire organization

[Organizational Chart 1-12-2022.pdf](#)

☒ 7. Certified financial audit no more than 1 fiscal year old, prepared by a CPA, and:

[CID FYE 9 30 20 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 or Chief Financial Officer 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:

[Agency Budget FY21-22 12-31.pdf](#)
[Proposed Agency Budget FY22-23.pdf](#)
[CDBG Program Operating Budget FY21-22.pdf](#)

- Current (FY21-22) **Agency** Operating Budget
- Proposed (FY22-23) **Agency** Operating Budget

☒ 9. Mission Statement

[CID - Mission Statement.pdf](#)

☒ 10. Non-discrimination policy for Staff and Clients

[CID - Non-discrimination Policy for Staff and Clients.pdf](#)

☒ 11. Reasonable Accommodations Policy for Staff and Clients

[CID - Reasonable Accommodations Policy for Staff and Clients.pdf](#)

☒ 12. Conflict of Interest Policy. (If not available, please indicate when you will submit)

[CID - Conflict of Interest Policy.pdf](#)

☐ 13. Other -

If you would like all the attachments downloaded into your Dropbox folder, please contact CDS
 Program Manager Signature **Paul Cruz**

Date Signed [02/15/2022](#)

City/County Accepted Signature [Heather Ruiz](#)

Date Signed [02/03/2022](#)

Initially submitted: Jan 13, 2022 - 16:01:05

Returned to Draft 02-10-2022 by Redwood City

Reason: Can you please make sure to fill out the number of clients proposed to be served?

Consolidated Community Funding Application
Redwood City, San Mateo County, and S. San Francisco
Application for New Funding for FY 2022-23

GENERAL INFORMATION

1. **Organization Name:** Community Overcoming Relationship Abuse (CORA)
 2. **Project Title:** CORA Safe House (Emergency Shelter) Program

We are applying for funding from:

☒ Redwood City ☐ City of San Mateo ☒ South San Francisco ☒ County of San Mateo

Budget/Client Summary (Auto-populated from Budget, below)

Jurisdictions receiving this application	Amount Requested	% of Program Budget	Proposed # of Persons Served	% of Persons Served	Total \$ Per Persons
Redwood City	\$20,000	1%	10	13%	\$2,000.00
County of San Mateo	\$50,000	2%	60	79%	\$833.33
South San Francisco	\$21,500	1%	6	8%	\$3,583.33
Total	\$91,500	4%	76	100%	\$1,203.95

Grant Funded Programs:

We are applying for a Public Services Program

CDBG National Objective Eligibility - How are you serving low income populations?

Service to "presumed benefit" groups listed below (income verification not required, but verification of presumed benefit status is required):

- | | |
|--|---|
| <input type="checkbox"/> Abused children | <input type="checkbox"/> Homeless persons |
| <input checked="" type="checkbox"/> Victims of domestic violence | <input type="checkbox"/> Illiterate adults |
| <input type="checkbox"/> Elderly persons/seniors (age 62+) | <input type="checkbox"/> Persons living with AIDS |
| <input type="checkbox"/> Severely disabled adults | <input type="checkbox"/> Migrant farm workers |

Income Verification: Describe how you obtain, verify, and maintain proof of income and presumed benefit status. Third party documentation or client signatures on the certification forms must be available on file for review at all times.

All of our clients are presumed eligible, based on their status as 'battered spouses' -- see 24 CFR 570.483(b)(2)(ii) (A): <https://www.law.cornell.edu/cfr/text/24/570.483>.

3. **Project Address:** Suppressed City: Suppressed Zip: 94403-1814

4. Provide a one sentence project summary:

To provide operating assistance for CORA's Safe Houses (emergency shelters) providing victims and survivors of domestic violence and their children with a confidential and safe living environment for up to six months.

Organization Address: 2211 Palm Avenue City: San Mateo Zip: 94403-1814
 Organization Phone: 650-652-0800 Website: <http://www.corasupport.org/>

Type of Applicant: For Profit **Our agency serves:** Persons

5. Contact

Person / Project Administrator: Cindy Kilpatrick Title: Grants & Contracts Manager Telephone: 650-652-0800

Contact Email: cindyk@corasupport.org

Fax: 650-652-0808

6. Name of**Agency Director:** Karen Ferguson**7. Fiscal Officer:** Name: Rupinder Mahli, CFOEmail: Rupinderm@corasupport.org Telephone: 650-652-0800

Fiscal Officer Address: 2211 Palm Ave.

City: San Mateo Zip: 94403-1814

8. Authorized Signatory:

Name: Karen Ferguson, CEO

Email: Karenf@corasupport.org Telephone: 650-652-0800

Authorized Signatory Address: 2211 Palm Ave.

City: San Mateo Zip: 94403-1814

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

CORA's Community Office is open 9:00AM to 5:00PM Monday through Friday, except for holidays. However, CORA's hotline is answered by a trained crisis counselor 24 hours a day, 365 days a year. CORA's safe houses also are in operation 24 hours a day, 365 days a year.

10. DUNS Number: 015862386**Federal EIN/TIN Number:** 94-248118**11. HUD Activity:** Choose the HUD activity that most closely matches your service:

05G - Battered and Abused Spouses

12. Project Specific Narrative: Provide a narrative description of the specific activities to be carried out with the requested funds. This should also include program objectives and key priorities for each specific jurisdiction.

This project requests continued support for CORA's Safe Houses serving survivors of domestic violence and their children. CORA's Safe Houses are part of the agency's overall effort to progressively engage clients at risk of homelessness. From hotel vouchers to 3-year housing vouchers, CORA prevents homelessness, providing customized levels of assistance that preserve the most expensive interventions for households with the most severe barriers to housing. Funds will support CORA's client advocates who provide clients at the Safe Houses with the support and opportunities they need to set and attain their goals. A primary goal of Safe House staff is to help clients build into their lives safety and self-sufficiency so they are less likely to need emergency services. Toward this end, staff use a trauma-informed model of service, which means incorporating an understanding of the impact of trauma into all aspects of service. Using a trauma-informed approach provides a proven framework for assisting survivors in strengthening their own psychological capacities so they can rebuild their lives.

PROGRAM OBJECTIVES:

-80% of CORA's Safe House Program clients will demonstrate an increase in self-sufficiency, improving the client's ability to re-build a life free from abuse.

-80% of clients that complete the Safe House Program will transition into safe housing.

13A. Assessment of Need - Redwood City: Briefly describe how you determined the need for your program for each specific jurisdiction that you are applying for funds. Identify target population(s) and area(s) served.

Please state the source(s) and date(s) of information. Identify any similar programs in the community.

Our target population to be served are victims and survivors of domestic violence, including the children of those who have been subjected to domestic violence. Our clients are San Mateo County residents. Domestic violence continues to be a pervasive social problem impacting all social, economic, and cultural groups and has life-changing consequences in the lives of victims and their families. One way CORA determines the need by city/Jurisdiction is through its most recent data on requests for service. For example, during the program year 2020-21, CORA received more than 10,347 calls for domestic violence assistance from San Mateo County residents, including through our local police departments and legal hotline. Among clients, 12% came from Redwood City, second only to the City of San Mateo. The actual number of residents from specific cities that will ultimately be housed in a CORA Safe House in any given year is dependent on a number of factors outside of CORA's control, including the willingness of the survivor to leave his/her home for CORA's Safe House, openings in CORA's Safe Houses when a resident from a particular city calls, and the clients' need for a CORA Safe House. We also look at historical trends at the agency; understanding that Safe House statistics vary from year-to-year, estimates for services are based on a reasonable assessment of these factors. The results of these considerations are listed in our answer to question 18.

13B. Assessment of Need - County of San Mateo: Briefly describe how you determined the need for your

program **for each specific jurisdiction that you are applying for funds.** Identify target population(s) and area(s) served. Please state the source(s) and date(s) of information. Identify any similar programs in the community.

Our target population to be served are victims and survivors of domestic violence, including the children of those who have been subjected to domestic violence. Our clients are San Mateo County residents. Domestic violence continues to be a pervasive social problem impacting all social, economic, and cultural groups and has life-changing consequences in the lives of victims and their families. One way CORA determines the need by city/Jurisdiction is through its most recent data on requests for service. For example, during the program year 2020-2021, CORA received more than 10,347 calls for domestic violence assistance from San Mateo County residents, including through our local police departments and legal hotline. Among clients, 35% came from the County of San Mateo's non-entitlement cities. The actual number of residents from specific cities that will ultimately be housed in a CORA Safe House in any given year is dependent on a number of factors outside of CORA's control, including the willingness of the survivor to leave his/her home for CORA's Safe House, openings in CORA's Safe Houses when a resident from a particular city calls, and the clients' need for a CORA Safe House. We also look at historical trends at the agency; understanding that Safe House statistics vary from year-to-year, estimates for services are based on a reasonable assessment of these factors. The results of these considerations are listed in our answer to question 18.

13C. Assessment of Need - South San Francisco: Briefly describe how you determined the need for your program **for each specific jurisdiction that you are applying for funds.** Identify target population(s) and area(s) served. Please state the source(s) and date(s) of information. Identify any similar programs in the community.

Our target population to be served are victims and survivors of domestic violence, including the children of those who have been subjected to domestic violence. Our clients are San Mateo County residents. Domestic violence continues to be a pervasive social problem impacting all social, economic, and cultural groups and has life-changing consequences in the lives of victims and their families. One way CORA determines the need by city/Jurisdiction is through its most recent data on requests for service. For example, during the program year 2020-2021, CORA received more than 10,347 calls for domestic violence assistance from San Mateo County residents, including through our local police departments and legal hotline. Among clients, 10% came from South San Francisco. The actual number of residents from specific cities that will ultimately be housed in a CORA Safe House in any given year is dependent on a number of factors outside of CORA's control, including the willingness of the survivor to leave his/her home for CORA's Safe House, openings in CORA's Safe Houses when a resident from a particular city calls, and the clients' need for a CORA Safe House. We also look at historical trends at the agency; understanding that Safe House statistics vary from year-to-year, estimates for services are based on a reasonable assessment of these factors. The results of these considerations are listed in our answer to question 18.

14. Timeline: Provide a brief timetable for project implementation and achievement of projected goals and how you plan to expend your funds in a timely manner by the end of the fiscal year.

CORA has operated its Safe House continuously since 1978, therefore the program will continue into the new CDBG program year without interruption. As we requested significantly less funding than what it costs to serve each jurisdiction, we anticipate invoicing for funds within the first two to three quarters for each jurisdiction.

15. Evaluation: Briefly describe how you will determine and measure the success of your program and whether or not program goals were met? If your program is currently receiving grant funds please describe accomplishments of goals to date.

CORA's goal is to make sure that when someone calls in need, we are able to provide appropriate services. In a typical year, with no COVID restrictions in place, for Safe House clients, success is determined by assessing how clients are able to commit to the self-sufficiency and safety plan they develop with Safe House staff and are able to access appropriate resources to move into a safe and secure environment. Assessments are taken during intake and exit. We track populations served (as listed in our answer to question 18) through our agency's relational database, Apricot. To manage Apricot, CORA employs a full time Data Analyst who provides outcome reports to funders and to our agency for program improvement. CORA's evaluation efforts are built on a third-party evaluation project that examined the impact and effectiveness of its programs. This project developed outcome tools that were aligned with the Domestic Violence Evidence Project's theory of change (www.DVevidenceproject.org), implementable in CORA's program structures, and compatible with the agency's database, while also increasing CORA's ongoing capacity to conduct evaluation of its programs. In FY 20-21, due to COVID, CORA focused its work on ensuring clients exited to a safe living environment. In FY 21, 100% of CORA clients who chose to disclose exit destination, moved to a safe living environment; 33% of clients did not disclose.

16. Collaboration: Describe partnerships with other organizations/agencies, the nature of the partnership, and how it relates to the proposed project.

CORA's collaborative work spans 3 categories:

Adjunct Services: To ensure clients have the best opportunity to heal and rebuild, CORA works with individuals, other non-profits, government entities, and the private sector to increase the effectiveness and impact of its work. For Safe Houses clients we provide food, clothing, access to benefits, life skills, transportation, and more. CORA has also created partnerships with local landlords by cultivating relationships with those amenable to renting their

properties to CORA clients. Additionally, CORA works closely with local legal service providers to coordinate rather than duplicate services, and has established referral protocols with agencies to fulfill survivors' legal needs that are outside the scope of CORA's services.

Advocacy and Systems Change: CORA is part of a larger network of DV agencies through the California Partnership to End Domestic Violence. CORA staff also represent us on various County committees including: the Domestic Violence Council, the Death Review Team, the Legal Process Committee, Coordinated Response Committee, and the Continuum of Care Steering Committee.

Community Education: CORA partners with local schools through presentations and activities to engage students and teachers in identifying and preventing domestic (and dating) violence. CORA coordinates its outreach through a number of other agencies, including community centers, doctors' offices, and legal aid agencies.

17. Impact: : Discuss any general trends and conditions that have affected or impacted your service levels or service populations. For New Applicants – describe what these funds would allow your agency to do that you may not be able to do now. For Continuing Applicants – describe how your program would be impacted without these funds.

Domestic violence (DV) and its far-reaching social consequences continue to plague all social, economic, educational, and cultural groups. In the Bay Area, this demand is complicated by the decreasing attainability of affordable housing. This places a special burden on DV victims and survivors, who many times are financially dependent on their abuser and cannot afford homes of their own, forcing them to choose between homelessness and staying with the abuser. Many have chosen homelessness. The 2019 San Mateo County One Day Homeless Count found that 12% of unsheltered homeless respondents report experiencing DV. Meanwhile, others have chosen to stay with their abuser. This means that survivors, already dealing with the trauma of an abusive relationship, now face serious challenges related to their safety and stability, often leading to more complex mental health challenges.

Without CDBG funding, consequences could include programmatic cutbacks, including a reduction of Safe House staff hours, which could significantly impact our clients' journey toward healthy and safe lives. The demand for CORA's services continues to exceed the agency's capacity at the same time as local foundations move away from supporting safety net services. Due to COVID, CORA has found that many funders are re-focusing priorities. For example, one funder changed their priorities to education versus safety net services.

18. 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. Refer to the San Mateo County Income Limits.

a. Indicate the total number of **low-income** beneficiaries you expect to serve with this program for each jurisdiction application for funding. *Low-income is 80% of Area Median Income or below. [See AMI table](#)

b. Indicate the **total** number of beneficiaries you expect to serve with this program in each jurisdiction - regardless of income.

Jurisdiction	a. Number of low-income beneficiaries to be served per grant jurisdiction application. **Low-income** is 80% of Area Median Income or below.		b. All beneficiaries to be served per grant jurisdiction application regardless of income	
	Persons	Households	Persons	Households
Daly City	0	0	0	0
Redwood City	10	5	10	5
City of San Mateo	0	0	0	0
County of San Mateo	60	40	60	40
South San Francisco	6	3	6	3
Totals	76	48	76	48

19. Populations Served: Check the boxes below if they describe a significant population served by your program. These categories are not considered "presumed benefit" by HUD, and require income verification.

- ☐ Persons exiting incarceration
- ☐ Low-income youth
- ☒ Other [Victims/survivors of domestic violence](#)

20. Affirmative Outreach:

a. Use the demographics from your previous program year to provide an analysis of the population you serve relative to the demographics in the table. *NOTE: If you are a new applicant please provide your best estimation.*

Race & Ethnicity	Redwood City	Redwood City	Low Income by	Your Program %
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	Population	% by Ethnicity	Ethnicity served by your Program	by Ethnicity
Total	74,402	100%	13	100%
White and not Hispanic	40,656	54.64%	1	7.69%
White and Hispanic	23,557	31.66%	3	23.08%
Asian	6,715	9.03%	0	0.00%
African American	1,916	2.58%	0	0.00%
Pacific Islander	663	0.89%	0	0.00%
Native American	384	0.52%	0	0.00%
Other	1,511	2.03%	9	69.23%

Race & Ethnicity	South San Francisco Population	South San Francisco % by Ethnicity	Low Income by Ethnicity served by your Program	Your Program % by Ethnicity
Total	63,632	100%	16	100%
White and not Hispanic	23,760	37.34%	2	12.50%
White and Hispanic	21,645	34.02%	0	0.00%
Asian	23,293	36.61%	5	31.25%
African American	1,625	2.55%	1	6.25%
Pacific Islander	1,111	1.75%	0	0.00%
Native American	395	0.62%	0	0.00%
Other	9,598	15.08%	8	50.00%

b. Based on the percentages that you indicate your organization served describe your efforts to improve affirmative outreach to groups that may be underserved by your program and the result of your efforts:

CORA uses a range of outreach strategies to reach the diverse population of San Mateo County including distributing and/or displaying multi-lingual pamphlets/posters in public places such as bus stops, community centers, malls, doctors' offices, courthouses, and legal aid agencies. Many of our outreach documents are translated into Spanish, and we translated several of them into Tagalog and Chinese as well, to reflect the three languages most spoken within San Mateo County (after English).

CORA's community education team conducts presentations, workshops, and tables events in a variety of community settings around the County, including local high schools and junior colleges, local health centers, homeless shelters and legal support agencies to ensure any particular community is made aware of resources and has access to support.

CORA's bilingual website provides resources and contact information to its bilingual support groups and other programs.

21. Leveraging: Describe your fundraising efforts and additional sources of revenue for this project and your organization. Please state whether any of these fund sources are already committed and in what amount.

CORA depends upon a broad base of support from city and county agencies, grants from foundations and corporations, and individual donations to maintain its services. In addition, we partner with several state and federal agencies to cover costs of our programs. CORA has been successful in the past at leveraging funds from the County of San Mateo, the California Governor's Office of Emergency Services, and the Department of Justice. We expect continued support from these sources. As is typical this time of the year, about half the funding CORA requires for this program is already committed for 2021-2022, another third needed is out for consideration and is expected to yield needed support and the balance of funds are still to be raised through individual donors, events and foundation grants. CORA's fundraising efforts are led by our development team which includes a Development Manager, Grants and Contracts Manager and Development Officer. Recent trends show that our fundraising efforts have stayed strong despite persistent COVID restrictions. Contribution and foundation income have increased 7% from \$1,635,000 for FY2021 to \$1,750,000 for FY2022.

Staff List

List below key staff members who work on **this program**

Position Title	Name of Staff Person	Job Responsibilities	Qualifications
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Client Advocate	Daisy Manriquez	Intake and case management	Staff member since August 2021; B.A. Psychology, CSULB; 40 Hour certificate Oct. 2020
Housing Services Coordinator	Kaitlin Chang	Oversees Client Advocates	Staff member since June 2019; B.S. Sociology, SFSU; 40 Hour training
Senior Advocate	Alma Valencia	Oversees Client Advocates (intake and case management)	Staff member since February 2019; B.S. Justice Studies, SJSU; 40 Hour training

PROPOSED PROGRAM BUDGET FOR FY 2022-23

				Redwood City		County of San Mateo		South San Francisco		Total Jurisdictions	
Budget Line Item	Agency Total	Pgm%	Program Total	%	Requested	%	Requested	%	Requested	Pgm%	Requested
Labor											
Salaries/Wages	\$3,381,429	12%	\$408,887	0%	\$0	9%	\$35,790	0%	\$0	9%	\$35,790
Taxes/Benefits	\$814,492	15%	\$125,392	0%	\$0	8%	\$9,665	0%	\$0	8%	\$9,665
Supplies											
Office Supplies	\$23,810	13%	\$3,035	0%	\$0	0%	\$0	0%	\$0	0%	\$0
Program Supplies	\$22,680	13%	\$2,891	0%	\$0	0%	\$0	0%	\$0	0%	\$0
Materials											
Direct Client Assistance Expenses	\$1,525,118	89%	\$1,354,461	0%	\$0	0%	\$0	0%	\$0	0%	\$0
Direct Program Operating Expenses, including Lisa's House	\$208,953	49%	\$101,721	7%	\$7,136	0%	\$0	13%	\$13,636	20%	\$20,772
Operations/Maintenance											
Occupancy	\$301,280	13%	\$38,402	22%	\$8,546	0%	\$0	17%	\$6,500	39%	\$15,046
Office Expenses	\$153,090	13%	\$19,514	13%	\$2,500	0%	\$0	0%	\$0	13%	\$2,500
Staff Mileage/Training	\$40,500	13%	\$5,162	0%	\$0	0%	\$0	0%	\$0	0%	\$0
Administration	\$679,401	13%	\$86,597	2%	\$1,818	5%	\$4,545	2%	\$1,364	9%	\$7,727
TOTAL	\$7,150,753	30%	\$2,146,062	1%	\$20,000	2%	\$50,000	1%	\$21,500	4%	\$91,500
Number of Individual Beneficiaries					10		60		6		76
Cost per Individual					\$2,000.00		\$833.33		\$3,583.33		\$1,203.95

For the City of Redwood City ONLY, answer the following:**1. Funding Criteria:**

2. Homeless Assistance Activities: Provision of fair housing counseling services, provision of legal intervention to prevent homelessness, provision of operation funds for shared housing, emergency shelter and transitional housing and related services for homeless and those at risk of homelessness, youth and single persons.

2. Marketing/Advertising

a. Check all of the following methods your agency utilizes to promote and advertise your programs and services:

- ☒ Flyers/brochures
- ☒ Website
- ☒ Phone book listing

- ☒ CIP (Handbook/Database)
- ☒ Outreach presentations to service providers
- ☒ Outreach presentations to public
- ☒ PSA's

b. Which of the above marketing/advertising materials are available in multi-lingual form and which languages are they available in?

Our flyers/brochures and outreach presentations to service providers and the public are provided in both Spanish and English. Additionally, last year, we translated several of our marketing materials (brochures, community posters, mall ads, and social media communications) into Tagalog and Chinese. Presentations are provided in English or Spanish, depending on the needs of the group requesting our presentation.

c. How and where are the materials distributed?

Materials are distributed through CORA's family of partners (some of whom are identified above in our answer to question 16). Another main way of distributing materials is through San Mateo County's Kaiser facilities. As Kaiser is committed to ending domestic violence, it stocks CORA's brochures in its facilities and partners very closely with CORA in providing outreach to its staff about domestic violence and CORA's services.

3. Program Outcomes: a. Please describe the accomplishments of program goals for FY/21.

In FY20/21, CORA provided emergency safe house to 71 adults and 87 children. 100% of clients that chose to disclose exit destination exited to a safe environment, 33% did not disclose exit destination.

Many of our clients are more successful at obtaining safer housing options via home-sharing programs, transitional housing programs, and/or by relocating to other areas. We have also extended many clients past the eight-week program stay due to the Rapid Rehousing opportunity coordinated by Abode Services.

Other accomplishments for FYE20/21:

- Closer collaboration with CES (Samaritan House), by instituting a monthly meeting attended by CORA's shelter, hotline and mental health team. This has resulted in smoother inter-agency referrals.
- Partnership with Samaritan House to increase diversity of food for shelter clients. Heretofore, CORA has picked up what was available at Second Harvest and then purchased food at the local grocery store to fill in other grocery items. Now, thanks to Samaritan House, CORA is able to secure what is missing directly from them every week, including hot meals as needed.
- The County of San Mateo partnered with CORA to distribute Emergency Housing Vouchers. Thanks to this partnership, we were able to secure EHV's for 10 CORA clients and their children.

b. In what ways has your program made a difference in the lives of the people you serve? Please provide at least one concrete example from the people served in FY/21:

Vanessa* had to flee from her abuser with her small child in September of 2021. She was placed temporarily in one of our safe homes while an advocate worked with her to find permanent safe housing. Vanessa is a very hardworking individual and strongly motivated to keep moving forward for herself and her child. She soon found two jobs, which put her on a path to financial independence. In November of 2021, she was granted housing assistance through one of our programs and moved into a spacious one-bedroom apartment in the same city as her jobs and her child's daycare. Vanessa was so grateful for this new opportunity. Whether she needed food, clothes, job seeking help, legal advocacy, or housing support, CORA was there with the help she needed to start over. With CORA's housing assistance she continues to rebuild her life, professionally, emotionally and socially. We are so proud of Vanessa for overcoming very challenging obstacles in order to make a better life for herself and her child.

*name of the client was changed to protect confidentiality.

Attachments

- ☒ 1. Resolution authorizing application and designation of signatory, by the Board of Directors
- ☒ 2. Proof of 501(c)3 / tax-exempt status
- ☒ 3. By-laws

[CORA safe house Board Resolution 2021-2022.pdf](#)

[2. 501c3letter.pdf](#)

[3. Bylaws_032712_-
_COMPLETE_and_SIGNED.pdf](#)

- ☒ 4. Articles of Incorporation [4. Articles of incorporation.pdf](#)
- ☒ 5. Board roster, including: [CORA Board Roster FY 21-22.pdf](#)
- Name, Company, Years on Board
 - Meeting dates for previous 12 months
 - Number of years allowed for each board term
- ☒ 6. Organizational chart for entire organization [CORA org. chart 2021.pptx](#)
- ☒ 7. Certified financial audit no more than 1 fiscal year old, prepared by a CPA, and: [CORA 16 FINAL FS.pdf](#)
[CORA FY20 Audit Report- Final.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 or Chief Financial Officer 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: [CORA Agency Budget by Dept FY21-22.xlsx](#)
[CORA FY 23 Proposed Agency Budget.xlsx](#)
- Current (FY21-22) **Agency** Operating Budget
 - Proposed (FY22-23) **Agency** Operating Budget
- ☒ 9. Mission Statement [9. Mission Statement.pdf](#)
- ☒ 10. Non-discrimination policy for Staff and Clients [10. Nondiscrimination Policy.pdf](#)
- ☒ 11. Reasonable Accommodations Policy for Staff and Clients [11. Reasonable Accommodations - Client.pdf](#)
[11. Reasonable Accommodations - Staff.pdf](#)
- ☒ 12. Conflict of Interest Policy. (If not available, please indicate when you will submit) [12. Code of Conduct - COI highlighted.pdf](#)
- ☐ 13. Other -

If you would like all the attachments downloaded into your Dropbox folder, please contact CDS

Program Manager Signature [Karen Ferguson, CEO](#)

Date Signed [01/13/2022](#)

Initially submitted: Jan 13, 2022 - 12:19:39

Consolidated Community Funding Application
Redwood City, San Mateo County, and S. San Francisco
Application for New Funding for FY 2022-23

GENERAL INFORMATION

1. **Organization Name:** El Concilio of San Mateo County
 2. **Project Title:** Peninsula Minor Home Repair

We are applying for funding from:

☒ Redwood City ☒ City of San Mateo ☒ South San Francisco ☒ County of San Mateo

Budget/Client Summary (Auto-populated from Budget, below)

Jurisdictions receiving this application	Amount Requested	% of Program Budget	Proposed # of Served	% of Served	Total \$ Per
Redwood City	\$35,000	20%	9	20%	\$3,888.89
City of San Mateo	\$15,000	9%	7	15%	\$2,142.86
County of San Mateo	\$55,000	32%	20	43%	\$2,750.00
South San Francisco	\$37,500	22%	10	22%	\$3,750.00
Total	\$142,500	82%	46	100%	\$3,097.83

Grant Funded Programs:

We are applying for a [Minor Home Repair Program](#)

CDBG National Objective Eligibility - How are you serving low income populations?

[Minor home repairs for low income households whose incomes are verified.](#)

Income Verification: Describe how you obtain, verify, and maintain proof of income and presumed benefit status. Third party documentation or client signatures on the certification forms must be available on file for review at all times.

Income verification is a standard requirement for all ESCMC programs. The income thresholds for the PMHR and Low Income Home Upgrade programs are consistent with San Mateo County and entitlement cities standards. We require documented proof of income for all programs, such as the Energy Savings Assistance program, which has strict qualification and income verification requirements. For PMHR program, we require the two most current proofs of income (pay check stubs or proof of amount given to applicant by Social Security, Disability or unemployment). A proof of ownership waiver needs to be signed by owner. Ownership of the home is verified by checking with the County Assessor's office. If the name on this waiver is different than the name that the house is under, the application will not be approved. Renters can apply but must have the property owner waiver signed by the owner of the house or apartment. All documents collected go into customer files and are available for review at all times. Along with maintaining appropriate documentation for new customers, the PMHR program will leverage existing documents on file and in ESCMC's database to ensure appropriate income verification is documented and maintained for all PMHR customers.

3. **Project Address:** 3180 Middlefield Road City: Redwood City Zip: 94063-3762

4. Provide a one sentence project summary:

ESCMC proposes to continue providing minor home repair services to residents of San Mateo County enabling extremely low, very low, low and fixed income residents who do not initially qualify for all of the Energy Savings Assistance and electrification benefits and receive more energy and water conservation solutions, as well as address de-carbonation and climate change.

Organization Address: 3180 Middlefield Road City: Redwood City Zip: 94063-3762
 Organization Phone: 650-373-1080 Website: www.el-concilio.com

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

5. **Contact Person / Project Administrator:** Name: Joaquin Narvaez Title: PMHR Manager Telephone: 650-918-9553
 Contact Email: joaquin75@yahoo.com Fax: 650-373-1090

6. **Name of Agency Director:** Ortensia Lopez

7. Fiscal Officer: Name: [Louis Briones](#) Email: lbriones@brionesint.com Telephone: [510-708-4400](tel:510-708-4400)
 Fiscal Officer Address: [3180 Middlefield Road](#) City: [Redwood City](#) Zip: [94063-3762](#)

8. Authorized Signatory: Name: [Ortensia Lopez](#) Email: or10sia@aol.com Telephone: [650-373-1080](tel:650-373-1080)
 Authorized Signatory Address: [3180 Middlefield Road](#) City: [Redwood City](#) Zip: [94063-3762](#)

9. Please provide days and hours of regularly scheduled operation:
[Monday through Friday 8AM-5PM](#)

10. DUNS Number: [94-6525250](#) **Federal EIN/TIN Number:** [94-2772110](#)

11. HUD Activity: Choose the HUD activity that most closely matches your service:
[14F - Energy Efficiency Improvements](#)

12. Project Specific Narrative: Provide a narrative description of the specific activities to be carried out with the requested funds. This should also include program objectives and key priorities for each specific jurisdiction.

The unique feature and benefit of the PMHR program is ECSMC's holistic approach and considerable experience in providing home repair services to Extremely Low Income (ELI), Very Low Income (VLI) and Low Income (LI) residents including those on a fixed income. The PMHR program objectives are providing cost-effective minor home repair improvements/repairs focusing on:

- health and safety,
- housing quality standards,
- increasing energy/water conservation,
- making more homes eligible for energy/water weatherization improvements that would otherwise not be completed,
- and/or access modifications.

The key priorities of the PMHR program are to focus on its target audience on households who:

- need but are unaware of programs available to improve their homes through minor home repairs,
- may be eligible for low-cost installation of energy/water conservation solutions, and
- would benefit significantly from reducing monthly energy/household water expenses.

Under the PMHR program, the services provided to eligible homes include (but are not limited to):

- Attic insulation.
- Water heater wrapping
- Carbon monoxide/fire alarm inspections/installation
- Repair/replace heating, ventilation, and air condition (HVAC)
- Natural gas appliance testing
- Refrigerator replacement
- Water leak testing
- Energy audits/concurrent energy education
- Quality control inspections
- Repair/replace doors, windows, fences
- Weatheri

13A. Assessment of Need - Redwood City: Briefly describe how you determined the need for your program for each specific jurisdiction that you are applying for funds. Identify target population(s) and area(s) served.

Please state the source(s) and date(s) of information. Identify any similar programs in the community.

The PMHR program is in line with Redwood City's affordable housing priorities of preserving existing rental housing and improving the condition of existing housing. Continual need for PMHR program is based on our experiences; as a contractor for PG&E's ESA program and PCE's Low Income Home Upgrade. Our specialists conduct minor home repairs such as broken or moldy windows or lack of accessibility modifications such as safety hand rails, which are unsuitable and unsafe, especially for children or the elderly. Our target population of ELI/LI/LI and fixed income households cannot make these minor home repairs due to health conditions and/or financial reasons. Rebuilding Together Peninsula offers similar minor home repair services improving the conditions of existing housing within the city. However, such programs are limited to specific jurisdictions and do not have the necessary resources to meet all of the needs within Redwood City. The city's population is 84,292 (2020 US census est) with 9% living in poverty, and 12.7% seniors. In addition to improving safety, potential energy/water conservation measures yield savings in monthly utility bills, which in turn help provide economic opportunities by providing discretionary funds for families who are economically disadvantaged. Of Redwood City households, 34% are foreign born and 46.4% speak a non-English language, making PMHR's multilingual (English, Spanish, Chinese) and culturally-sensitive staff a great asset.

13B. Assessment of Need - City of San Mateo: Briefly describe how you determined the need for your program for each specific jurisdiction that you are applying for funds. Identify target population(s) and area(s) served.

Please state the source(s) and date(s) of information. Identify any similar programs in the community.

The PMHR program is in line with City of San Mateo's affordable housing priorities of preserving existing rental housing and improving the condition of existing housing. Continual need for PMHR program IS based on our experiences; as a contractor for PG&E's ESA program and Low Income Home Upgrade.. Our specialists conduct minor home repairs such as broken or moldy windows, or a lack of accessibility modifications such as safety hand rails, which are unsuitable and unsafe, especially for children or the elderly. Our target population of ELI/VLI/LI and fixed income households cannot make these minor home repairs due to health conditions and/or financial reasons.

Rebuilding Together Peninsula offers similar minor home repair services improving the condition of existing housing within the city. However, such programs are limited to specific jurisdictions and do not have the necessary resources to meet all of the needs within San Mateo. The city's population is 103,959 (2016 US Census est.) with 6.6% living below poverty level. In addition to improving safety, potential energy/water conservation measures yield savings in monthly utility bills, which in turn help to provide economic opportunities by providing discretionary funds for families who are economically disadvantaged. Of City households, 44.9% speak a non-English language, making PMHR's multilingual (English, Spanish, Chinese, Tagalog, Tongan, Russian) and culturally-sensitive staff are a great asset.

13C. Assessment of Need - County of San Mateo: Briefly describe how you determined the need for your program for each specific jurisdiction that you are applying for funds. Identify target population(s) and area(s) served. Please state the source(s) and date(s) of information. Identify any similar programs in the community.

The PMHR program is in line with the County's Consolidated Plan, supporting decent, affordable housing, suitable living environments, and economic opportunities. The continual need for PMHR program is based on our experiences; as a contractor for PG&E' (ESA) program and Low Income Home Upgrade. Our specialists conduct minor home repairs such as broken or moldy windows, or a lack of accessibility modifications such as safety hand rails, which are unsuitable and unsafe, especially for children or the elderly. Our target population of ELI/VLI/LI and fixed income households cannot make these minor home repairs due to health conditions and/or financial reasons. Rebuilding Together Peninsula offers similar minor home repair services improving the condition of existing housing within the County of San Mateo. However, such programs are limited to specific jurisdictions and do not have the necessary resources to meet all of the needs within San Mateo. The county's population is 764,797 (2016 US Census est.) with 7.9% living below poverty level. In addition to improving safety, potential energy/water conservation measures yield savings in monthly utility bills, which in turn help to provide economic opportunities by providing discretionary funds for families who are economically disadvantaged. Of County households, 46.5% speak a non-English language, making PMHR's multilingual (English, Spanish, Chinese, Tagalog, Tongan, Russian) and culturally-sensitive staff are a great asset.

13D. Assessment of Need - South San Francisco: Briefly describe how you determined the need for your program for each specific jurisdiction that you are applying for funds. Identify target population(s) and area(s) served. Please state the source(s) and date(s) of information. Identify any similar programs in the community.

PMHR program is in line with South San Francisco's (SSF) affordable housing priorities of preserving existing rental housing and improving the condition of existing housing. The continual need for the PMHR program is based on our experiences; as a contractor for PG&E's (ESA) and Low Income home Upgrade programs.. Our specialists conduct minor home repairs such as broken or moldy windows, or a lack of accessibility modifications such as safety hand rails, which are unsuitable and unsafe, especially for children or the elderly. Our target population of ELI/VLI/LI and fixed income households cannot make these minor home repairs due to health conditions and/or financial reasons. Rebuilding Together Peninsula offers similar minor home repair services improving the condition of existing housing within the city. However, such programs are limited to specific jurisdictions and do not have the necessary resources to meet all of the needs within SSF. The city's population is 66,980 (2016 US Census est.) with 8% living below poverty level. In addition to improving safety, potential energy/water conservation measures yield savings in monthly utility bills, which in turn help to provide economic opportunities by providing discretionary funds for families who are economically disadvantaged. Of SSF households, 57.3% speak a non-English language, making PMHR's multilingual (English, Spanish, Chinese, Tagalog, Tongan, Russian) and culturally-sensitive staff are a great asset

14. Timeline: Provide a brief timetable for project implementation and achievement of projected goals and how you plan to expend your funds in a timely manner by the end of the fiscal year.

Quarter 1:

- Preparation, negotiation and execution of contract.
- Review administrative protocols/staff training update.
- Generate PMHR customer leads.
- Contacting residents who did not qualify for ESA due to minor home repair needs.
- Implement Environmental review process.
- Quarterly expense review and report.

Quarter 2:

- Submit Q1 report.
- Validate monthly home repair completions/QA paperwork.
- Assess materials and labor actuals.
- Adjust service forecast and/or staffing assumptions.
- Produce mid-term production reports.
- Quarterly expense review and report.

Quarter 3:

- Submit Q2 report.
- Monitor progress and results/QA paperwork .
- Identify any operational modification needs.
- Quarterly expense review and report.

Quarter 4:

- Submit Q3 report.
- Complete remaining contract commitments/QA paperwork.
- Assess actual vs. forecasted expenses.
- Reassess program and staffing needs.
- Quarterly expense review and report.
- Review outcomes/prepare and submit year-end report.

We will review our numbers quarterly and adjust outreach efforts accordingly. Pending funding requests, the total number of units the FY22/23 PMHR program targets (with quarterly reassessments) are:

- San Mateo County: 20 households
- San Mateo City: 7 households
- So San Francisco: 10 households.

15. Evaluation: Briefly describe how you will determine and measure the success of your program and whether or not program goals were met? If your program is currently receiving grant funds please describe accomplishments of goals to date.

FY22-23 PMHR program goals are:

- provide cost-effective home repair/improvements focusing on home safety and energy conservation through weatherization and electrification
- increase awareness/participation of ELI/VLI/LI minor home repair programs
- provide "Green Job" opportunities through job training, internships and placement of residents in PMHR related training/employment

The success of PMHR will be measured by:

- # of homes receiving repairs that will improve home safety and comfort
- # of ELI/VLI/LI homes with PMHR completed enabling ESA qualification
- # of trainees who learn skills that make them job/certification ready
- Ability to complete repairs within budget and timeline

20/21 we only completed 23 households, with 49% elderly, 49% female head of household, and 17% disabled (San Mateo County 19, San Mateo 3, and So San Francisco due to COVID-19. First two quarters of FY21-22, we provided PMHR services to 9 households and have enrolled and assessed an additional 30 units to-date for electrification program. Coordination of work is a challenge for now. We continue to face the challenges regarding income threshold documentation. Also, the high number of renters requesting assistance has impacted our service numbers. We continue to communicate with both city and county housing staff to overcome these obstacles. Pending funding requests, the total number of units the FY22-23 PMHR program targets (with quarterly reassessments) are:

16. Collaboration: Describe partnerships with other organizations/agencies, the nature of the partnership, and how it relates to the proposed project.

PG&E has contracted ECSMC for the past 14 years, providing us with extensive experience in reaching ELI/VLI/LI and fixed income residents, conducting energy usage assessments and arranging to install energy conservation and weatherization solutions as part of the Energy Savings Assistance Program. This partnership has helped ECSMC establish a positive reputation as an installation and repair service provider to ELI/VLI/LI households and has helped build a large customer base within the community. ECSMC also partners with governmental entities such as San Mateo County Energy Watch, performing outreach for the residential portion of the program and performing energy audits and handles quality-control inspections. We continue collaborating with Rebuilding Together, San Mateo Energy Watch, HEAP, Solar oversight and other providers that provide similar services to provide added services for our customers. ECSMC also partners with a number of community based organizations (CBO's) and government entities over the years, such as the Chicana Latina Foundation, San Mateo County Behavioral Health and Alcohol, Tobacco and Other Drugs program, One East Palo Alto, Free At Last, Nuestra Casa, Ecumenical Hunger Project, For Youth By Youth, San Mateo County Health Services Agency, JobTrain, Ravenswood Family Health Center, Voices of Recovery, and Second Harvest, that serve the area to increase the visibility of the PMHR program, along with our many other programs for ELI/VLI/LI residents.

17. Impact: : Discuss any general trends and conditions that have affected or impacted your service levels or service populations. For New Applicants – describe what these funds would allow your agency to do that you may not be able to do now. For Continuing Applicants – describe how your program would be impacted without these funds.

Last 10 years, grant funding has helped underwrite cost of PMHR program materials and labor, and a portion of the administrative costs related to program administration/management. These funds allow ECSMC to continue providing minor home repairs to residents homes who do not initially meet eligibility requirements for all energy/water conservation installments and now electrification conversion: because of required minor home repairs. Minor home repairs such as broken or moldy windows and faulty electrical work make these living environments unsuitable, especially for children or the elderly. ELI/VLI/LI households are unable to make these minor home repairs due to health conditions and/or financial reasons, and do not have the means to perform this work without assistance, resulting in a lost opportunity to receive maximum energy/water conservation services. By helping homes to become qualified for energy/ and water efficiencies, conservation, ELI/VLI/LI residents can realize necessary expense savings to help improve their quality of life. Without these funds, ECSMC would not be able to justify leveraging other limited funding and program resources to supplement the PMHR program, and would be forced to discontinue the PMHR program, resulting in a lost opportunity for ELI/VLI/LI and fixed income San Mateo County, and cities of Redwood, San Mateo and South San Francisco, residents. Added measure of Electrification conversion will address de-carbonation and climate change.

18. 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. Refer to the San Mateo County Income Limits.

- Indicate the total number of **low-income** beneficiaries you expect to serve with this program for each jurisdiction application for funding. *Low-income is 80% of Area Median Income or below. [See AMI table](#)
- Indicate the **total** number of beneficiaries you expect to serve with this program in each jurisdiction - regardless of income.

Jurisdiction	a. Number of low-income beneficiaries to be served per grant jurisdiction application. **Low-income** is 80% of Area Median Income or below.		b. All beneficiaries to be served per grant jurisdiction application regardless of income	
	Persons	Households	Persons	Households
Daly City	0		0	
Redwood City	28	9	28	9
City of San Mateo	25	7	25	7
County of San Mateo	60	20	60	20
South San Francisco	30	10	30	10
Totals	143	46	143	46

19. Populations Served: Check the boxes below if they describe a significant population served by your program. These categories are not considered "presumed benefit" by HUD, and require income verification.

- ☐ Persons exiting incarceration
☐ Low-income youth
☒ Other [ELI/VI/LI](#)

20. Affirmative Outreach:

a. Use the demographics from your previous program year to provide an analysis of the population you serve relative to the demographics in the table. *NOTE: If you are a new applicant please provide your best estimation.*

Race & Ethnicity	Redwood City Population	Redwood City % by Ethnicity	Low Income by Ethnicity served by your Program	Your Program % by Ethnicity
Total	74,402	100%	0	100%
White and not Hispanic	40,656	54.64%		
White and Hispanic	23,557	31.66%		
Asian	6,715	9.03%		
African American	1,916	2.58%		
Pacific Islander	663	0.89%		
Native American	384	0.52%		
Other	1,511	2.03%		

Race & Ethnicity	City of San Mateo Population	City of San Mateo % by Ethnicity	Low Income by Ethnicity served by your Program	Your Program % by Ethnicity
Total	97,207	100%	12	100%
White and not Hispanic	45,240	46.54%	12	100.00%
White and Hispanic	25,815	26.56%	0	0.00%
Asian	18,153	18.67%	0	0.00%
African American	2,099	2.16%	0	0.00%
Pacific Islander	1,937	1.99%	0	0.00%
Native American	140	0.14%	0	0.00%
Other	3,823	3.93%	0	0.00%

Race & Ethnicity	South San Francisco Population	South San Francisco % by Ethnicity	Low Income by Ethnicity served by your Program	Your Program % by Ethnicity
Total	63,632	100%	8	100%
White and not Hispanic	23,760	37.34%	1	12.50%
White and Hispanic	21,645	34.02%	2	25.00%
Asian	23,293	36.61%	2	25.00%
African American	1,625	2.55%		0.00%
Pacific Islander	1,111	1.75%	3	37.50%
Native American	395	0.62%	0	0.00%
Other	9,598	15.08%	0	0.00%

b. Based on the percentages that you indicate your organization served describe your efforts to improve affirmative outreach to groups that may be underserved by your program and the result of your efforts:

A unique feature of the ECSMC's program is the multicultural staff. The ECSMC staff is multilingual beyond English (Spanish, Chinese, Tagalog, Tongan and Russian) and many come from households with limited income levels and live in the communities we serve as well. Which helps build a rapport with households that are often hesitant to contact non community-based providers due to cultural, linguistic barriers and document status. In addition to privacy concerns. In South San Francisco, the percentage of households where a language other than English is spoken is 57.3%, in the County of San Mateo, 46.5%, City of San Mateo, 44.9%, and Redwood City 46.4% making PMHR's multilingual staff a great asset in reaching a broad customer base. ECSMC attributes its success to working with all ethnic groups within the community to our organization's use of a family centered, community based, and culturally focused model.

We continue on-going collaborative work with Rebuilding Together Peninsula, San Mateo Energy Watch, HEAP, Solar oversight and other providers that provide similar services. This leverages and/or provides added services for our customers. We will continue outreach efforts and partnering with CBO's and government entities to increase the visibility of the PMHR program for ELI/VLI/LI

21. Leveraging: Describe your fundraising efforts and additional sources of revenue for this project and your organization. Please state whether any of these fund sources are already committed and in what amount.

PG&E has contracted ECSMC for the past 17 years, providing us with extensive experience in reaching ELI/VLI/LI and fixed income residents, conducting energy usage assessments and arranging to install energy conservation and weatherization solutions as part of the Energy Savings Assistance Program. Our Specialists have direct contact with ELI/VLI/LI residents (including in their native language) as they verify income eligibility, assess the conditions of income eligible housing units, and perform energy audits. With the PMHR program, our specialists are able to perform these minor home repairs, enabling households who otherwise wouldn't qualify, to become eligible for the ESA Program and electrification realize energy savings.

Fundraising efforts and additional sources of revenue for this project include:

\$1M contract committed through June 2022 and will be revisited for July 1, through December 2026) with PG&E/Richard Heath & Associates and Resource Innovations provide energy education, enrollment in 20% discount on energy bills and conservation solutions for 1,500 residents of San Mateo County,
 •\$200,000 contract (committed through December, 2024) with PCE/Richard Heath & Associates for 2022 to provide electrification conversion for 200 homes.
 •\$80,000 contract (already committed) with Self-Help for the Elderly/CPUC to provide Outreach, Consumer Education Workshops and Dispute Resolutions and PCE outreach and education contract for 2022.

Staff List

List below key staff members who work on this program

Position Title	Name of Staff Person	Job Responsibilities	Qualifications
Executive Director	Ortensia Lopez	ECSMC Executive Director. Overall management of PMHR program.	Executive Director of ECSMC for over 25 years and 36 years of executive positions in non-profit sector.
Peninsula Minor Home Repair Program Supervisor/National Gas Appliance Technician (NGAT)/Team Leader Lead Weatherization	Joaquin Narvaez	As supervisor, oversees the minor home repair programs and ensures coordination, quality assurance and documentation activities. Performs minor home repairs, natural gas appliance testing, duct testing, combustible appliance services, blower door and weatherization services. Oversees coordinantes electrification conversion services for Low-Income Home Upgrade program	9 years, lead crew member. Graduate of Fire Fighter academy, certified Emergency Medical Technician. Has General Contractors license, OSHA - Asbestos - Lead - Natural Gas Appliance Technician, Duct Testing - Combustible Appliance Services - Blower Door - Weatherization. training for electrical license.
Minor Home Repair Specialist	Marco Romo	Performs minor home repairs, duct testing, combustible appliance services, blower door and weatherization services.	3 years weatherization, minor home repair. Certifications: -OSHA - Lead - Duct Testing - Combustible Appliance Services - Blower Door - Weatherization.
Administrative Assistant	Jennifer McCray	Environmental review process to San Mateo County and entitlement cities. Income verification review, data entry, schedule appointments, quality assurance checks, complete paperwork	Bachelor of Arts Degree. Over 7 years with ECSMC.
Accountant	Louie Briones	Fiscal billing and financial reporting.payroll allocations accounts payable, accounts receiveable, bank reconciliations, funder reports, monthly financial statements, budgets, audit schedules, year tax schedules, preparation of 1099 formsand working with management and board as needed basis.	ECSMC accountant for 1.5 years. Briones has additional clientele in San Mateo County, as well as clients throughout the bay area, Southern California, New York and Washington D.C.
Minor Home Repair Specialist	Adrien Atencio	Performs minor home repair and weatherization services	6 months. with ECSMC. HVAC certificationk, home repair experinces 5 years.

PROPOSED PROGRAM BUDGET FOR FY 2022-23

				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													
Accountant	\$36,000	10%	\$3,600	18%	\$648	12%	\$432	40%	\$1,440	20%	\$720	90%	\$3,240
Case Manager	\$41,600	25%	\$10,400	20%	\$2,080	10%	\$1,040	40%	\$4,160	20%	\$2,080	90%	\$9,360
Weatherization Lead	\$58,240	35%	\$20,384	23%	\$4,688	12%	\$2,446	35%	\$7,134	20%	\$4,077	90%	\$18,345
Weatherization Crew	\$47,840	30%	\$14,352	25%	\$3,588	10%	\$1,435	35%	\$5,023	20%	\$2,870	90%	\$12,916
Weatherization Crew	\$41,600	30%	\$12,480	25%	\$3,120	10%	\$1,248	35%	\$4,368	20%	\$2,496	90%	\$11,232
Weatherization Crew	\$41,600	30%	\$12,480	0%		0%		0%		0%		0%	\$0
Enrollment Specialist	\$1,150	96%	\$1,100	0%		0%		0%		0%		0%	\$0
Taxes/Benefits	\$73,861	25%	\$18,465	18%	\$3,324	12%	\$2,216	40%	\$7,386	20%	\$3,693	90%	\$16,619
Supplies													
Construction Materials	\$230,000	35%	\$80,500	22%	\$17,552	8%	\$6,183	32%	\$25,489	27%	\$21,564	88%	\$70,788
Operations/Maintenance													
Other Personnel Cost	\$436,593	0%		0%		0%		0%		0%		0%	\$0
Other Expenses	\$189,912	0%		0%		0%		0%		0%		0%	\$0
Administration												0%	\$0
TOTAL	\$1,198,396	14%	\$173,761	20%	\$35,000	9%	\$15,000	32%	\$55,000	22%	\$37,500	82%	\$142,500
Number of Individual Beneficiaries					9		7		20		10		46
Cost per Individual					\$3,888.89		\$2,142.86		\$2,750.00		\$3,750.00		\$3,097.83

For the City of Redwood City ONLY, answer the following:

1. Funding Criteria:

5. Economic Development: Job creation and intervention programs that create actual jobs for low income residents.

2. Marketing/Advertising

a. Check all of the following methods your agency utilizes to promote and advertise your programs and services:

- ☒ Flyers/brochures
- ☒ Website
- ☒ CIP (Handbook/Database)
- ☒ Outreach presentations to service providers
- ☒ Outreach presentations to public
- ☒ PSA's

b. Which of the above marketing/advertising materials are available in multi-lingual form and which languages are they available in?

Flyers Available in Spanish, Chinese and Pacific Islanders.

c. How and where are the materials distributed?

Materials are distributed through events, website, one-on-one, community faith based events. and mailings.

3. Program Outcomes: a. Please describe the accomplishments of program goals for FY/21.

FY 20/21 we were only able to complete 23 households, with 49% elderly, 49% female head of household, and 17% disabled (San Mateo County 19, San Mateo 3, and So San Francisco due to Shelter In Place COVID-19.ordnance.

b. In what ways has your program made a difference in the lives of the people you serve? Please provide at least one concrete example from the people served in FY/21:

San Mateo County resident was first introduced to El Concilio when he was enrolled in PG&E's Energy Savings Assistance Program. He received new light fixtures, door weather stripping, gaskets for his outlets, shower heads, faucet aerators and wall repair to make his home energy efficient and enrolled in 20% discount. He was in need of an oven as well but the ESA program does not provide oven replacement so El Concilio suggested he enroll in the

San Mateo County Peninsula Minor Home Repair Program. Through this he received glass replacement on his broken windows, oven replacement, door weather stripping, gate repair and installation of new furnace registers. He was so grateful for both of these programs because his income is so low that he would have not been able to cover the costs of these repairs

Attachments

- ☒ 1. Resolution authorizing application and designation of signatory, by the Board of Directors
 [Attach 1 El Concilio Bd Resolution.pdf](#)
[1 Board Resolution.pdf](#)
- ☒ 2. Proof of 501(c)3 / tax-exempt status
 [Attach 2 El Concilio 501_c3 ltr.pdf](#)
[Att 2 ECSMC 501c3.pdf](#)
- ☒ 3. By-laws
 [Attach 3 El Concilio Bylaws.pdf](#)
[Att 3 ECSMC Bylaws.pdf](#)
- ☒ 4. Articles of Incorporation
 [Attach 4 El Concilio Articles of Incorp.pdf](#)
[Att 4 ECSMC Articles of Incorp.pdf](#)
- ☒ 5. Board roster, including:
 [Attach 5 El Concilio Board Roster.pdf](#)
[5 Board Roster 2.pdf](#)
[5 2 Meeting dates 2021.2.pdf](#)
[5 Board Terms.pdf](#)
 - Name, Company, Years on Board
 - Meeting dates for previous 12 months
 - Number of years allowed for each board term
- ☒ 6. Organizational chart for entire organization
 [Attach 6 El Concilio Orgchart.fmp12](#)
[6 EC Org chart.pdf](#)
- ☒ 7. Certified financial audit no more that 1 fiscal year old, prepared by a CPA, and:
 [Attach 7 El Concilio FYE 6-30-15 Audit.pdf](#)
[7 1 CPA audit response.signed.pdf](#)
[7 2 management letter.signed.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 or Chief Financial Officer 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:
 [Attach 8 El Concilio Current OP FY 17-18 Proposed FY 18-19 OP BUDGETS.xlsx](#)
[FY 21-22 Budg 1-13-2022.1.xlsx](#)
[CDBG-Proj.Budg.22-23 1-13-2022.1.xlsx](#)
 - Current (FY21-22) **Agency** Operating Budget
 - Proposed (FY22-23) **Agency** Operating Budget
- ☒ 9. Mission Statement
 [Attach 9 Mission Statement El Concilio.docx](#)
[Att 9 ECSMC Mission Statement.docx](#)
- ☒ 10. Non-discrimination policy for Staff and Clients
 [Attach 10 El Concilio Non-Discrimination Policy for Staff and Clients.pdf](#)
[Att 10 ECSMC Non-Discrimination Policy for Staff and Clients.pdf](#)
- ☒ 11. Reasonable
 [Attach 11 El Concilio Reasonable Accommodations Policy for Staff and Clients.pdf](#)

Accommodations Policy for Staff and Clients [Att 11 ECSMC Reasonable Accommodations Policy for Staff and Clients.pdf](#)

☒ 12. Conflict of Interest Policy. (If not available, please indicate when you will submit) [Attach 12 El Concilio Conflict of Interest Policy.pdf](#)
[Att 12 ECSMC Conflict of Interest Policy.pdf](#)

☐ 13. Other - [xyz](#)

[Download All Attachments](#)

Program Manager Signature [Ortensia Lopez](#)

Date Signed [01/18/2022](#)

Initially submitted: Jan 13, 2022 - 16:58:25

Returned to Draft 01-14-2022 by Redwood City
Reason: Can you please make sure all the sections are filled out?
13A and 3 and 3B are blank

Consolidated Community Funding Application
Redwood City, San Mateo County, and S. San Francisco
Application for New Funding for FY 2022-23

GENERAL INFORMATION

1. **Organization Name:** Friends for Youth
 2. **Project Title:** Friends for Youth Mentoring Services

We are applying for funding from:

☐ Redwood City ☒ City of San Mateo ☒ South San Francisco ☒ County of San Mateo

Budget/Client Summary (Auto-populated from Budget, below)

Jurisdictions receiving this application	Amount Requested	% of Program Budget	Proposed # of Served	% of Served	Total \$ Per
City of San Mateo	\$19,500	3%	192	19%	\$101.56
County of San Mateo	\$34,000	6%	726	73%	\$46.83
South San Francisco	\$14,500	2%	70	7%	\$207.14
Total	\$68,000	11%	988	100%	\$68.83

Grant Funded Programs:

We are applying for a Public Services Program

CDBG National Objective Eligibility - How are you serving low income populations?

Service to low income clients verified through income documentation.

Income Verification: Describe how you obtain, verify, and maintain proof of income and presumed benefit status. Third party documentation or client signatures on the certification forms must be available on file for review at all times.

In our application and initial interview we ask parents to self-disclose their income level and we can ask for income verification through tax returns or paystubs.

Evidence of public benefits: We ask families if they are enrolled in the free and reduced lunch program on the program, for proof of public benefits and we can also cross reference and verify this with their schools and school districts.

3. Project Address: 3460 W Bayshore Rd, Suite 203 City: Palo Alto Zip: 94303-4227

4. 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.

Organization Address: 3460 W Bayshore Rd, Suite 203 City: Palo Alto Zip: 94303-4227
 Organization Phone: 6503684464 Website: www.friendsforyouth.org

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

5. Contact Person

/ Project Administrator: Name: Cecilia Chu Title: Executive Director Telephone: 6503694464
 Contact Email: cecilia@friendsforyouth.org Fax:

6. Name of Agency Director: Cecilia Chu

7. Fiscal Officer: Name: Karen Wilmer Email: karen@friendsforyouth.org Telephone: 650
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
Authorized Signatory Address: 3460 W Bayshore Rd, Suite 203 City: Palo Alto Zip: 94303

9. Please provide days and hours of regularly scheduled operation:
Mondays, Tuesdays, Wednesdays, Thursdays, Fridays from 9am until 5pm

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

11. HUD Activity: Choose the HUD activity that most closely matches your service:
05O - Mental Health Services

12. Project Specific Narrative: Provide a narrative description of the specific activities to be carried out with the requested funds. This should also include program objectives and key priorities for each specific jurisdiction.

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 are now serving 3 school districts. This school year in particular, we 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 SSF and NFO.

13A. Assessment of Need - City of San Mateo: Briefly describe how you determined the need for your program for each specific jurisdiction that you are applying for funds. Identify target population(s) and area(s) served. Please state the source(s) and date(s) of information. Identify any similar programs in the community.

The majority of youth referred to our program from San Mateo reside in East San Mateo. Even before the pandemic, this area's youth have the highest need in the 91-100 percentile (Healthy San Mateo County's Youth Need Index, 2014-2017 data). The data also identifies San Mateo as a "hot spot" for behavioral health clients (2017). Since the pandemic began, rates of psychological distress among young people, including symptoms of anxiety, depression, and other mental health disorders, have only increased. Recent research covering 80,000 youth globally found that depressive and anxiety symptoms doubled during the pandemic, with 25% of youth experiencing depressive symptoms and 20% experiencing anxiety symptoms. In early 2021, emergency department visits in the United States for suspected suicide attempts were 51% higher for adolescent girls and 4% higher for adolescent boys compared to the same time period in early 2019. Moreover, pandemic-related measures reduced in-person interactions among children, friends, social supports, and professionals such as teachers, school counselors, pediatricians, and child welfare workers. This made it harder to recognize signs of child abuse, mental health concerns, and other challenges (US Surgeon General's Advisory, 2021).

13B. Assessment of Need - County of San Mateo: Briefly describe how you determined the need for your program for each specific jurisdiction that you are applying for funds. Identify target population(s) and area(s) served. Please state the source(s) and date(s) of information. Identify any similar programs in the community.

In 2021, San Mateo County issued a health alert highlighting the pandemic's impact on mental health, showing that clinicians are reporting a substantial increase in youth and young adults with significant mental health issues and more cases of substance use. It also showed that referrals to behavioral health clinicians in primary care has increased for youth by 100%. There was already a high need for increased adult support in San Mateo County before the pandemic, with 14.4% per 1,000 youth having been hospitalized for a mental health issue (Kidsdata.org 2018) and 38.8% of families living below the Self-Sufficiency Standard for California (Kidsdata.org 2016). The families we serve are from very low to extremely low-income households and face challenges such as housing instability and homelessness, domestic violence, barriers to access, immigration status, behavioral health issues,

and legal involvement. The 2021 Surgeon General's Advisory shows that children with multiple risk factors, such as those we serve in SMC, can put them at higher risk for mental health challenges, but they are treatable and preventable with proper support, such as the healthy relationships and access to mental health care services that our holistic services can provide. Research shows that social connections like mentoring provide life-saving benefits, like improving body mass index numbers, decreasing cardiovascular mortality, decreasing depressive symptoms, and improving overall mental health.

13C. Assessment of Need - South San Francisco: Briefly describe how you determined the need for your program **for each specific jurisdiction that you are applying for funds.** Identify target population(s) and area(s) served. Please state the source(s) and date(s) of information. Identify any similar programs in the community.

The youth we serve in South San Francisco are from very low to extremely low-income households, and face challenges such as housing instability, homelessness, domestic violence, immigration issues, and behavioral health issues. In San Mateo County's Community Collaborative for Children's Success (CCCS) 2019 assessment of South San Francisco, 31% of youth reported that they have never or rarely "talked to a supportive adult about what they are thinking or feeling." During the pandemic, youth depressive and anxiety symptoms doubled, and in early 2021, ER visits in the U.S. for suspected suicide attempts were 51% higher for adolescent girls and 4% higher for adolescent boys compared to 2019. Pandemic-related measures made it harder to spot signs of child abuse, mental health concerns, and other challenges (Surgeon General Advisory, 2021). No other programs in South San Francisco offer the same kind of 1-to-1 mentoring or school-based group mentoring for marginalized youth. We focus on socio-emotional support, with intensive mentor screening and case management. Other programs focus on tutoring, narrower age ranges, and populations, or are after-school specific. Research shows that social connections like mentoring provide life-saving benefits, like decreasing depressive symptoms and improving overall mental health, while social isolation can increase depressive symptoms as well as mortality (American Journal of Lifestyle Medicine, 2017).

14. Timeline: Provide a brief timetable for project implementation and achievement of projected goals and how you plan to expend your funds in a timely manner by the end of the fiscal year.

JUNE 2022

Recruitment and Outreach

1-to-1 Mentoring Cohort 01 Match

JULY 2022

Planning meeting with all community school coordinators

AUGUST 2022

Recruitment and Outreach

Group Mentoring Program Orientation at school and community sites

SEPT 2022

1-to-1 Mentoring Cohort 02 Match

Start Group Mentoring Programs

DEC 2022

1-to-1 Mentoring Cohort 03 Match

End of year survey for group mentees

End of year evaluation survey for 1-to-1 mentors and mentees

End of year career field trip for group mentees End of year group activity for 1-to-1 mentees

JAN 2023

return to group sessions weeks 13-24 SEL curriculum

FEB 2023

1-to-1 referral partner check ins

MAR 2023

1-to-1 Mentoring Cohort 04 Match

1-to-1 mentee recruitment and outreach

APRIL 2023

referral partner presentations

MAY 2023

recruitment for 1-to-1 group mentors referrals for students to summer programs

JUN 2023

celebration to the end of the 2020-2021 school year end of year outcome evaluation

15. Evaluation: Briefly describe how you will determine and measure the success of your program and whether or not program goals were met? If your program is currently receiving grant funds please describe accomplishments of goals to date.

Success is 300 new mentees and their families served across our programs with a +90% completion rate for mentorships; a total impact of 1200 individuals. We use community-based research to evaluate how mentoring, staff support and curriculum are going. Our program is iterative, constantly undergoing improvement while staying agile and sensitive to our communities' needs.

100% recommend this program for other students

100% want to be a part of this program next year

100% feel their mentors help them find positive ways to deal with challenging issues & emotions

100% feel they have someone who supports them in developing their interests & strengths

100% feel the program has helped them feel more connected to their school

96% feel they have someone they can count on for help

Mentee Fernando:

I'm from North Fair Oaks and based on my experiences growing up I believe mentorship is very important for marginalized kids. Mentorship helped me overcome how I thought about myself. When I was attending Kennedy, teachers said that I was a gang member, a statistic, an inmate, and some even told me I would end up dying. Getting constantly told negative things made me believe them. Mentorship helped me see my potential and become who I am today. I'm at Menlo College on a full ride interning at Slalom, a consulting firm FFY connected me with. My sister has a mentor, Connie, who she loves. FFY is awesome because they provided us with positive role models.'

16. Collaboration: Describe partnerships with other organizations/agencies, the nature of the partnership, and how it relates to the proposed project.

Friends for Youth is the backbone agency of the Whole Health for Youth (WHY) Initiative, a collective of small, local, grassroots nonprofits run by leadership with lived experiences in the Redwood City, North Fair Oaks communities. The goal of the WHY Initiative is to prove that by working together, nonprofits can reduce duplicative services, increase access and field expertise, multiply their impact and serve communities holistically with more breadth and depth. We aim to dismantle the Nonprofit Industrial Complex (<https://communitycentricfundraising.org/2020/08/10/nonprofit-industrial-complex-101-a-primer-on-how-it-upholds-inequity-and-flattens-resistance/>). Nonprofit collectives have the power to reduce toxic competition and white supremacist values, multiplying their impact two or threefold. As part of the undergoing strategic planning process for the collective, WHY partners are intentionally making community voice a value and incorporating roundtables with youth and families themselves to not only be a part of the process, but to have a voice in decision making. Whole Health for Youth partners include Siena Youth Center, Police Activities League, StarVista, and One Life Counseling. Supporting partners include Redwood City Together, Peninsula Conflict Resolution Center and the Edgewood TAY Center.

17. Impact: : Discuss any general trends and conditions that have affected or impacted your service levels or service populations. For New Applicants – describe what these funds would allow your agency to do that you may not be able to do now. For Continuing Applicants – describe how your program would be impacted without these funds.

We are dealing with a mental health pandemic on top of the COVID-19 virus. The youth we serve are not only 2 years behind academically, but they are also 2 years behind in maturity and development. We are seeing incredibly self-conscious youth with social anxiety, finding it difficult to connect to their peers and to others in their communities.

We are also finding that kids and their families are not accessing therapeutic services, either due to language barriers, not knowing about them, or feeling uncomfortable with new programs and providers. This is why the wraparound services that our mentoring programs provide are so essential—supporting families with trainings, mental health services, and community events. With additional funding we could match more youth on our 1-to-1 program wait list, expand our school-based program to a new school, and expand the services of our mental health and wellness coalition.

18. 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. Refer to the San Mateo County Income Limits.

a. Indicate the total number of **low-income** beneficiaries you expect to serve with this program for each jurisdiction application for funding. *Low-income is 80% of Area Median Income or below. [See AMI table](#)

b. Indicate the **total** number of beneficiaries you expect to serve with this program in each jurisdiction -

regardless of income.

Jurisdiction	a. Number of low-income beneficiaries to be served per grant jurisdiction application. **Low-income** is 80% of Area Median Income or below.		b. All beneficiaries to be served per grant jurisdiction application regardless of income	
	Persons	Households	Persons	Households
Daly City	48	12	49	13
Redwood City	224	56	247	79
City of San Mateo	108	45	192	57
County of San Mateo	652	163	726	237
South San Francisco	68	17	70	19
Totals	1,100	293	1,284	405

19. Populations Served: Check the boxes below if they describe a significant population served by your program. These categories are not considered "presumed benefit" by HUD, and require income verification.

- ☐ Persons exiting incarceration
☒ Low-income youth
☐ Other

20. Affirmative Outreach:

a. Use the demographics from your previous program year to provide an analysis of the population you serve relative to the demographics in the table. *NOTE: If you are a new applicant please provide your best estimation.*

Race & Ethnicity	City of San Mateo Population	City of San Mateo % by Ethnicity	Low Income by Ethnicity served by your Program	Your Program % by Ethnicity
Total	97,207	100%	42	100%
White and not Hispanic	45,240	46.54%	1	2.38%
White and Hispanic	25,815	26.56%	32	76.19%
Asian	18,153	18.67%	0	0.00%
African American	2,099	2.16%	4	9.52%
Pacific Islander	1,937	1.99%	0	0.00%
Native American	140	0.14%	0	0.00%
Other	3,823	3.93%	5	11.90%

Race & Ethnicity	South San Francisco Population	South San Francisco % by Ethnicity	Low Income by Ethnicity served by your Program	Your Program % by Ethnicity
Total	63,632	100%	16	100%
White and not Hispanic	23,760	37.34%	3	18.75%
White and Hispanic	21,645	34.02%	12	75.00%
Asian	23,293	36.61%		0.00%
African American	1,625	2.55%		0.00%
Pacific Islander	1,111	1.75%		0.00%
Native American	395	0.62%		0.00%
Other	9,598	15.08%	1	6.25%

b. Based on the percentages that you indicate your organization served describe your efforts to improve affirmative outreach to groups that may be underserved by your program and the result of your efforts:

In our collaborative, we are interested in partnering with agencies that serve indigenous, LGBTQIA+, and Pacific Islander populations. We have staff on our team that identify in these minority groups, who can and will improve affirmative outreach efforts.

21. Leveraging: Describe your fundraising efforts and additional sources of revenue for this project and your organization. Please state whether any of these fund sources are already committed and in what amount.

Peninsula Healthcare District \$25,000
 Sequoia Healthcare District \$100,000
 Chan Zuckerberg Initiative \$25,000 over 2 years
 PwC ReImagine Grant \$25,000
 City of Sunnyvale \$15,000

Staff List

List below key staff members who work on **this program**

Position Title	Name of Staff Person	Job Responsibilities	Qualifications
Executive Director	Cecilia Chu	Program Management, Evaluations and Analysis, MSW Graduate Student Intern Program	Masters of Social Work, Columbia University B.S. Environmental Sciences, UC Berkeley B.A. Art, UC Berkeley Minor in Education, UC Berkeley SIFI-certified Field Instructor, 10+ years of youth development experience, Associate Social Worker and LCSW-candidate
Program Manager	Danny Almanza	1-to-1 Mentoring Program and Waitlist Program	B.A. in Kinesiology with an emphasis on Sport & Recreation Management, 7+ years working with youth and underserved populations, obtained multiple soccer coaching licenses, and played for two semi-pro soccer teams (Napa Valley 1839 FC & JASA Redwood City), Americorps CalPREP Fellow, Spanish-speaker
Sr. Program Coordinator	Jasmine Cardenas	School-based Group Program and SEL curriculum	B.A. Sociology, trained in Mental Health First Aid, 6+ years of youth development experience, Spanish-speaker
Partnerships Coordinator	Michael Solorio	Whole Health for Youth Initiative, collaboratives and community partnerships	B.A. Materials Science, Stanford University, former Program Coordinator 3+ years in community partnerships
Program Coordinator	Yanhia Crespín	School-based Group Program Facilitation, Mentor Recruitment, Case Management, Whole Health for Youth events and outreach	5+ years of youth development experience, Child Development studies, Certified in Conflict Mediation, Spanish-speaker
Program Associate	Fany Villalobos	Assistance with School-based Group Program Facilitation, Whole Health for Youth events and outreach	A.D. Criminal Justice 3+ years of youth development experience, San Mateo Native, Spanish-speaker

PROPOSED PROGRAM BUDGET FOR FY 2022-23

				City of San Mateo		County of San Mateo		South San Francisco		Total Jurisdictions	
Budget Line Item	Agency Total	Pgm%	Program Total	%	Requested	%	Requested	%	Requested	Pgm%	Requested
Labor											
Program Manager	\$65,000	100%	\$65,000	5%	\$3,000	8%	\$5,000	3%	\$2,000	15%	\$10,000
Sr. Program Coordinator	\$55,000	91%	\$50,000	4%	\$2,000	6%	\$3,000	3%	\$1,500	13%	\$6,500
Partnership Coordinator	\$55,000	82%	\$45,000	2%	\$1,000	4%	\$2,000	2%	\$1,000	9%	\$4,000
Program Associate	\$38,000	92%	\$35,000	3%	\$1,000	6%	\$2,000	3%	\$1,000	11%	\$4,000
Program Coordinator	\$45,000	89%	\$40,000	2%	\$1,000	5%	\$2,000	2%	\$1,000	10%	\$4,000

CEO	\$110,000	32%	\$35,000	3%	\$1,000	6%	\$2,000	3%	\$1,000	11%	\$4,000
Associate Director	\$75,000	27%	\$20,000	0%		0%		0%		0%	\$0
Taxes/Benefits	\$110,750	64%	\$70,625	1%	\$1,000	3%	\$2,000	1%	\$1,000	6%	\$4,000
Supplies											
Mentor Screening/Training	\$15,000	100%	\$15,000	13%	\$2,000	20%	\$3,000	7%	\$1,000	40%	\$6,000
Mentorship Activities	\$20,000	100%	\$20,000	10%	\$2,000	20%	\$4,000	5%	\$1,000	35%	\$7,000
Mentor Recruitment/Management	\$10,000	100%	\$10,000	15%	\$1,500	25%	\$2,500	10%	\$1,000	50%	\$5,000
Partnership Activities	\$20,000	70%	\$14,000	14%	\$2,000	21%	\$3,000	7%	\$1,000	43%	\$6,000
Materials											
Program Curriculum/Materials	\$12,000	100%	\$12,000	8%	\$1,000	12%	\$1,500	8%	\$1,000	29%	\$3,500
Operations/Maintenance											
Rent	\$35,000	80%	\$28,000	0%		0%		0%		0%	\$0
Computer/Equipment/Telephone	\$25,000	60%	\$15,000	7%	\$1,000	13%	\$2,000	7%	\$1,000	27%	\$4,000
Office/Meetings Expense	\$12,000	42%	\$5,000	0%		0%		0%		0%	\$0
Partnership Allocation	\$100,000	75%	\$75,000	0%		0%		0%		0%	\$0
Volunteer Insurance	\$5,000	100%	\$5,000	0%		0%		0%		0%	\$0
Administration	\$105,467	47%	\$50,000	0%		0%		0%		0%	\$0
TOTAL	\$913,217	67%	\$609,625	3%	\$19,500	6%	\$34,000	2%	\$14,500	11%	\$68,000
Number of Individual Beneficiaries					192		726		70		988
Cost per Individual					\$101.56		\$46.83		\$207.14		\$68.83

Attachments

- ☒ 1. Resolution authorizing application and designation of signatory, by the Board of Directors [SMC and Sunnyvale Authorization Document.doc](#)
- ☒ 2. Proof of 501(c)3 / tax-exempt status [FFY 501c3 tax exempt letter.pdf](#)
- ☒ 3. By-laws [2016-FINAL-BYLAWS-REV JAN 2020.docx](#)
- ☒ 4. Articles of Incorporation [FFY Articles of Incorporation.pdf](#)
- ☒ 5. Board roster, including: [Board of Directors Roster 8-21.docx](#)
 - Name, Company, Years on Board
 - Meeting dates for previous 12 months
 - Number of years allowed for each board term
- ☒ 6. Organizational chart for entire organization [2022 FFY Organizational Chart.pdf](#)
- ☒ 7. Certified financial audit no more than 1 fiscal year old, prepared by a CPA, and: [FFY FY 20-21 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 or Chief Financial Officer 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: [FFY FY21-22 Agency Budget w Funding Sources_.pdf](#)
 - Current (FY21-22) **Agency** Operating Budget
 - Proposed (FY22-23) **Agency** Operating Budget
- ☒ 9. Mission Statement [FFY Mission Statement.png](#)

- ☒ 10. Non-discrimination policy for Staff and Clients [FFY_Non-Discrimination_Policy_2017.pdf](#)
- ☒ 11. Reasonable Accommodations Policy for Staff and Clients [FFY_Accessibiity_Policy_.pdf](#)
- ☒ 12. Conflict of Interest Policy. (If not available, please indicate when you will submit) [2020-21_Mentoring_Programs_End_of_Year_Outcome_Evaluation_2.pdf](#)
- ☒ 13. Other - [2020-21 Annual Program Report](#)
-

[Download All Attachments](#)

Program Manager Signature [Cecilia Chu](#)

Date Signed [01/13/2022](#)

Initially submitted: Jan 13, 2022 - 16:35:49

Consolidated Community Funding Application
Redwood City, San Mateo County, and S. San Francisco
Application for New Funding for FY 2022-23

GENERAL INFORMATION

1. Organization Name: Health Mobile
 2. Project Title: Free Dental Care for Seniors, homeless and Low Income Families

We are applying for funding from:

☐ Redwood City ☐ City of San Mateo ☒ South San Francisco ☐ County of San Mateo

Budget/Client Summary (Auto-populated from Budget, below)

Jurisdictions receiving this application	Amount Requested	% of Program Budget	Proposed # of Served	% of Served	Total \$ Per
South San Francisco	\$15,000	100%	80	100%	\$187.50
Total	\$15,000	100%	80	100%	\$187.50

Grant Funded Programs:

We are applying for a Public Services Program

CDBG National Objective Eligibility - How are you serving low income populations?

Service to "presumed benefit" groups listed below (income verification not required, but verification of presumed benefit status is required):

- | | |
|---|--|
| <input checked="" type="checkbox"/> Abused children | <input checked="" type="checkbox"/> Homeless persons |
| <input checked="" type="checkbox"/> Victims of domestic violence | <input checked="" type="checkbox"/> Illiterate adults |
| <input checked="" type="checkbox"/> Elderly persons/seniors (age 62+) | <input checked="" type="checkbox"/> Persons living with AIDS |
| <input checked="" type="checkbox"/> Severely disabled adults | <input checked="" type="checkbox"/> Migrant farm workers |

Income Verification: Describe how you obtain, verify, and maintain proof of income and presumed benefit status. Third party documentation or client signatures on the certification forms must be available on file for review at all times.

We plan to provide free dental care to under served population of South San Francisco; seniors, homeless, low income families. Third party documentation i.e. homeless shelters, free

and reduced lunch at school, and/or clients own statements are acceptable documentations.

3. Project Address: 398 B Street

City: South San Francisco

Zip: 94080-4423

4. Provide a one sentence project summary:

Providing free and comprehensive dental care to seniors, homeless and low income families.

Organization Address: 1659 Scott Blvd # 4
 Organization Phone: 4083905893

City: Santa Clara
 Website:

Zip: 95050-4489

Type of Applicant: Our agency serves:

5. Contact Person / Project Administrator:

Name: mike reza

Title:

Telephone: 4083905893

Contact Email: healthmobile@gmail.com

Fax:

6. Name of Agency [Alireza Parhizkari DDS](#)
Director:

7. Fiscal Officer: Name: [mike reza](#) Email: healthmobile@gmail.com Telephone: [4083905893](tel:4083905893)
 Fiscal Officer Address: [1659 Scott Blvd # 170](#) City: [Santa Clara](#) Zip: [95050](#)

8. Authorized Signatory: Name: [Mike Reza](#) Email: healthmobile@gmail.com Telephone: [4083905893](tel:4083905893)
 Authorized Signatory Address: [1659 Scott Blvd # 170](#) City: [Santa Clara](#) Zip: [95050](#)

9. Please provide days and hours of regularly scheduled operation:
[Monday-Friday from 9am -5pm](#)

10. DUNS Number: [938737827](#) **Federal EIN/TIN Number:** [31-1658149](#)

11. HUD Activity: Choose the HUD activity that most closely matches your service:
[05M - Health Services](#)

12. Project Specific Narrative: Provide a narrative description of the specific activities to be carried out with the requested funds. This should also include program objectives and key priorities for each specific jurisdiction.
[Health Mobile provides onsite healthcare services to under served population of the greater Bay Area since 1999. Under served populations are in dire need of comprehensive dental care services and they can not afford it. Seniors, low-income families and homeless are the three targeted populations. The adult dental care service is not covered by government sponsored insurance plan i.e Medicare and Medicaid partially cover some dental care services to low-income families. Due to the high cost of living of the Bay Area, it is not feasible for Medicaid providers to provide dental care for Medicaid fees. Ironically, the under served population is in dire need of dental care services due to aging and years of neglect. Some of these under served population will self medicate, and eventually go to emergency rooms. The majority suffer. We plan to provide free, comprehensive dental care at school sites for low-income, children during school hours and provide free dental to their families. The low-income families have transportation challenges and can not afford to take a day off work to take their child to a dentist. We go to them. All they need to do is to sign the parental consent form \(as they have to do in any clinic\), we provide free comprehensive dental care for those that are otherwise be left untreated.](#)

13. Assessment of Need - South San Francisco: Briefly describe how you determined the need for your program for each specific jurisdiction that you are applying for funds. Identify target population(s) and area(s) served. Please state the source(s) and date(s) of information. Identify any similar programs in the community.

[The need for dental services among low-income children in South San Francisco parallels the need across the State. A report of the Dental Health Foundation highlights what happens to children without access to dental care: "Among school-age children in the U.S., 25% experience 75% of the tooth decay. That 25% typically represents children who are from economically or socially disadvantaged families, children who have some type of disabling condition, or children who experience other barriers to preventive and treatment services." Lack of preventive dental care can lead to more serious oral health problems in the future, cause severe pain that leads to school absences, and contribute to poor self-esteem. A preliminary assessment of students at South San Francisco Unified School District indicated that most of the young people had never seen a dentist. Of the 164 students pre-screened, 100% require follow-up dental care. For example, 89% need four or more fillings, 16% need root canals \(because cavities have not been filled\), and 12% need at least one extraction. According to information released by the Coalition for Oral Health, based on a Center for Disease Control report, every dollar invested in preventive dental care saves between \\$8 and \\$50 in more costly care. Therefore, the dollar impact of a \\$15,000 CDBG grant will range between \\$120,000 to \\$750,000](#)

14. Timeline: Provide a brief timetable for project implementation and achievement of projected goals and how you plan to expend your funds in a timely manner by the end of the fiscal year.

[If funded we coordinate with San Francisco School district to obtain parental consents. Upon receiving parental consent we will schedule service days. It takes about two to three months to obtain parental consents. Depending on schools' schedule it takes a month or so to set up first service day.](#)

15. Evaluation: Briefly describe how you will determine and measure the success of your program and whether or not program goals were met? If your program is currently receiving grant funds please describe accomplishments of goals to date.

[1.Following Health Mobile services, patients will experience no tooth decay.
 2.Each patient will establish a healthy oral hygiene routine.](#)

3. Although not measurable, each patient's visit to the Health Mobile will produce increased self-worth, a bright smile, and an increased sense of self-esteem.

Evaluation measures include: • Analysis of patient's progress: This will show how many patients follow oral hygiene instructions and are free of tooth decay. Health Mobile will evaluate oral hygiene every six months. • Follow up surveys: Staff conducts six-month follow up surveys of patients who have received dental treatment. • There will be presentations of the "analysis of patient's progress" and "follow up surveys" at staff meetings.

16. Collaboration: Describe partnerships with other organizations/agencies, the nature of the partnership, and how it relates to the proposed project.

With the financial support from CDBG we have been providing free dental care for under served population for the last ten years (with exception of the last two years), Thank you. South San Francisco School District is our partner in this project. They collect parental consents and schedule our visits at various schools.

17. Impact: : Discuss any general trends and conditions that have affected or impacted your service levels or service populations. For New Applicants – describe what these funds would allow your agency to do that you may not be able to do now. For Continuing Applicants – describe how your program would be impacted without these funds.

Health Mobile has been providing free dental care for under served population since 1999. We thought we have seen it all. But last year and half with COVID-19 was the year like no other. The under served population is vulnerable. Other providers have busy often crowded waiting rooms, we provide care at our state-of-the-art mobile clinics, seniors and low-income adults are seeking our services because we provide care one-patient-at-the-clinic-at the time. Our private mobile clinic is safe. If we get funded, it would be a great news to the under served population of South San Francisco.

18. 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. Refer to the San Mateo County Income Limits.

a. Indicate the total number of **low-income** beneficiaries you expect to serve with this program for each jurisdiction application for funding. *Low-income is 80% of Area Median Income or below. [See AMI table](#)

b. Indicate the **total** number of beneficiaries you expect to serve with this program in each jurisdiction - regardless of income.

Jurisdiction	a. Number of low-income beneficiaries to be served per grant jurisdiction application. **Low-income** is 80% of Area Median Income or below.		b. All beneficiaries to be served per grant jurisdiction application regardless of income	
	Persons	Households	Persons	Households
Daly City				
Redwood City				
City of San Mateo				
County of San Mateo				
South San Francisco	35	35	80	80
Totals	35	35	80	80

19. Populations Served: Check the boxes below if they describe a significant population served by your program. These categories are not considered "presumed benefit" by HUD, and require income verification.

- ☐ Persons exiting incarceration
- ☐ Low-income youth
- ☒ Other **seniors**

20. Affirmative Outreach:

a. Use the demographics from your previous program year to provide an analysis of the population you serve relative to the demographics in the table. *NOTE: If you are a new applicant please provide your best estimation.*

Race & Ethnicity	South San Francisco Population	South San Francisco % by Ethnicity	Low Income by Ethnicity served by your Program	Your Program % by Ethnicity
Total	63,632	100%	64	100%
White and not Hispanic	23,760	37.34%		0.00%
White and Hispanic	21,645	34.02%	34	53.12%
Asian	23,293	36.61%	10	15.62%

African American	1,625	2.55%	2	3.12%
Pacific Islander	1,111	1.75%	1	1.56%
Native American	395	0.62%		0.00%
Other	9,598	15.08%	17	26.56%

b. Based on the percentages that you indicate your organization served describe your efforts to improve affirmative outreach to groups that may be underserved by your program and the result of your efforts:

Imagine you are a senior with a toothache and no insurance. You are in pain and can not afford to see a dentist. Now imagine there is a mobile clinic coming to your neighborhood providing free, comprehensive dental care.

Imagine you are a wage-earner and your child has a toothache, you can not take a day off to take your kid to dentist. Now imagine, a mobile dental clinic provides free dental care at school and all you have to do is to sign the parental consent form.

Imagine you have been unemployed for the last two years. You are looking for a job and staying in shelter. You have a toothache. Now imagine a mobile clinic provides free dental care in the area. As you see, we do not need to reach out, they are all waiting for us to get funded.

21. Leveraging: Describe your fundraising efforts and additional sources of revenue for this project and your organization. Please state whether any of these fund sources are already committed and in what amount.

Our program is very well received by foundations, elected officials, state and federal organizations. and most importantly by our patients.

A local municipality funding will encourage others to support our program. Obviously we need more than \$15,000 to provide free dental care to all underserved population, your funding give us the stamp of approval.

Staff List

List below key staff members who work on **this program**

Position Title	Name of Staff Person	Job Responsibilities	Qualifications
CEO	Alireza Parhizkari	Oversees the total operation	DDS
Treating Dentist	Bahar Jahanian	Provides dental treatments	DDS
Clinic Manager	Mina Tuiali	Manages the clinic	RDA
Dental Assistant	Sara Smith	Assisting treating dentist	DA
Dental Assistant	Ismael Aguilar	Greeting patients	DA

PROPOSED PROGRAM BUDGET FOR FY 2022-23

				South San Francisco		Total Jurisdictions	
Budget Line Item	Agency Total	Pgm%	Program Total	%	Requested	Pgm%	Requested
Labor							
Treating Dentist	\$120,000	4%	\$5,000	100%	\$5,000	100%	\$5,000
Clinic manager	\$60,000	5%	\$3,000	100%	\$3,000	100%	\$3,000
Dental Assistant 1	\$45,000	7%	\$3,000	100%	\$3,000	100%	\$3,000
Dental Assistant 2	\$45,000	7%	\$3,000	100%	\$3,000	100%	\$3,000
Taxes/Benefits							\$0
Supplies							
Dental supply	\$48,000	2%	\$1,000	100%	\$1,000	100%	\$1,000
Administration						0%	\$0
TOTAL	\$318,000	5%	\$15,000	100%	\$15,000	100%	\$15,000
Number of Individual Beneficiaries					80		80
Cost per Individual					\$187.50		\$187.50

Attachments

- ☒ 1. Resolution authorizing application and designation of

[Authorizing_for_SSF_2022.pdf](#)

signatory, by the Board of Directors

☒ 5. Board roster, including:

[Health_Mobile_Board_Member_2022_SSF.docx](#)

- Name, Company, Years on Board
- Meeting dates for previous 12 months
- Number of years allowed for each board term

☒ 6. Organizational chart for entire organization

[Organization_Chart.xls](#)

☒ 7. Certified financial audit no more than 1 fiscal year old, prepared by a CPA, and:

[AuditReport2020-2021.pdf](#)
[Limited_fund_SSF.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 or Chief Financial Officer 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:

[Budget_for_2022-2023.xlsx](#)
[Budget_for_2021.xlsx](#)

- Current (FY21-22) **Agency** Operating Budget
- Proposed (FY22-23) **Agency** Operating Budget

☒ 9. Mission Statement

[MISSION_STATEMENT.doc](#)

☒ 10. Non-discrimination policy for Staff and Clients

[nondiscrimination_policy.doc](#)

☒ 11. Reasonable Accommodations Policy for Staff and Clients

[Reasonable_Accommodations_Policy.docx](#)

☒ 12. Conflict of Interest Policy. (If not available, please indicate when you will submit)

[conflictinterestpolicy2015.pdf](#)

☐ 13. Other -

If you would like all the attachments downloaded into your Dropbox folder, please contact CDS

Program Manager Signature [Mike Reza](#)

Date Signed [01/13/2022](#)

Initially submitted: Jan 13, 2022 - 08:26:38

Consolidated Community Funding Application
Redwood City, San Mateo County, and S. San Francisco
Application for New Funding for FY 2022-23

GENERAL INFORMATION

1. **Organization Name:** Human Investment Project (HIP Housing)
 2. **Project Title:** Home Sharing Program

We are applying for funding from:

☐ Redwood City ☐ City of San Mateo ☒ South San Francisco ☐ County of San Mateo

Budget/Client Summary (Auto-populated from Budget, below)

Jurisdictions receiving this application	Amount Requested	% of Program Budget	Proposed # of Served	% of Served	Total \$ Per
South San Francisco	\$12,000	0%	8	100%	\$1,500.00
Total	\$12,000	0%	8	100%	\$1,500.00

Grant Funded Programs:

We are applying for a Public Services Program

CDBG National Objective Eligibility - How are you serving low income populations?

Service to low income clients verified through income documentation.

Income Verification: Describe how you obtain, verify, and maintain proof of income and presumed benefit status. Third party documentation or client signatures on the certification forms must be available on file for review at all times.

As a requirement of participation in the program, applicants must provide documentation of their source(s) of income, including: paycheck stubs, bank statements, tax returns, income award letters, confirmation of support from family or other sources, etc. Additionally, applicants sign an Income Documentation form confirming their source(s) of income and annual income amount.

3. **Project Address:** 800 S. Claremont #210 City: San Mateo Zip: 94402-1450

4. 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.

Organization Address: 800 S. Claremont #210 City: San Mateo Zip: 94402-1450

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: [Ghion Dessie](#) Email: gdessie@hiphousing.org Telephone: [650-348-6660](tel: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](tel:650-348-6660)
 Authorized Signatory Address: [800 S. Claremont #210](#) City: [San Mateo](#) Zip: [94402-1450](#)

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

[Our business hours are 8:30 am to 5:00 pm, Monday through Friday.](#)

10. DUNS Number: [120811997](#) **Federal EIN/TIN Number:** [94-2154614](#)

11. HUD Activity: Choose the HUD activity that most closely matches your service:

[05 - Public Services](#)

12. Project Specific Narrative: Provide a narrative description of the specific activities to be carried out with the requested funds. This should also include program objectives and key priorities for each specific jurisdiction.

[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 2022-2023, Home Sharing staff will:](#)

[Provide housing assistance and community resources to 100-120 individuals who contact our agency for information.](#)

[Interview, screen, and provide housing assistance to 60-80 people who live or work in South San Francisco who are in need of a home sharing arrangement.](#)

[Place 7 individuals in a new home sharing arrangement.](#)

[Provide ongoing follow-up support to 30 residents who entered home sharing matches in previous years.](#)

13. Assessment of Need - South San Francisco: Briefly describe how you determined the need for your program for each specific jurisdiction that you are applying for funds. Identify target population(s) and area(s) served. Please state the source(s) and date(s) of information. Identify any similar programs in the community.

[The City of South San Francisco is a global hub for biotechnology and innovation. Yet, the housing supply in the City has not kept pace with job growth or the Peninsula's high cost of living. The average rent for an apartment in South San Francisco is \\$2,832 per month, according to Rentcafé.com. An employee earning minimum wage in the City would need to work 173 hours in a month just to afford this price.](#)

[HIP Housing's Home Sharing Program provides a practical, affordable housing alternative for South San Francisco residents. In FY 2020-2021, program staff:](#)

[Provided housing assistance and community resources to 92 individuals in South San Francisco who contacted our agency for information.](#)

[Interviewed, screened, and provided housing assistance to 73 South San Francisco residents and 12 individuals working in the City.](#)

[Placed 18 individuals in a new home sharing arrangement in South San Francisco.](#)

[Provided ongoing follow-up support to 40-50 clients who entered into home sharing matches in previous years.](#)

[With your continued support in FY 2022-2023, HIP Housing's Home Sharing Program will help make South San Francisco a place where everyone can live, work, and thrive.](#)

14. Timeline: Provide a brief timetable for project implementation and achievement of projected goals and how you plan to expend your funds in a timely manner by the end of the fiscal year.

[Please note that all program activities are ongoing during the year.](#)

[1.\) Respond to inquiries received via phone or email: 10-12 inquiries/month](#)

- 2.) Interview, screen, and process client applications: 5-6 applications/month from residents of and persons who work in South San Francisco
- 3.) Search for and provide housemate referrals and community resource information: weekly
- 4.) Create and send out an e-blast that includes affordable housing waitlist openings and other community resources: 4 times a month
- 5.) Match income-eligible Home Providers and Home Seekers in a home sharing arrangement: 1-2/month
- 6.) Facilitate the completion of a Living Together Agreement: 1-2/month
- 7.) Contact matched Home Sharing clients to provide support, mediation, or connection to community resources: 1-2/month
- 8.) Conduct community outreach to raise awareness of the program: 2-3 activities in South San Francisco per month

Expenses are billed quarterly and we disburse funds by the end of the fiscal year.

15. Evaluation: Briefly describe how you will determine and measure the success of your program and whether or not program goals were met? If your program is currently receiving grant funds please describe accomplishments of goals to date.

The Home Sharing Program is evaluated based on the:

- Number of clients and households served
- Number of intake calls and referrals provided
- Number of clients placed in home sharing arrangements
- Income level of matched clients
- Affordability of housing
- Length of time client remains in a home sharing arrangement

Year-to-date goals include:

- 1.) Responded to 62 inquiries from South San Francisco residents
- 2.) Interviewed, screened, and processed 68 client applications
- 3.) Searched for and provided housemate referrals and community resource information
- 4.) Created and sent out 24 e-blasts that included affordable housing waitlist openings and other community resources
- 5.) Matched 3 income-eligible Home Providers and Home Seekers in a home sharing arrangement
- 6.) Facilitated the completion of 2 Living Together Agreements
- 7.) Contacted 32 matched Home Sharing clients on a quarterly basis to provide support, mediation, or connection to community resources
- 8.) Conducted community outreach:
 - a. Home Sharing flyers posted at and emailed to: FedEx, Gunther's Restaurant, Warm Solutions, City Clerk, libraries, YMCA, South San Francisco school districts, faith-based organizations, Magnolia Senior Center, City Council
 - b. Networking events attended: HOPE IAC, New Beginnings Coalition, Redwood City Interagency Forum, Pacifica Collaborative, Daly City Partnership, San Mateo County Office of

16. Collaboration: Describe partnerships with other organizations/agencies, the nature of the partnership, and how it relates to the proposed project.

Finding a safe, affordable place to live is only one piece of the puzzle for our clients. We have built strong partnerships with a number of organizations that provide a wide variety of resources to those we serve. We, in turn, provide affordable housing information, resources, and opportunities to individuals and families referred to us by other agencies.

We receive Home Sharing Program client referrals from: Able Works, CORE Community Centers, Life Moves, JobTrain, San Mateo County School and Community College Districts, San Mateo County Housing Authority and Human Resource Department, and Star Vista.

Other programs we work closely with include:

- Cal State East Bay and Eastside College Preparatory School – provide interns
- CORE Community Centers – provide rent assistance, shelter referrals, etc.
- Legal Aid and Project Sentinel – provide legal advice regarding notices to move, rent disputes, etc.
- Peninsula Conflict Resolution Center – provides conflict resolution training for Home Sharing Coordinators
- Life Moves – provides housing resources for shelter clients and Life Moves staff
- smchousingsearch.org – post information about HIP Housing's Home Providers

We also partner with the County Office of Education to advertise housing opportunities for educators by providing content for a webpage on the SMCoe website.

17. Impact: : Discuss any general trends and conditions that have affected or impacted your service levels or

service populations. For New Applicants – describe what these funds would allow your agency to do that you may not be able to do now. For Continuing Applicants – describe how your program would be impacted without these funds.

This fiscal year, South San Francisco residents have cited high housing and motel costs, homelessness, the need to live close to medical providers or work, overcrowded living conditions, and safety as reasons to home share. A high percentage of Home Seekers need to move from their current housing because their landlord sold the home and left the area, or because the client's room was needed by a family member. This scenario is especially difficult for older adults who have been in stable housing for years, but are suddenly plunged into a challenging housing market.

An unusually high number of older adults have passed away this year, some of whom have been home sharing through our program for over 20 years. Anecdotally, we know that through home sharing, these older adults were able to age in place, while also receiving companionship and a sense of security.

With funding from the City of South San Francisco, HIP Housing will:

Provide housing assistance and community resources to 100-120 individuals who contact our agency for information.

Interview, screen, and provide housing assistance to 60-80 people who live or work in South San Francisco who are in need of a home sharing arrangement.

Place 7 individuals in a new home sharing arrangement.

Provide ongoing follow-up support to 30 residents who entered home sharing matches in previous years.

The impact of our Home Sharing Program in South San Francisco will

18. 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. Refer to the San Mateo County Income Limits.

a. Indicate the total number of **low-income** beneficiaries you expect to serve with this program for each jurisdiction application for funding. *Low-income is 80% of Area Median Income or below. [See AMI table](#)

b. Indicate the **total** number of beneficiaries you expect to serve with this program in each jurisdiction - regardless of income.

Jurisdiction	a. Number of low-income beneficiaries to be served per grant jurisdiction application. **Low-income** is 80% of Area Median Income or below.		b. All beneficiaries to be served per grant jurisdiction application regardless of income	
	Persons	Households	Persons	Households
Daly City	6	5	8	7
Redwood City	7	6	9	8
City of San Mateo	14	13	16	15
County of San Mateo	30	20	36	24
South San Francisco	7	6	8	7
Totals	64	50	77	61

19. Populations Served: Check the boxes below if they describe a significant population served by your program. These categories are not considered "presumed benefit" by HUD, and require income verification.

- ☐ Persons exiting incarceration
- ☐ Low-income youth
- ☒ Other [Homeless, At-risk of becoming homeless, Seniors](#)

20. Affirmative Outreach:

a. Use the demographics from your previous program year to provide an analysis of the population you serve relative to the demographics in the table. *NOTE: If you are a new applicant please provide your best estimation.*

Race & Ethnicity	South San Francisco Population	South San Francisco % by Ethnicity	Low Income by Ethnicity served by your Program	Your Program % by Ethnicity
Total	63,632	100%	7	100%
White and not Hispanic	23,760	37.34%	4	57.14%
White and Hispanic	21,645	34.02%		0.00%
Asian	23,293	36.61%		0.00%
African American	1,625	2.55%		0.00%

Pacific Islander	1,111	1.75%	2	28.57%
Native American	395	0.62%		0.00%
Other	9,598	15.08%	1	14.29%

b. Based on the percentages that you indicate your organization served describe your efforts to improve affirmative outreach to groups that may be underserved by your program and the result of your efforts:

To ensure that our programs are informed by the populations we serve, we conduct multiple client surveys that provide insight into which aspects of our programs work well and where we can improve. Additionally, our agency is always searching for opportunities that will enable us to share information about our programs with a broader audience via outreach activities to all ethnic and racial groups in San Mateo County. Outreach activities include:

- Posted program information at the WTU 1555 Latino Caucus
- Staff member Laura Moya serves on the Latin X Oye Conference committee
- Presented to members of the New Beginnings Coalition
- Held an in-service training with the San Mateo County Aging & Adult Services Oasis Program
- Networked with Anamatangi Polynesian Voices and the Center for the Independence of Persons with Disabilities

Additionally, Home Sharing Program materials are available in Spanish, English, Mandarin, Cantonese, and Tagalog.

21. Leveraging: Describe your fundraising efforts and additional sources of revenue for this project and your organization. Please state whether any of these fund sources are already committed and in what amount.

HIP Housing operates on a robust and sustainable earned-income model, which allows us to generate a substantial amount of our income through property development and management fees, as well as rent. Today, we generate enough earned income to cover all of our administrative costs.

For FY 2021-2022 to date, we have received support from municipal governments across San Mateo County, as well as foundations and corporations, including:

General Support:

- Atkinson Foundation: \$15,000
- Bank of America: \$30,000
- BBVA: \$5,000
- Chan Zuckerberg Initiative: \$62,500
- David and Lucile Packard Foundation: \$75,000
- Leslie Family Foundation: \$1,000
- Mervyn L. Brenner Foundation: \$1,500
- Sobrato Family Foundation: \$90,000
- Wells Fargo: \$15,000
- YWCA of the Peninsula: \$15,000

Home Sharing Program:

- Bank of the West: \$25,000
- Mills Peninsula: \$35,000
- MUFG Union Bank: \$7,500

Self Sufficiency Program:

- Community Foundation of San Carlos: \$6,000
- JH Robbins Foundation: \$5,000
- Sobrato Family Foundation: \$150,000
- Sunlight Giving: \$50,000

At present, we are in the middle of an extraordinarily successful Annual Appeal. In May, we plan a return to our in-person annual fundraising gala, after a two-year hiatus made necessary by the pandemic. Finally, we are considering launching

Staff List

List below key staff members who work on **this program**

Position Title	Name of Staff Person	Job Responsibilities	Qualifications
Director of Programs	Laura Fanucchi	Oversees the activities of the Home Sharing Program, including: staffing,	Laura has been part of the HIP Housing team since 1992. She holds a

		training, volunteer coordination, reporting, and outreach.	Bachelor's degree in psychology from the University of San Francisco, and is a graduate of the Chamber Leadership Program and Nonprofit Management Institute. She is currently Vice President of the National Shared Housing Resource Center.
Home Sharing Program Manager	Laura Moya	Manages Home Sharing staff and special outreach and collaboration for the program, and provides support.	Laura holds a BA in Hispanic Studies with a Multicultural Studies concentration. She is a graduate of a 40-hour domestic violence training program, as well as Toastmasters, the Engaged Latina Leadership Activists (ELLA) Program, and the Chamber Leadership Program. She is also a member of the Latina Coalition of Silicon Valley and a mentor for the ELLA Program. Laura is bilingual in Spanish and English.
Senior Home Sharing Coordinator (South County)	Barbara Liedtke	Coordinates South County Home Sharing activities and conducts outreach for the area. Provides counseling for clients. Supervises and provides support to the North County Home Sharing Coordinator.	Barbara has nearly 30 years of experience in social work. She holds a BA from San Francisco State University and completed graduate coursework at Universidad Iberoamericana in Santo Domingo. She is trilingual in English, Spanish, and German.
Senior Home Sharing Coordinator (Mid-County)	Debra Smith	Coordinates Mid-County County Home Sharing activities and conducts outreach for the area. Provides counseling for clients. Supervises and provides support to the Coastside Home Sharing Coordinator.	Debra has nearly 20 years of experience as a Home Sharing Coordinator. She is a graduate of the Chamber Leadership Program and a Notary Public.
Coastside Home Sharing Coordinator	Dania Delgadillo	Coordinates Coastside Home Sharing activities and conducts outreach for the area. Provides counseling for clients.	Dania holds Bachelor's and Master's degree in Social Work from San Jose State University, and has been part of the Home Sharing team since 2015. She is bilingual in English and Spanish.
North County Home Sharing Coordinator	Esperanza Jacuinde	Coordinates North County Home Sharing activities and conducts outreach for the area. Provides counseling for clients.	Esperanza joined the Home Sharing team in January 2020. She holds a Bachelor's degree in Criminal Justice. She has six years of experience working with foster youth as an independent living skills case manager, facility manager, and residential program manager. She is bilingual in English and Spanish.

PROPOSED PROGRAM BUDGET FOR FY 2022-23

				South San Francisco		Total Jurisdictions	
Budget Line Item	Agency Total	Pgm%	Program Total	%	Requested	Pgm%	Requested
Labor							
North County Coordinator (EJ)	\$57,779	100%	\$57,779	8%	\$4,514	8%	\$4,514
Office Manager & Program Assistant (SK & BR)	\$62,121	100%	\$62,121	2%	\$1,043	2%	\$1,043
South County Coordinator (BL)	\$74,574	100%	\$74,574	2%	\$1,165	2%	\$1,165
Coastside Coordinator (DD)	\$60,707	100%	\$60,707	0%	\$148	0%	\$148
Accounting/Audit/Controlling	\$128,928	100%	\$128,928	1%	\$1,500	1%	\$1,500
Program Director	\$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%	\$1,054
Administration	\$1,082,577	98%	\$1,061,350	0%	\$0	0%	\$0
TOTAL	\$3,216,856	99%	\$3,181,218	0%	\$12,000	0%	\$12,000
Number of Individual Beneficiaries					8		8
Cost per Individual					\$1,500.00		\$1,500.00

Attachments

- ☒ 1. Resolution authorizing application and designation of signatory, by the Board of Directors
- ☒ 2. Proof of 501(c)3 / tax-exempt status
- ☒ 3. By-laws
- ☒ 4. Articles of Incorporation
- ☒ 5. Board roster, including:
 - Name, Company, Years on Board
 - Meeting dates for previous 12 months
 - Number of years allowed for each board term
- ☒ 6. Organizational chart for entire organization
- ☒ 7. Certified financial audit no more that 1 fiscal year old, prepared by a CPA, and:
 - 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 or Chief Financial Officer 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 (FY21-22) **Agency** Operating Budget
 - Proposed (FY22-23) **Agency** Operating Budget
- ☒ 9. Mission Statement
- ☒ 10. Non-discrimination policy for Staff and Clients
- ☒ 11. Reasonable Accommodations Policy for Staff and Clients

[2021-22_HIP_Housing_Signer_Resolution.pdf](#)
[IRS_Determination_Letter_June_7_2006.pdf](#)
[HIP_Housing_Bylaws.pdf](#)
[HIP_Housing_Articles_of_Incorporation.pdf](#)
[HIP_Housing_FY_2021-2022_Board_of_Directors.docx](#)
[HIP_Housing_Org_Chart_1-2-22.pdf](#)
[Human_Investment_Project_Inc._HIP_Housing_6-30-21_DRAFT_Audit.pdf](#)
[Kate_Comfort_Harr_audit_certification_letter.pdf](#)
[HIP_Programs_Budget_21-22_and_22-23.xlsx](#)
[Mission_Statement.docx](#)
[Non-Discrimination_Policy.docx](#)
[Reasonable_Accommodations_Policy.docx](#)

☒ 12. Conflict of Interest Policy. (If not available, please indicate when you will submit)

☐ 13. Other -

[Download All Attachments](#)

Program Manager Signature

[Katherine Goodman](#)

Date Signed

[01/12/2022](#)

Initially submitted: Jan 12, 2022 - 08:53:45

Consolidated Community Funding Application
Redwood City, San Mateo County, and S. San Francisco
Application for New Funding for FY 2022-23

GENERAL INFORMATION

1. **Organization Name:** Legal Aid Society of San Mateo County
 2. **Project Title:** HomeSavers Preserving Affordable Housing

We are applying for funding from:

☐ Redwood City ☒ City of San Mateo ☒ South San Francisco ☒ County of San Mateo

Budget/Client Summary (Auto-populated from Budget, below)

Jurisdictions receiving this application	Amount Requested	% of Program Budget	Proposed # of Served	% of Served	Total \$ Per
City of San Mateo	\$17,300	1%	250	31%	\$69.20
County of San Mateo	\$25,000	2%	375	47%	\$66.67
South San Francisco	\$12,300	1%	175	22%	\$70.29
Total	\$54,600	4%	800	100%	\$68.25

Grant Funded Programs:

We are applying for a Public Services Program

CDBG National Objective Eligibility - How are you serving low income populations?

Service to low income clients verified through income documentation.

Income Verification: Describe how you obtain, verify, and maintain proof of income and presumed benefit status. Third party documentation or client signatures on the certification forms must be available on file for review at all times.

All Legal Aid SMC clients are required to complete a declaration of household income, which they must sign under penalty of perjury, either on a paper intake form or electronically through the online intake system. We request that clients bring source documentation of income for all household members, if they have it, to their intake interview, or upload documentation to the online intake system. Documentation provided can include recent bank statements or tax returns, two consecutive paycheck records from an employer, a statement of benefits from a government agency, or proof of receipt of a government benefit (such as MediCal or EBT card). Clients who are unable to upload source documents complete an income self-certification. Client income declarations, documentation, and self-certifications are maintained in the electronic case file.

3. **Project Address:** 330 Twin Dolphin Drive, Suite 123 City: Redwood City Zip: 94065-1455

4. Provide a one sentence project summary:

Legal assistance to people threatened with losing their homes or living in substandard conditions with the goals of keeping people in their homes; preventing homelessness through the enforcement of legal rights, in and out of court; and remedying substandard living conditions through advocacy.

Organization Address: 330 Twin Dolphin Drive, Suite 123 City: Redwood City Zip: 94065-1455

Organization Phone: 650-558-0915 Website: www.legalaidsmc.org

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

5. Contact Person / Project Administrator:

Name: Allison Marseille Title: Director of Operations Telephone: 650-517-8916

Contact Email: amarseille@legalaidsmc.org Fax: 650-517-8973

6. Name of Agency Director: M. Stacey Hawver

7. Fiscal Officer: Name: Allison Marseille Email: amarseille@legalaidsmc.org Telephone: 650-517-8916
Fiscal Officer Address: 330 Twin Dolphin Drive, Suite 123 City: Redwood City Zip: 94065-1455

8. Authorized Signatory: Name: M. Stacey Hawver Email: mshawver@legalaidsmc.org Telephone: 650-517-8917
Authorized Signatory Address: 330 Twin Dolphin Drive, Suite 123 City: Redwood City Zip: 94065-1455

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

Legal Aid SMC is open regularly from 9:00 am to 12 noon and 1:00 pm to 5:00 pm, Monday through Friday.

10. DUNS Number: 034237727 **Federal EIN/TIN Number:** 94-1451894

11. HUD Activity: Choose the HUD activity that most closely matches your service:
05C - Legal Services

12. Project Specific Narrative: Provide a narrative description of the specific activities to be carried out with the requested funds. This should also include program objectives and key priorities for each specific jurisdiction.

Program Objective: The Legal Aid Society of San Mateo County keeps low-income tenants in their affordable homes by defending them against illegal and unfair evictions through in-court representation and assistance and out-of-court advocacy. We provide legal representation, advocacy, advice and other services to approximately 50 households per month, and answer dozens of tenant questions through phone consultations each week. In FY 21-22, Legal Aid SMC played a critical role in helping tenants avoid eviction and other illegal activity by navigating newly enacted complex laws intended to prevent displacement due to COVID-19 financial impacts.

Key Priorities: Legal Aid SMC strives to provide low-income clients with legal representation, advocacy, or the knowledge and practical assistance they need to more effectively advocate for themselves and their families with the goal of preserving their affordable housing and preventing them from becoming homeless or being displaced from their community.

Specific Activities: Legal Aid SMC attorneys, project staff, and trained pro bono attorneys represent clients in court, advocate for their legal rights out of court, consult one-on-one with clients to answer questions, provide legal advice, help with the completing of legal paperwork, and explain what to expect in the county's housing courts. Legal Aid SMC is also able to aggregate eviction data to track trends and impacts in specific cities.

13A. Assessment of Need - City of San Mateo: Briefly describe how you determined the need for your program for each specific jurisdiction that you are applying for funds. Identify target population(s) and area(s) served. Please state the source(s) and date(s) of information. Identify any similar programs in the community.

During the pandemic, tenants were protected by the newly passed Tenant Protection Act of 2019 and laws that extended its protections to many tenants otherwise excluded. Other laws and programs were passed to prevent evictions for non-payment of rent caused by COVID-related financial hardship. These laws were effective so long as they were in place and there were attorneys and others to enforce them. However, over the past six months, a number of these tenant protections have expired while some are ongoing. Thus, there has been an expected increase in attempts to evict low-income tenants even though they are still financially impacted by the pandemic. Tenant protections, like all laws, are only effective when there are attorneys to enforce them. Utilization of available tenant protections is also dependent on tenants' knowledge of their rights and ability to assert them. All of this makes access to legal services all the more important in the coming year. Since many eviction protections expired on September 30, 2021, we have seen a steady increase in eviction cases. In the three months since these protections ended, Legal Aid SMC attorneys saw a 63% increase in eviction cases for residents of San Mateo compared to the previous quarter.

13B. Assessment of Need - County of San Mateo: Briefly describe how you determined the need for your program for each specific jurisdiction that you are applying for funds. Identify target population(s) and area(s) served. Please state the source(s) and date(s) of information. Identify any similar programs in the community.

During the pandemic, tenants were protected by the newly passed Tenant Protection Act of 2019 and laws that extended its protections to many tenants otherwise excluded. Other laws and programs were passed to prevent evictions for non-payment of rent caused by COVID-related financial hardship. These laws were effective so long as they were in place and there were attorneys and others to enforce them. However, over the past six months, a

number of these tenant protections have expired while some are ongoing. Thus, there has been an expected increase in attempts to evict low-income tenants even though they are still financially impacted by the pandemic. Tenant protections, like all laws, are only effective when there are attorneys to enforce them. Utilization of available tenant protections is also dependent on tenants' knowledge of their rights and ability to assert them. All of this makes access to legal services all the more important in the coming year. Since many eviction protections expired on September 30, 2021, we have seen a steady increase in eviction cases. In the three months since the moratorium ended, Legal Aid SMC attorneys saw a 28% increase in eviction cases for residents of San Mateo County compared to the previous quarter.

13C. Assessment of Need - South San Francisco: Briefly describe how you determined the need for your program for each specific jurisdiction that you are applying for funds. Identify target population(s) and area(s) served. Please state the source(s) and date(s) of information. Identify any similar programs in the community. The median rent in South San Francisco is \$1,751/month (Get Healthy San Mateo County, Healthy Housing Data), yet the median annual income of Legal Aid SMC's housing clients in South San Francisco last year was just \$18,000. For these families, a market-rate apartment is out of reach and the cost of moving prohibitive. It is critical that these families maintain their current housing whenever possible, and the primary factor that influences this outcome is timely legal help in defending an eviction.

During the pandemic, tenants were protected by the newly passed Tenant Protection Act of 2019 and laws that extended its protections to many tenants otherwise excluded. Other laws and programs were passed to prevent evictions for non-payment of rent caused by COVID-related financial hardship. These laws were effective so long as they were in place and there were attorneys and others to enforce them. However, over the past six months, a number of these tenant protections have expired while some are ongoing. Thus, there has been an expected increase in attempts to evict low-income tenants even though they are still financially impacted by the pandemic. Tenant protections, like all laws, are only effective when there are attorneys to enforce them. Utilization of available tenant protections is also dependent on tenants' knowledge of their rights and ability to assert them. All of this makes access to legal services all the more important in the coming year.

14. Timeline: Provide a brief timetable for project implementation and achievement of projected goals and how you plan to expend your funds in a timely manner by the end of the fiscal year.

This work is ongoing. Legal Aid SMC can begin utilizing CDBG funds immediately to provide free legal services to low-income tenants. Staffing and infrastructure to support this work is already in place with capacity to improve our outreach with added financial support. Currently, our in-person clinics have been replaced with virtual clinics and phone intakes supported by an intake app that allows for secure document sharing and form completion. We anticipate offering in-person clinics when it is safe to do so, but the timing of this remains uncertain.

During FY 22-23, Legal Aid SMC proposes to assist 320 low-income tenant households from San Mateo, South San Francisco, and County jurisdictions. This goal is reasonable based on client demographic information from past programmatic years and given the demonstrated need for these services.

15. Evaluation: Briefly describe how you will determine and measure the success of your program and whether or not program goals were met? If your program is currently receiving grant funds please describe accomplishments of goals to date.

Legal Aid SMC is committed to utilizing both internal and external data to evaluate its programs. We measure success by the number of households we are able to serve, as well as by the number of cases that result in a favorable outcome for the client. We also work to reduce the number of unlawful detainer (UD) cases that result in a default judgment by the court. A default judgment is entered when a tenant fails to respond, responds incorrectly, or responds too late to a UD, and can mean that the tenants are rapidly displaced from their home. In some cases, a household may be evicted in as little as five days after a default judgment. We will track the number of housing clinic clients who come to us with unlawful detainers and the number of Answers to UD's that we prepare for clients, compared to the total number of UD Answers and defaults throughout the County.

16. Collaboration: Describe partnerships with other organizations/agencies, the nature of the partnership, and how it relates to the proposed project.

Legal Aid SMC partners with San Mateo Superior Court and Community Legal Services in East Palo Alto to ensure that self-represented litigants in eviction proceedings have access to pro bono assistance at essential points of the legal process, including preparation of paperwork by Legal Aid SMC at the outset of the case and assistance with settlement negotiations by Community Legal Services at subsequent court dates. We work with other community organizations like Faith In Action and Project Sentinel to provide outreach and comprehensive services to low-income individuals and families facing housing issues. Through active collaboration, client referrals, and targeted partnerships that address specific needs in the community, Legal Aid SMC and its partners work to maximize resources and community impact while eliminating duplication of services.

17. Impact: : Discuss any general trends and conditions that have affected or impacted your service levels or service populations. For New Applicants – describe what these funds would allow your agency to do that you may

not be able to do now. For Continuing Applicants – describe how your program would be impacted without these funds.

The passage of the Tenant Protection Act in 2019 resulted in the statewide implementation of rent-increase caps and just cause eviction protections. Then during the pandemic, laws and programs were implemented to prevent evictions for non-payment of rent where the tenants are financially impacted by COVID. In short, more laws exist now to protect tenants, but the total legal landscape is much more complicated. One illustration is the Judicial Council form tenants use to respond to an eviction lawsuit that increased from 2 to 5 pages in length. There is an increased need for representation, advocacy, outreach and education for San Mateo County tenants. Prior to the implementation of just cause eviction protections, the high rate of 'no fault' evictions in San Mateo County was difficult to oppose. The new laws change this eviction mechanism and give tenants an opportunity to fight back if they have legal assistance. Legal Aid SMC works closely with regional and statewide legal networks to ensure that the TPA laws are enforced, and with local community partners like CLSEPA, to develop a network for access to critical representation, advocacy and information.

CDBG funding is an important part of the HomeSavers funding infrastructure. Without this resource, we would seek funding from other sources. Other funders may have goals and priorities that differ from those of CDBG.

18. 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. Refer to the San Mateo County Income Limits.

a. Indicate the total number of **low-income** beneficiaries you expect to serve with this program for each jurisdiction application for funding. *Low-income is 80% of Area Median Income or below. [See AMI table](#)

b. Indicate the **total** number of beneficiaries you expect to serve with this program in each jurisdiction - regardless of income.

Jurisdiction	a. Number of low-income beneficiaries to be served per grant jurisdiction application. **Low-income** is 80% of Area Median Income or below.		b. All beneficiaries to be served per grant jurisdiction application regardless of income	
	Persons	Households	Persons	Households
Daly City	188	75	188	75
Redwood City	0	0	0	0
City of San Mateo	250	100	250	100
County of San Mateo	375	150	375	150
South San Francisco	175	70	175	70
Totals	988	395	988	395

19. Populations Served: Check the boxes below if they describe a significant population served by your program. These categories are not considered "presumed benefit" by HUD, and require income verification.

- ☐ Persons exiting incarceration
- ☐ Low-income youth
- ☐ Other

20. Affirmative Outreach:

a. Use the demographics from your previous program year to provide an analysis of the population you serve relative to the demographics in the table. *NOTE: If you are a new applicant please provide your best estimation.*

Race & Ethnicity	City of San Mateo Population	City of San Mateo % by Ethnicity	Low Income by Ethnicity served by your Program	Your Program % by Ethnicity
Total	97,207	100%	468	100%
White and not Hispanic	45,240	46.54%	221	47.22%
White and Hispanic	25,815	26.56%	180	38.46%
Asian	18,153	18.67%	29	6.20%
African American	2,099	2.16%	15	3.21%
Pacific Islander	1,937	1.99%	6	1.28%
Native American	140	0.14%	0	0.00%
Other	3,823	3.93%	17	3.63%

Race & Ethnicity	South San Francisco Population	South San Francisco % by Ethnicity	Low Income by Ethnicity served by your Program	Your Program % by Ethnicity

Total	63,632	100%	276	100%
White and not Hispanic	23,760	37.34%	119	43.12%
White and Hispanic	21,645	34.02%	112	40.58%
Asian	23,293	36.61%	5	1.81%
African American	1,625	2.55%	9	3.26%
Pacific Islander	1,111	1.75%	4	1.45%
Native American	395	0.62%	6	2.17%
Other	9,598	15.08%	21	7.61%

b. Based on the percentages that you indicate your organization served describe your efforts to improve affirmative outreach to groups that may be underserved by your program and the result of your efforts:

Legal Aid SMC serves low-income residents of San Mateo County. Our client demographics more closely resemble that of individuals at or below 125% of the poverty level living in San Mateo County rather than the demographics of each city's population. Legal Aid SMC continues to work to provide services for low-income residents of all races and ethnicities, but specifically focuses on providing culturally and linguistically appropriate services to serve the significant low-income Hispanic populations in the City of San Mateo and South San Francisco.

21. Leveraging: Describe your fundraising efforts and additional sources of revenue for this project and your organization. Please state whether any of these fund sources are already committed and in what amount.

Legal Aid SMC has a successful development program that has allowed it to secure program funding from an annual campaign, targeted major donor solicitations, and an annual luncheon and golf tournament. In addition, Legal Aid SMC has been successful in obtaining grants and contracts to support its work from a number of foundations and local government agencies. For the FY 2022-23 fiscal year, in addition to any CDBG funding awarded, we anticipate receiving support for the HomeSavers program from the State Bar of California Trust Fund Program (\$75,284 Homelessness Prevention Fund received for 7/1/2022 - 6/30/2023; \$25,104 IOLTA grant received for 7/1/2022 - 12/31/2022), Chan Zuckerberg Initiative (\$100,000 for rental assistance for clients), City of Redwood City HSFA (applied for \$15,000), CDBG-CV (COVID eviction defense \$395,013 for 7/1/2022 - 11/30/2022), eviction defense funding from the San Mateo County Department of Housing (anticipate \$97,000 for 7/1/2022 - 12/31/2022), and Equal Justice Works (\$50,000 for 7/1/2022 - 6/30/2023).

Staff List

List below key staff members who work on this program

Position Title	Name of Staff Person	Job Responsibilities	Qualifications
Directing Attorney	To be hired	Oversee project; provide direct legal services to housing clients	
Interim Directing Attorney/Director of Litigation	David Carducci	Oversee project; provide direct legal services to housing clients	Member of the California State Bar; J.D., 1991
Staff Attorney	Shane Sagisi	Provide direct legal services to housing clients	Member of the California State Bar; J.D., 2018
Staff Attorney	Dustin Helmer	Provide direct legal services to housing clients	Member of the California State Bar; J.D., 2014
EJW Fellow	Shaunita Hampton	Provide direct legal services to housing clients	J.D., 2021
Senior Project Coordinator	Maria Chatterjee	Interpret for Spanish-speaking clients; provide written translation for litigation cases; maintain litigation case records	Masters Degree; Spanish fluency
Project Coordinator	Evelyn Benitez	Screen clients; schedule appointments; interpret for Spanish-speaking clients; provide information and referrals to clients; translate self-help and outreach materials into Spanish	B.A.; Spanish fluency
Project Coordinator	Daniela Guillen	Screen clients, schedule appointments; interpret for Spanish-speaking clients; provide information and referrals to clients; organize and track distribution of rental assistance funds to qualified clients	Paralegal certification; Spanish fluency

PROPOSED PROGRAM BUDGET FOR FY 2022-23

				City of San Mateo		County of San Mateo		South San Francisco		Total Jurisdictions	
Budget Line Item	Agency Total	Pgm%	Program Total	%	Requested	%	Requested	%	Requested	Pgm%	Requested
Labor											
Directing Attorney	\$120,841	100%	\$120,841	1%	\$1,000	2%	\$2,000	0%	\$0	2%	\$3,000
Interim Directing Attorney/Director of Litigation	\$120,841	100%	\$120,841	6%	\$7,000	9%	\$10,500	3%	\$4,000	18%	\$21,500
Staff Attorney	\$77,875	100%	\$77,875	4%	\$3,000	3%	\$2,300	3%	\$2,500	10%	\$7,800
Staff Attorney	\$87,599	100%	\$87,599	3%	\$2,570	5%	\$4,700	3%	\$2,770	11%	\$10,040
Other Staff	\$2,392,844	10%	\$249,369	0%	\$0	0%	\$0	0%	\$0	0%	\$0
Taxes/Benefits	\$775,000	25%	\$190,392	1%	\$2,000	2%	\$3,000	1%	\$1,800	4%	\$6,800
Supplies											
Office Supplies, Printing, Postage	\$34,000	25%	\$8,469	0%	\$0	0%	\$0	0%	\$0	0%	\$0
Materials											
Publications, Training, Travel	\$32,000	26%	\$8,469	0%	\$0	0%	\$0	0%	\$0	0%	\$0
Operations/Maintenance											
Occupancy	\$67,244	24%	\$16,091	0%	\$0	0%	\$0	0%	\$0	0%	\$0
Technology, Phone, Equipment	\$120,320	24%	\$28,795	0%	\$0	0%	\$0	0%	\$0	0%	\$0
Other Operating Costs	\$18,000	24%	\$4,235	0%	\$0	0%	\$0	0%	\$0	0%	\$0
Contract Services	\$1,730,000	30%	\$525,049	0%	\$0	0%	\$0	0%	\$0	0%	\$0
De Minimus 10% Indirect Cost Rate (for Federal Awards)	\$20,860	100%	\$20,860	8%	\$1,730	12%	\$2,500	6%	\$1,230	26%	\$5,460
Administration	\$124,820	21%	\$26,497	0%	\$0	0%	\$0	0%	\$0	0%	\$0
TOTAL	\$5,722,244	26%	\$1,485,382	1%	\$17,300	2%	\$25,000	1%	\$12,300	4%	\$54,600
Number of Individual Beneficiaries					250		375		175		800
Cost per Individual					\$69.20		\$66.67		\$70.29		\$68.25

Attachments

- ☒ 1. Resolution [LASSMC_funding_resolution_2022.pdf](#)
authorizing application and designation of signatory, by the Board of Directors
- ☒ 2. Proof of 501(c)3 / [LASSMC_IRS_501c3_Letter_2003.PDF](#)
tax-exempt status
- ☒ 3. By-laws [LASSMC_ByLaws_updated_09.13.2011.pdf](#)
- ☒ 4. Articles of Incorporation [LASSMC_Articles_of_Incorporation.pdf](#)
- ☒ 5. Board roster, including: [LASSMC_Board_of_Directors_2022_with_start_date.pdf](#)
[LASSMC_2021_Board_Meeting_Schedule.pdf](#)
 - Name, Company, Years on Board
 - Meeting dates for previous 12 months

- Number of years allowed for each board term

☒ 6. Organizational chart for entire organization [LASSMC_OrgChart_November_2021.pdf](#)

☒ 7. Certified financial audit no more than 1 fiscal year old, prepared by a CPA, and: [LASSMC_Audit_Report_FY2021.pdf](#)
[LASSMC_Certification_for_No_Single_Audit_Needed.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 or Chief Financial Officer 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: [LASSMC_Budget_FY2022_for_Grants.pdf](#)
[LASSMC_Projected_Budget_FY_2023_for_Grants.pdf](#)

- Current (FY21-22) **Agency** Operating Budget
- Proposed (FY22-23) **Agency** Operating Budget

☒ 9. Mission Statement [LASSMC_Mission_and_Vision_Statements.pdf](#)

☒ 10. Non-discrimination policy for Staff and Clients [LASSMC_Equal_Employment_Opportunity_and_Reasonable_Accommodations_Policy.pdf](#)

☒ 11. Reasonable Accommodations Policy for Staff and Clients [LASSMC_Equal_Employment_Opportunity_and_Reasonable_Accommodations_Policy.pdf](#)

☒ 12. Conflict of Interest Policy. (If not available, please indicate when you will submit) [LASSMC_Conflict_of_Interest_Policy.pdf](#)

☐ 13. Other -

If you would like all the attachments downloaded into your Dropbox folder, please contact CDS Program Manager Signature [Allison Marseille](#)

Date Signed

01/13/2022

Initially submitted: Jan 13, 2022 - 15:49:59

Consolidated Community Funding Application
Redwood City, San Mateo County, and S. San Francisco
Application for New Funding for FY 2022-23

GENERAL INFORMATION

1. Organization Name: LifeMoves
 2. Project Title: Shelter Operations CDBG

We are applying for funding from:

☒ Redwood City ☒ City of San Mateo ☒ South San Francisco ☒ County of San Mateo

Budget/Client Summary (Auto-populated from Budget, below)

Jurisdictions receiving this application	Amount Requested	% of Program Budget	Proposed # of Served	% of Served	Total \$ Per
Redwood City	\$18,100	1%	400	31%	\$45.25
City of San Mateo	\$18,500	1%	210	16%	\$88.10
County of San Mateo	\$42,800	2%	600	46%	\$71.33
South San Francisco	\$26,250	1%	100	8%	\$262.50
Total	\$105,650	6%	1,310	100%	\$80.65

Grant Funded Programs:

We are applying for a Public Services Program

CDBG National Objective Eligibility - How are you serving low income populations?

Service to "presumed benefit" groups listed below (income verification not required, but verification of presumed benefit status is required):

- | | |
|--|--|
| <input type="checkbox"/> Abused children | <input checked="" type="checkbox"/> Homeless persons |
| <input type="checkbox"/> Victims of domestic violence | <input type="checkbox"/> Illiterate adults |
| <input type="checkbox"/> Elderly persons/seniors (age 62+) | <input type="checkbox"/> Persons living with AIDS |
| <input type="checkbox"/> Severely disabled <u>adults</u> | <input type="checkbox"/> <u>Migrant</u> farm workers |

Income Verification: Describe how you obtain, verify, and maintain proof of income and presumed benefit status. Third party documentation or client signatures on the certification forms must be available on file for review at all times.

To determine client income eligibility for our programs, upon intake, LifeMoves Case Managers verify household income by reviewing income tax returns, W-2 forms, payroll check stubs, employment verification letters, or—in the absence of documentation—direct contact with the employer. Should the client receive government assistance, we request a "notice of action" letter indicating amount awarded. In addition, a follow-up phone call is made to the benefits analyst to verify the amount stated. If client income changes, they are required to submit updated verification of income. Income certification is available on file for all LifeMoves clients and is available for review upon request.

First Step – 325 Villa Terrace; Redwood
 Family – 110 Locust Street; Haven Family – City: San Mateo, Redwood City, Zip: 94401-2218
 260 Van Buren Road, Menlo Park, Daly City
 Maple Street – 1580A
 Maple Street; Family
 Crossroads – 50
 Hillcrest Drive

4. Provide a one sentence project summary:

LifeMoves is requesting funding to support interim housing programs and comprehensive supportive services for homeless families and individuals from across San Mateo County.

Organization Address: 181 Constitution Drive City: Menlo Park Zip: 94025-1106
 Organization Phone: 650-685-5880 Website: www.lifemoves.org

Type of Applicant: Non-Profit Our agency serves:

5. Contact Person / Project Administrator: Name: [Jacob Stone](#); Title: [Senior Director, SMC Shelter and Services; Director, Contracts & Grants](#) Telephone: [650-685-5880](#)
 Contact Email: jstone@lifemoves.org; Fax: jleahy@lifemoves.org

6. Name of Agency Director: [Aubrey Merriman](#)

7. Fiscal Officer: Name: [Paul Simpson](#) Email: paul@lifemoves.org Telephone: [650-685-5880](#)
 Fiscal Officer Address: [181 Constitution Drive](#) City: [Menlo Park](#) Zip: [94025-1106](#)

8. Authorized Signatory: Name: [Aubrey Merriman](#) Email: amerriman@lifemoves.org Telephone: [650-685-5880](#)
 Authorized Signatory Address: [181 Constitution Drive](#) City: [Menlo Park](#) Zip: [94025-1106](#)

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

[LifeMoves interim shelters in San Mateo County \(First Step for Families, Redwood Family House, Haven Family House, Maple Street Shelter, Coast House, and Family Crossroads\) operate 365 days per year, 24 hours per day.](#)

10. DUNS Number: [792738726](#) **Federal EIN/TIN Number:** [77-0160469](#)

11. HUD Activity: Choose the HUD activity that most closely matches your service:
[05 - Public Services](#)

12. Project Specific Narrative: Provide a narrative description of the specific activities to be carried out with the requested funds. This should also include program objectives and key priorities for each specific jurisdiction.

[The LifeMoves mission is to provide shelter and supportive services that create opportunities for homeless families and individuals to return to stable housing and long-term self-sufficiency. At all six LifeMoves San Mateo County sites, shelter staff work with clients to develop the skills they need to transform their lives and build lasting solutions to homelessness. All clients work with Case Managers to create and execute concrete plans to secure jobs, find child care, locate housing, and other components needed to create a sustainable lifestyle and prevent future homelessness. In addition to meeting with their Case Manager, clients attend life skills workshops and adhere to key practices \(e.g. a savings program\) to help them regain self-sufficiency. Workshop curricula include: effective search strategies for employment and housing, financial literacy training, and parenting skills. Additional onsite services include behavioral health \(for adults and children\), health care referrals, and substance abuse treatment support.](#)

[FY 22/23 objectives: LifeMoves will serve 600 Urban San Mateo County residents in our six interim housing programs. 80% of families completing an interim housing program will secure stable housing and 20% will maintain or increase their income. 50% of single adults completing an interim housing program will secure stable housing and 15% will maintain or increase their income.](#)

13A. Assessment of Need - Redwood City: Briefly describe how you determined the need for your program for each specific jurisdiction that you are applying for funds. Identify target population(s) and area(s) served. Please state the source(s) and date(s) of information. Identify any similar programs in the community.

[LifeMoves has been working with homeless individuals in San Mateo County since 1973. The need for these services was well established then and--despite the successes of the LifeMoves programs over the past four decades—that need is all the more pressing today. San Mateo County unemployment, underemployment, and low wages continue to conspire with the extremely high and ever-rising housing costs in the region to make it ever more difficult for working families and individuals to have the resources needed for permanent housing and a stable home life.](#)

[Our two sites located in Redwood City — Maple Street Shelter, for singles, and Redwood Family House, for families with children — both have long histories of serving their target populations: homeless families and individuals within Redwood City. We also provide services locally at Family Crossroads in Daly City, First Step for Families in San Mateo, Haven Family House in Menlo Park, and Coast House in Half Moon Bay, as clients are assigned to shelter through the County's Coordinated Entry System \(CES\). As the largest provider of homeless services in San Mateo County, LifeMoves provides a valuable service to the community by helping families and individuals secure stable housing. LifeMoves has a wealth of data on its own programs that clearly demonstrate both the ongoing need for services and the success of the LifeMoves programs at addressing that need.](#)

13B. Assessment of Need - City of San Mateo: Briefly describe how you determined the need for your program for each specific jurisdiction that you are applying for funds. Identify target population(s) and area(s) served. Please state the source(s) and date(s) of information. Identify any similar programs in the community.

[LifeMoves has been working with homeless individuals in San Mateo County since 1973. The need for these services was well established then and--despite the successes of the LifeMoves programs over the past four decades—that need is all the more pressing today. San Mateo County unemployment, underemployment, and low wages continue to conspire with the extremely high and ever-rising housing costs in the region to make it ever more difficult for working families and individuals to have the resources needed for permanent housing and a stable home life.](#)

Our shelter in the City of San Mateo, First Step for Families, has a long history of serving its target population: homeless families with children. We also provide services at locally Family Crossroads in Daly City, Maple Street Shelter in Redwood City, Haven Family House in Menlo Park, Coast House in Half Moon Bay, and Redwood Family House in Redwood City. Clients are assigned to shelter through the County's Coordinated Entry System (CES), so residents of City of San Mateo may be served at shelters in other cities. As the largest provider of homeless services in San Mateo County, LifeMoves provides a valuable service to the community by helping families and individuals secure stable housing. LifeMoves has a wealth of data on its own programs that clearly demonstrate both the ongoing need for services and the success of the LifeMoves programs at addressing that need.

13C. Assessment of Need - County of San Mateo: Briefly describe how you determined the need for your program for each specific jurisdiction that you are applying for funds. Identify target population(s) and area(s) served. Please state the source(s) and date(s) of information. Identify any similar programs in the community.

LifeMoves has been working with homeless individuals in San Mateo County since 1973. The need for these services was well established then and—despite the successes of the LifeMoves programs over the past four decades—that need is all the more pressing today. San Mateo County unemployment, underemployment, and low wages continue to conspire with the extremely high and ever-rising housing costs in the region to make it ever more difficult for working families and individuals to have the resources needed for permanent housing and a stable home life.

Our six sites in San Mateo County—Family Crossroads in Daly City, First Step for Families in San Mateo, Maple Street Shelter in Redwood City, Haven Family House in Menlo Park, Coast House in Half Moon Bay, and Redwood Family House in Redwood City—all have long histories of serving their target populations: homeless families and individuals in their areas. As the largest provider of homeless services in San Mateo County, LifeMoves provides a valuable service to the community by helping families and individuals secure stable housing. LifeMoves has a wealth of data on its own programs that clearly demonstrate both the ongoing need for services and the success of the LifeMoves programs at addressing that need.

13D. Assessment of Need - South San Francisco: Briefly describe how you determined the need for your program for each specific jurisdiction that you are applying for funds. Identify target population(s) and area(s) served. Please state the source(s) and date(s) of information. Identify any similar programs in the community.

LifeMoves has been working with homeless individuals in San Mateo County since 1973. The need for these services was well established then and—despite the successes of the LifeMoves programs over the past four decades—that need is all the more pressing today. San Mateo County unemployment, underemployment, and low wages continue to conspire with the extremely high and ever-rising housing costs in the region to make it ever more difficult for working families and individuals to have the resources needed for permanent housing and a stable home life.

Our six sites in San Mateo County—Family Crossroads in Daly City, First Step for Families in San Mateo, Maple Street Shelter in Redwood City, Haven Family House in Menlo Park, Coast House in Half Moon Bay, and Redwood Family House in Redwood City—all have long histories of serving their target populations: homeless families and individuals in their areas. Residents of South San Francisco who need shelter will be assigned to the nearest appropriate shelter through the County's Coordinated Entry System (CES). As the largest provider of homeless services in San Mateo County, LifeMoves provides a valuable service to the community by helping families and individuals secure stable housing. LifeMoves has a wealth of data on its own programs that clearly demonstrate both the ongoing need for services and the success of the LifeMoves programs at addressing that need.

14. Timeline: Provide a brief timetable for project implementation and achievement of projected goals and how you plan to expend your funds in a timely manner by the end of the fiscal year.

LifeMoves shelter programs are all fully operational now and fully ready to accept clients at any time for the upcoming 2022-23 Fiscal Year. The project has dedicated staff and supervision along with the processes and procedures in place to start aiding clients immediately upon contract execution.

As a long-time CDBG/HUD grantee with no outstanding issues, LifeMoves is experienced with the robust reporting, draw-down, and HMIS requirements for public contracts. LifeMoves is equipped and prepared to manage the data and financial requirements to expend funds in a timely manner while meeting the project goals.

15. Evaluation: Briefly describe how you will determine and measure the success of your program and whether or not program goals were met? If your program is currently receiving grant funds please describe accomplishments of goals to date.

To ensure that all outcomes are met, LifeMoves follows a robust performance measurement protocol. To evaluate our programs, complete records of LifeMoves client outcomes and demographics are entered into the Homeless Management Information System (HMIS), a county-wide system, tracks the services each client receives. In addition, LifeMoves maintains a customized Salesforce database (Voyager) that provides additional data and capabilities to provide further information to Case Managers, and allow for more in-depth program analysis by our Learning and Compliance team. Additionally, LifeMoves solicits feedback at regular intervals from program participants through weekly house meetings, case management sessions, and open-ended surveys. Additionally, all clients are asked to complete client satisfaction surveys upon graduation from the program.

Currently, LifeMoves first and second quarter reports demonstrate that the current shelter operations program is well positioned to meet its FY 2021-22 objective to serve 995 San Mateo County residents. In the first two quarters of the fiscal year, the project served more than half of the annual number of individuals we expect to serve over the entire year.

16. Collaboration: Describe partnerships with other organizations/agencies, the nature of the partnership, and how it relates to the proposed project.

Collaboration is a key component of LifeMoves programming and enables LifeMoves to provide enhanced services and resources to our vulnerable clients, without unnecessary duplication of cost and effort. The diversity of LifeMoves partnerships enable our clients to receive a wide variety of support to help them meet all of their needs, be it mental health treatment, job training, child care or legal aid.

LifeMoves works in deep partnership with organizations which serve homeless and low-income populations in San Mateo County including Second Harvest Food Bank, Loaves and Fishes, Mid-Peninsula Housing, Samaritan House, Peninsula Family Service, San Mateo County Behavioral Health and Recovery Services, HIP Housing, Legal Aid Society, and the Society of Saint Vincent de Paul.

Additionally, LifeMoves makes referrals to County medical, dental and mental health clinics, vocational support, and numerous other social services offered within the community.

17. Impact: : Discuss any general trends and conditions that have affected or impacted your service levels or service populations. For New Applicants – describe what these funds would allow your agency to do that you may not be able to do now. For Continuing Applicants – describe how your program would be impacted without these funds.

Homelessness continues to be a significant problem in the Bay Area, including in San Mateo County. The rising cost of housing continues to exacerbate the ability of lower income individuals and families finding and maintaining suitable housing. Per orders from San Mateo County, we have reduced capacity at many of our shelters due to the COVID-19 pandemic, and clients have been staying longer due to increased difficulties in obtaining housing during the pandemic, resulting in some reductions in our ability to serve the same numbers of clients as before the pandemic.

LifeMoves needs the financial support of the community to not only achieve our intended outcomes, but to continue to conduct important and highly impactful work to help those most in need in our community. Without funding for the project, LifeMoves would be forced to scale back services for clients in Urban San Mateo County, leaving a vulnerable population without critical housing and supportive services. This could potentially increase homelessness in San Mateo County.

18. 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. Refer to the San Mateo County Income Limits.

a. Indicate the total number of **low-income** beneficiaries you expect to serve with this program for each jurisdiction application for funding. *Low-income is 80% of Area Median Income or below. [See AMI table](#)

b. Indicate the **total** number of beneficiaries you expect to serve with this program in each jurisdiction - regardless of income.

Jurisdiction	a. Number of low-income beneficiaries to be served per grant jurisdiction application. **Low-income** is 80% of Area Median Income or below.		b. All beneficiaries to be served per grant jurisdiction application regardless of income	
	Persons	Households	Persons	Households
Daly City	80		80	
Redwood City	400		400	
City of San Mateo	210		210	
County of San Mateo	600		600	
South San Francisco	100		100	
Totals	1,390	0	1,390	0

19. Populations Served: Check the boxes below if they describe a significant population served by your program. These categories are not considered "presumed benefit" by HUD, and require income verification.

- ☐ Persons exiting incarceration
- ☐ Low-income youth
- ☐ Other

20. Affirmative Outreach:

a. Use the demographics from your previous program year to provide an analysis of the population you serve relative to the demographics in the table. *NOTE: If you are a new applicant please provide your best estimation.*

Race & Ethnicity	Redwood City Population	Redwood City % by Ethnicity	Low Income by Ethnicity served by your Program	Your Program % by Ethnicity
Total	74,402	100%	663	100%
White and not Hispanic	40,656	54.64%	181	27.30%
White and Hispanic	23,557	31.66%	185	27.90%
Asian	6,715	9.03%	26	3.92%
African American	1,916	2.58%	163	24.59%
Pacific Islander	663	0.89%	61	9.20%
Native American	384	0.52%	20	3.02%

Other	1,511	2.03%	27	4.07%
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Race & Ethnicity	City of San Mateo Population	City of San Mateo % by Ethnicity	Low Income by Ethnicity served by your Program	Your Program % by Ethnicity
Total	97,207	100%	402	100%
White and not Hispanic	45,240	46.54%	80	19.90%
White and Hispanic	25,815	26.56%	176	43.78%
Asian	18,153	18.67%	15	3.73%
African American	2,099	2.16%	63	15.67%
Pacific Islander	1,937	1.99%	49	12.19%
Native American	140	0.14%	12	2.99%
Other	3,823	3.93%	7	1.74%

Race & Ethnicity	South San Francisco Population	South San Francisco % by Ethnicity	Low Income by Ethnicity served by your Program	Your Program % by Ethnicity
Total	63,632	100%	181	100%
White and not Hispanic	23,760	37.34%	42	23.20%
White and Hispanic	21,645	34.02%	82	45.30%
Asian	23,293	36.61%	11	6.08%
African American	1,625	2.55%	17	9.39%
Pacific Islander	1,111	1.75%	15	8.29%
Native American	395	0.62%	7	3.87%
Other	9,598	15.08%	7	3.87%

b. Based on the percentages that you indicate your organization served describe your efforts to improve affirmative outreach to groups that may be underserved by your program and the result of your efforts:

LifeMoves serves a diverse population. Of the clients LifeMoves served in San Mateo County shelter programs last year, 60% were White, 20% were Black, 3% were Native American, 4% were Asian, 10% were Native Hawaiian/Pacific Islander, and 3% were multiracial or other. Additionally, 45% of individuals identified as being of Hispanic ethnicity. To improve affirmative outreach, the LifeMoves Homeless Outreach Team also identifies and engages clients by distributing printed program information and developing relationships with individuals that may be underserved by LifeMoves programs.

With this diverse clientele, cultural competency is an integral part of LifeMoves training. LifeMoves contracts with a licensed clinical psychologist to provide a mandatory, semi-annual training to all LifeMoves staff on integrating multiculturalism into organizational practices. After program intake, LifeMoves makes every effort to ensure all individuals regardless of race, ethnicity or sexual orientation feel safe and accepted.

21. Leveraging: Describe your fundraising efforts and additional sources of revenue for this project and your organization. Please state whether any of these fund sources are already committed and in what amount.

LifeMoves has decades of experience planning, implementing, and administering effective and efficient programs helping homeless families and individuals regain self-sufficiency and exit homelessness. LifeMoves is experienced at leveraging grant funding so services are cost-efficient and effective. Today, through a full spectrum of publicly- (federal, state, county, and city) and privately-funded programs located throughout San Mateo and Santa Clara Counties, LifeMoves provides cold-weather emergency shelters, short- and longer-term interim housing, permanent supportive housing, and follow-up services for more than 6,000 people annually. LifeMoves enjoys a long and successful track-record of effectively managing facilities, contracts, and services, including a rental assistance program and motel voucher emergency shelter program.

Staff List

List below key staff members who work on **this program**

Position Title	Name of Staff Person	Job Responsibilities	Qualifications
Vice President of Programs and Services	Brian Greenberg	Manages all shelter and housing programs and direct services personnel	Licensed psychologist with over 25 years of experience developing and managing behavioral health and housing programs
Senior Director, San Mateo County Shelters & Services	Jacob Stone	Supervises program directors to ensure high quality program delivery and evaluates program performance	BS from Quincy University. 7+ years of management experience at IVSN. Former Program Director of First Step for Families
Program Director, Maple Street	Donna Miller	Responsible for the day to day management and operation of shelter program. Ensures maintenance of a	Background in behavioral health and substance use treatment. 12+ years of

		clean, safe, and supportive environment for clients and staff	relevant nonprofit experience.
Program Director, Haven Family House	Gagan Sandhu	Responsible for the day to day management and operation of shelter program. Ensures maintenance of a clean, safe, and supportive environment for clients and staff	BS from UC Irvine, MS from CSU Los Angeles. 15+ years of relevant nonprofit experience.
Program Director, First Step for Families	Sandra Luque	Responsible for the day to day management and operation of shelter program. Ensures maintenance of a clean, safe, and supportive environment for clients and staff	BA from San Francisco State University. Currently completing MA at Notre Dame de Namur. 6 years of nonprofit experience.
Program Director, Redwood Family House Family Crossroads	Rebecca Hernandez	Responsible for the day to day management and operation of shelter program. Ensures maintenance of a clean, safe, and supportive environment for clients and staff	BA from UC San Diego. 6 years of nonprofit experience.
Program Director, Coast House	Anna Kelleher	Responsible for the day to day management and operation of shelter program. Ensures maintenance of a clean, safe, and supportive environment for clients and staff	BA from New College of San Francisco, Masters of Social Work from San Francisco State University, and 15 years of experience working with nonprofits.

PROPOSED PROGRAM BUDGET FOR FY 2022-23

				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													
Program Directors	\$1,748,836	5%	\$88,476	14%	\$12,011	4%	\$3,354	0%	\$0	0%		17%	\$15,365
Case Managers	\$7,807,450	4%	\$344,919	0%		0%		2%	\$7,760	1%	\$4,759	4%	\$12,519
Children's Services Coordinator	\$490,796	0%	\$0						\$0				\$0
Other Labor	\$2,251,487	0%	\$0						\$0				\$0
Taxes/Benefits	\$3,182,402	5%	\$160,357	3%	\$4,444	1%	\$1,241	2%	\$2,871	1%	\$1,761	6%	\$10,317
Supplies													
Client Assistance	\$8,327,311	0%	\$0	0%		0%		0%	\$0	0%		0%	\$0
Other Direct Costs	\$1,983,032	0%	\$0	0%		0%		0%	\$0	0%		0%	\$0
Operations/Maintenance													
Operations/Maintenance	\$14,272,586	7%	\$1,035,176	0%		1%	\$12,223	3%	\$28,278	2%	\$17,344	6%	\$57,845
Administration	\$5,034,354	4%	\$208,239	1%	\$1,645	1%	\$1,682	2%	\$3,891	1%	\$2,386	5%	\$9,604
TOTAL	\$45,098,254	4%	\$1,837,167	1%	\$18,100	1%	\$18,500	2%	\$42,800	1%	\$26,250	6%	\$105,650
Number of Individual Beneficiaries					400		210		600		100		1,310
Cost per Individual					\$45.25		\$88.10		\$71.33		\$262.50		\$80.65

For the City of Redwood City ONLY, answer the following:

1. Funding Criteria:

2. Homeless Assistance Activities: Provision of fair housing counseling services, provision of legal intervention to prevent homelessness, provision of operation funds for shared housing, emergency shelter and transitional housing and related services for homeless and those at risk of homelessness, youth and single persons.

2. Marketing/Advertising

a. Check all of the following methods your agency utilizes to promote and advertise your programs and services:

- ☒ Flyers/brochures
- ☒ Website
- ☒ CIP (Handbook/Database)
- ☒ Outreach presentations to service providers
- ☒ Outreach presentations to public
- ☒ Social Media - Please list:

b. Which of the above marketing/advertising materials are available in multi-lingual form and which languages are they available in?

Outreach to service providers and the public, as well as flyers and brochures, are available in Spanish.

c. How and where are the materials distributed?

Outreach materials to the public are distributed at least weekly by the LifeMoves Homeless Outreach Team. We also supply brochures and flyers to our community partners on request.

3. Program Outcomes: a. Please describe the accomplishments of program goals for FY/21.

In fiscal year 2020/21, LifeMoves successfully provided services to numerous individuals and families experiencing homelessness in San Mateo County. We provided not only the basic needs of food, clothing, and shelter, but also a variety of free, on-site services designed to assist clients in regaining housing and stability, such as regular case management, behavioral health services, meetings with employment and housing specialists, and children's programming. One of our major accomplishments for the year was assuming management and operations of the new 'Coast House' shelter in Half Moon Bay, our first shelter in the County's coastsides region, where individuals experiencing homelessness were previously underserved. We assisted more than 1,300 clients in San Mateo County during the past fiscal year, and we were successful in returning many of them to housing; approximately 90% of families in our SMC shelter programs, and 42% of single adults, exited our programs to stable housing.

b. In what ways has your program made a difference in the lives of the people you serve? Please provide at least one concrete example from the people served in FY/21:

A recent story from our First Step for Families site illustrates the significant impact that LifeMoves programming can have. Our client "Sara" entered First Step in June 2020, accompanied by her mother, her teenaged sister, and her two-year-old son. The First Step program director noted that Sara and her family "had all the obstacles you can imagine." They had come from Brazil and were undocumented; the adult family members were unemployed and had no savings; and Sara had a previous eviction on her rental record. Since the family was not receiving any services or benefits, their First Step case manager immediately worked to connect them to CalWORKs and CalFresh benefits and to childcare providers. The family also worked closely with the employment specialist, housing specialist, and behavioral health provider on-site at First Step. During their time in the program, the adult family members worked for Instacart and Lyft and were able to save \$9,000 toward their future housing and stability. Sara and her sister both enrolled in community college and worked to address their immigration status, eventually receiving work permits and Social Security numbers. The family stayed at First Step for over a year, and while they expressed frustration at seeing other clients come and go during this time period, they never gave up on their goals. In August 2021 they received a rapid rehousing subsidy through Abode Services, our frequent collaborator, and today they are housed in San Jose.

Attachments

☒ 1. Resolution authorizing application and designation of signatory, by the Board of Directors

[Authorizing Resolution 021016.pdf](#)

☒ 2. Proof of 501(c)3 / tax-exempt status

[LifeMoves 501c3.pdf](#)

☒ 3. By-laws

[LifeMoves ByLaws 041316.pdf](#)

☒ 4. Articles of Incorporation

[LifeMoves Articles of Incorporation.pdf](#)

☒ 5. Board roster, including:

[LifeMoves Board Terms.pdf](#)

- Name, Company, Years on Board
- Meeting dates for previous 12 months
- Number of years allowed for each board term

[LifeMoves 2021 BOD Roster with Years 011222.pdf](#)

[LifeMoves 2021 BOD and EC Calendar.pdf](#)

[LifeMoves 2022 BOD and EC Calendar.pdf](#)

☒ 6. Organizational chart for entire organization

[LifeMoves Org Chart 120121.pdf](#)

☒ 7. Certified financial audit no more than 1 fiscal year old, prepared by a CPA, and:

[LifeMoves FY21 Single Audit govt only - Final 11115.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 or Chief Financial Officer 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:

[LifeMoves FY23 Budget Not Available.pdf](#)

[LifeMoves - FY22 Budget 062421.pdf](#)

[LifeMoves FY22 Budget RWC Only.pdf](#)

- Current (FY21-22) **Agency** Operating Budget
- Proposed (FY22-23) **Agency** Operating Budget

- ☒ 9. Mission Statement [LifeMoves_Mission_Statement.pdf](#)
 - ☒ 10. Non-discrimination policy for Staff and Clients [LifeMoves_Non-Discrimination_Policy.pdf](#)
 - ☒ 11. Reasonable Accommodations Policy for Staff and Clients [LifeMoves_Reasonable_Accomodations_Policy_011317.pdf](#)
 - ☒ 12. Conflict of Interest Policy. (If not available, please indicate when you will submit) [LM_2017_Conflict_of_Interest_Policy.pdf](#)
 - ☐ 13. Other -
-

If you would like all the attachments downloaded into your Dropbox folder, please contact CDS

Program Manager Signature [Jeannie Leahy](#)

Date Signed [01/13/2022](#)

Initially submitted: Jan 13, 2022 - 10:45:55

Consolidated Community Funding Application
Redwood City, San Mateo County, and S. San Francisco
Application for New Funding for FY 2022-23

GENERAL INFORMATION

1. Organization Name: [Ombudsman Services of San Mateo County, Inc](#)
 2. Project Title: [Ombudsman Services of San Mateo County, Inc](#)

We are applying for funding from:

☐ Redwood City ☒ City of San Mateo ☒ South San Francisco ☐ County of San Mateo

Budget/Client Summary (Auto-populated from Budget, below)

Jurisdictions receiving this application	Amount Requested	% of Program Budget	Proposed # of Served	% of Served	Total \$ Per
City of San Mateo	\$25,000	3%	1,909	69%	\$13.10
South San Francisco	\$20,000	2%	839	31%	\$23.84
Total	\$45,000	5%	2,748	100%	\$16.38

Grant Funded Programs:

We are applying for a [Public Services Program](#)

CDBG National Objective Eligibility - How are you serving low income populations?

[Service to low income clients verified through income documentation.](#)

Income Verification: Describe how you obtain, verify, and maintain proof of income and presumed benefit status. Third party documentation or client signatures on the certification forms must be available on file for review at all times.

[OSSMC receives it funding from Federal government, state government which is sent to San Mateo County and then sent to OSSMC via contracts. We also receive funding from private grants, general donations, fundraisers when able, stocks and estate planning. The residents we serve in long term facilities received great benefits from the Ombudsman Program. We are the eyes , hears and the voice for each resident in the facility they live in. Without this program, the resident would not have anyone protecting them and their needs.](#)

3. Project Address: [1455 Madison Avenue](#) City: [Redwood City](#) Zip: [94061-1549](#)

4. 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.](#)

Organization Address: [1455 Madison Avenue](#) City: [Redwood City](#) Zip: [94061-1549](#)
 Organization Phone: [650 780 5707](#) Website: [www.ossmc.org](#)

Type of Applicant: **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:

Authorized Signatory Address: **1455 Madison Ave.**

Name: **Bernadette Mellott**

Email: **berniemellott@ossmc.org** Telephone: **650-780-5702**

City: **Redwood City** Zip: **94061-1549**

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

WE are open Monday through Friday from 8:30 am to 4:00pm. There is also a statewide Ombudsman toll free 24 hr. crisisline 1-800-231-4024 to call.

10. DUNS Number: **178766965**

Federal EIN/TIN Number: **943397402**

11. HUD Activity: Choose the HUD activity that most closely matches your service:

05A - Senior Services

12. Project Specific Narrative: Provide a narrative description of the specific activities to be carried out with the requested funds. This should also include program objectives and key priorities for each specific jurisdiction.

The Ombudsman is there to advocate and support all residents in long term care facilities. WE make unannounced visits to residential care facilities once 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.

13A. Assessment of Need - City of San Mateo: Briefly describe how you determined the need for your program **for each specific jurisdiction that you are applying for funds.** Identify target population(s) and area(s) served. Please state the source(s) and date(s) of information. Identify any similar programs in the community.

The population we serve in the city of San Mateo are licensed long term care facilities within the boundaries of the city of San Mateo. Presently there are 122 facilities with 1909 residents in the city that we presently visit and monitor. These include RCFEs (assisted living) SNFs (skilled nursing homes) and ICFs,(homes for the mentally and physically impaired individuals) along with the Adult Day Programs.

You will find the current list of long term care licensed facilities in San Mateo County on the Community Care Licensing website that the Ombudsman Program visit and monitor. The list is updated once a year for the public to view if interested.

There is no other program in San Mateo County that provides the services we do. Our program is a federal mandated program that each state in the United States is required to have. The state then contracts with the different counties to operate the program or contracts with a non-profit to be responsible which is what San Mateo County does with OSSMC.

13B. Assessment of Need - South San Francisco: Briefly describe how you determined the need for your program **for each specific jurisdiction that you are applying for funds.** Identify target population(s) and area(s) served. Please state the source(s) and date(s) of information. Identify any similar programs in the community.

The population we serve in the South San Francisco are licensed long term care facilities within the boundaries of SSF. Presently there are 63 facilities with 839 residents in the city that we presently visit and monitor. These include RCFEs (assisted living) SNFs (skilled nursing homes) and ICFs,(homes for the mentally and physically impaired individuals) along with the Adult Day Programs.

You will find the current list of long term care licensed facilities in San Mateo County on the Community Care Licensing website that the Ombudsman Program visit and monitor. the list is updated once a year for the public to view if interested.

There is no other program in San Mateo County that provides the services we do. Our program is a federal mandated program that each state in the United States is required to have. The state then contracts with the different counties to operate the program or contracts with a non-profit to be responsible which is what San Mateo County does with OSSMC.

14. Timeline: Provide a brief timetable for project implementation and achievement of projected goals and how you plan to expend your funds in a timely manner by the end of the fiscal year.

Both the city of San Mateo and South San Francisco require quarterly invoicing along with OSSMC's quarterly report. This quarterly reports includes number of residents visited-monitored, complaints, age, income, ethnicity, and sex. All of this data is required on our invoicing.

15. Evaluation: Briefly describe how you will determine and measure the success of your program and whether or not program goals were met? If your program is currently receiving grant funds please describe accomplishments of goals to date.

Each city that we receive a CDBG grant from requires the same data for invoicing. OSSMC is required to enter all data and cases into a software program that is connected to the State and it is called ODIN. This software will give us any information that is needed for our quarterly reports for each city. Each Ombudsman is required to enter all the data they have regarding each resident they visit per day or week or monthly. Our goals of visiting the RDFEs and SNFs in each city have been met and continue to be met.

16. Collaboration: Describe partnerships with other organizations/agencies, the nature of the partnership, and how it relates to the proposed project.

OSSMC collaborates with Institute on Aging, Safe Harbor, Community Care Licensing, San Mateo Oral Health, San Mateo County Commission on Aging, California Department of Public Health, California Department of Social Services, State Ombudsman Office, Police Departments, Adult Protective Services, the District Attorneys Office, and Legal Aid.

OSSMC works with all of these agencies because of the complex nature of each resident's needs. We advocate for each resident and each person has a different need. The needs go from , the water is not cold enough to some one is taking money out of my checking account. WE investigate these claims and they are entered into ODIN and sometimes we have the police involved. WE work very hard to get resolution for each case.

17. Impact: : Discuss any general trends and conditions that have affected or impacted your service levels or service populations. For New Applicants – describe what these funds would allow your agency to do that you may not be able to do now. For Continuing Applicants – describe how your program would be impacted without these funds.

The impact our program has on the city of San Mateo and South San Francisco is that each of these cities are assured that the residents in the licensed facilities in each city have the Ombudsman to advocate, educate and empower each person all the time. WE believe everyone deserves to be seen, heard, valued and supported so they can have the best quality of life in the long term care facilities. The funds received from each city helps with the cost of the program and to help with the salaries of our staff.

18. 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. Refer to the San Mateo County Income Limits.

a. Indicate the total number of **low-income** beneficiaries you expect to serve with this program for each jurisdiction application for funding. *Low-income is 80% of Area Median Income or below. [See AMI table](#)

b. Indicate the **total** number of beneficiaries you expect to serve with this program in each jurisdiction - regardless of income.

Jurisdiction	a. Number of low-income beneficiaries to be served per grant jurisdiction application. **Low-income** is 80% of Area Median Income or below.		b. All beneficiaries to be served per grant jurisdiction application regardless of income	
	Persons	Households	Persons	Households
Daly City				
Redwood City				
City of San Mateo	1,909	1,909	1,909	1,909
County of San Mateo				
South San Francisco	839	839	839	839
Totals	2,748	2,748	2,748	2,748

19. Populations Served: Check the boxes below if they describe a significant population served by your program. These categories are not considered "presumed benefit" by HUD, and require income verification.

- ☐ Persons exiting incarceration
- ☐ Low-income youth
- ☒ Other

20. Affirmative Outreach:

a. Use the demographics from your previous program year to provide an analysis of the population you serve relative to the demographics in the table. *NOTE: If you are a new applicant please provide your best estimation.*

Race & Ethnicity	City of San Mateo Population	City of San Mateo % by Ethnicity	Low Income by Ethnicity served by your Program	Your Program % by Ethnicity
Total	97,207	100%	416	100%

White and not Hispanic	45,240	46.54%	190	45.67%
White and Hispanic	25,815	26.56%	0	0.00%
Asian	18,153	18.67%	12	2.88%
African American	2,099	2.16%	9	2.16%
Pacific Islander	1,937	1.99%	10	2.40%
Native American	140	0.14%	0	0.00%
Other	3,823	3.93%	195	46.88%

Race & Ethnicity	South San Francisco Population	South San Francisco % by Ethnicity	Low Income by Ethnicity served by your Program	Your Program % by Ethnicity
Total	63,632	100%	169	100%
White and not Hispanic	23,760	37.34%	110	65.09%
White and Hispanic	21,645	34.02%	0	0.00%
Asian	23,293	36.61%	30	17.75%
African American	1,625	2.55%	12	7.10%
Pacific Islander	1,111	1.75%	0	0.00%
Native American	395	0.62%	0	0.00%
Other	9,598	15.08%	17	10.06%

b. Based on the percentages that you indicate your organization served describe your efforts to improve affirmative outreach to groups that may be underserved by your program and the result of your efforts:

OSSMC serves all residents in the licensed long term care facilities in the city of San Mateo and South San Francisco regardless of any specific population, age or income.

We also have Ombudsmen with diversity in languages and cultural backgrounds to help serve our residents.

21. Leveraging: Describe your fundraising efforts and additional sources of revenue for this project and your organization. Please state whether any of these fund sources are already committed and in what amount.

For the '21-'22 year we have received funds from San Mateo County Title 111B, title V11A, General Funds, CARES ACT, State Funds, Measure K Funds, Grants from Burlingame, Foster City, Town of Colma, Peninsula Healthcare District, Sequoia Healthcare District, Holiday Appeal, Board Gifts, General Donations, Volunteer Recognition Luncheon, Gellert Foundation, Palo Alto Community Fund, Safeway Foundation, Woodlawn Foundation, Atkinson Foundation and Touchpoint Foundation. We also have in-kind volunteers hours valued at \$115,000.

For the '22-'23 year the only funds we have committed are the Measure K Funds and the Peninsula Healthcare Funds and the Sequoia Healthcare Funds. WE will start to received other committed funds starting in April of 2022 for '2022-2023.

Staff List

List below key staff members who work on **this program**

Position Title	Name of Staff Person	Job Responsibilities	Qualifications
Executive Director	Bernadette Mellott	Responsible for Ombudsman Services Program	30 years plus experience and MPA
Program Manager	Kirsten Irgens-Moller	Oversee' the Regional Supervisors	7 years at OSSMC plus MSW degree
Bookkeeper	Linda Manzon	In charge of finances	20 years plus experience
Office Manager	Jenny Lockwood	Admin and Office Duties	12 years of experience
Regional Supervisor	Nicki Manski	Supervisor's Field Ombudsmen in South County	16 years of experience
Regional Supervisor	Betty Frayman-Kori	Supervisor's field Ombudsmen in North County	7 years of experience
Regionel Supervisor	Vicki Cormack	Supervisor's field Omudsmen in Central County	20 years of experience
Volunteer Coordinator	Patty Hovik	Trains our volunteers to become field Ombudsmen	25 plus years of experience
Abuse Specialist	Bill Rodenspiel	Monitors and visits all disable facilities-menta; and physical	Retired police officer

Ombudsman	Alan Kornfield	Monitors and visits facilities as assigned	Former volunteer Ombudsman
Data Entry person	Mary Ann Gage	Enters our data in ODIN	Former volunteer and 10 years experience

PROPOSED PROGRAM BUDGET FOR FY 2022-23

				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	33%	\$25,000	0%		33%	\$25,000
other Staff	\$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									
	\$0			0%		0%		0%	\$0
				0%		0%		0%	\$0
Materials									
Printing & Repo	\$7,000	100%	\$7,000	0%		0%		0%	\$0
				0%		0%		0%	\$0
				0%		0%		0%	\$0
				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	\$1,038,451	95%	\$990,756	3%	\$25,000	2%	\$20,000	5%	\$45,000
Number of Individual Beneficiaries					1,909		839		2,748
Cost per Individual					\$13.10		\$23.84		\$16.38

Attachments

☒ 1. Resolution authorizing application and designation of signatory, by the Board of Directors

[Board_Resolution_Signed.pdf](#)

☒ 5. Board roster, including:

[Board_Information.-Years_of_Service_docx.docx](#)

- Name, Company, Years on Board
- Meeting dates for previous 12 months
- Number of years allowed for each board term

☒ 6. Organizational chart for entire organization

[OSSMC_Org_Chart_7-9-21_.pptx](#)
[Audit_20-21.pdf](#)

☒ 7. Certified financial audit no more than 1 fiscal year old, prepared by a CPA, and:

- 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 or Chief Financial Officer 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:

[Approved 21-22 Budget v2.pdf](#)
[DRAFT Budget FY22-23.xlsx](#)

- Current (FY21-22) **Agency** Operating Budget
- Proposed (FY22-23) **Agency** Operating Budget

☒ 9. Mission Statement

[Mission Statement on Letterhead.pdf](#)

☒ 10. Non-discrimination policy for Staff and Clients

[Non-Discrimination Policy.pdf](#)

☒ 11. Reasonable Accommodations Policy for Staff and Clients

[Non_Discrimination_Reasonable_Accommodation_Policy.docx](#)

☒ 12. Conflict of Interest Policy. (If not available, please indicate when you will submit)

[Conflict_of_Interest_Form.pdf](#)

☐ 13. Other -

[Download All Attachments](#)

Program Manager Signature [Bernadette Mellott](#)

Date Signed [02/04/2022](#)

Initially submitted: Jan 19, 2022 - 11:06:19

Returned to Draft 01-27-2022 by South San Francisco

Reason: Please complete the 'Budget/Client Summary' and 'PROPOSED PROGRAM BUDGET FOR FY 2022-23'. Please explain how elderly persons are a presumed benefit in the 'Income Verification' section. Also, please attach your Conflict of Interest Policy.

Consolidated Community Funding Application
Redwood City, San Mateo County, and S. San Francisco
Application for New Funding for FY 2022-23

GENERAL INFORMATION

1. **Organization Name:** Peninsula Family Service
 2. **Project Title:** Leo J. Ryan Child Development Center and Club Leo Afterschool Program

We are applying for funding from:

☐ Redwood City ☐ City of San Mateo ☒ South San Francisco ☐ County of San Mateo

Budget/Client Summary (Auto-populated from Budget, below)

Jurisdictions receiving this application	Amount Requested	% of Program Budget	Proposed # of Served	% of Served	Total \$ Per
South San Francisco	\$20,000	2%	42	100%	\$476.19
Total	\$20,000	2%	42	100%	\$476.19

Grant Funded Programs:

We are applying for a Public Services Program

CDBG National Objective Eligibility - How are you serving low income populations?

Service to low income clients verified through income documentation.

Income Verification: Describe how you obtain, verify, and maintain proof of income and presumed benefit status. Third party documentation or client signatures on the certification forms must be available on file for review at all times.

Families enrolling 30 students in Leo J. Ryan Early Learning Center (ages 3-5) provide income verification to staff through paystubs, and banking history information. 48 Club Leo members are school age which is 5-11 years and are students at Sunshine Gardens Elementary School which is a Title 1 school and the vast majority are extremely low income. We obtain the most recent 4 paychecks from all jobs are collected and averaged, then extended to determine the total yearly income. This information is also verified by the FEC by contact with the employers. If the source is self-employment, a self-certification document must be signed. All of this information is stored in the Family File, on site.

3. Project Address: 1200 Miller Ave City: South San Francisco Zip: 94080-2079

4. Provide a one sentence project summary:

Leo J. Ryan Early Learning Center seeks support for our students and teachers as they navigate the second year of the pandemic.

Organization Address: 24 Second Ave City: San Mateo Zip: 94401-3828
 Organization Phone: 4153855017 Website: www.peninsulafamilyservice.org

Type of Applicant: Our agency serves:

5. Contact

Person / Project Administrator: Name: Maureen Harrington Title: Grants Manager Telephone: 4153855017
 Contact Email: mharrington@peninsulafamilyservice.org Fax:

6. Name of Agency Director: Heather Cleary

7. Fiscal Officer: Name: Inessa Shishmany; Heather Cleary
 Email: ishishmany@peninsulafamilyservice.org; hcleary@peninsulafamilyservice.org
 Telephone: 650-403-4300 x 4610
 Fiscal Officer Address: 24 Second Ave
 City: San Mateo
 Zip: 94401-3828

8. Authorized Signatory: Name: Maureen Harrington
 Email: mharrington@peninsulafamilyservice.org
 Telephone: 4153855017
 Authorized Signatory Address: 24 Second Ave
 City: San Mateo
 Zip: 94401-3828

9. Please provide days and hours of regularly scheduled operation:
 M-F 7-6

10. DUNS Number: Federal EIN/TIN Number: 94-1186169

11. HUD Activity: Choose the HUD activity that most closely matches your service:
 05D - Youth Services

12. Project Specific Narrative: Provide a narrative description of the specific activities to be carried out with the requested funds. This should also include program objectives and key priorities for each specific jurisdiction.

Peninsula Family Service is seeking general support for the Leo J. Ryan Early Learning Center located on the campus of Sunshine Gardens Elementary School in South San Francisco. The program provides care to over 30 low income children with family engagement and support as well with food, housing, banking and support for mental health, mutigenerational living issues as well.

13. Assessment of Need - South San Francisco: Briefly describe how you determined the need for your program for each specific jurisdiction that you are applying for funds. Identify target population(s) and area(s) served. Please state the source(s) and date(s) of information. Identify any similar programs in the community.

Leo J. Ryan Early Learning Center provides safe learning space for over 30 children. We provide healthy and nutritious meals, supportive nurturing classrooms and outdoor learning, gardening and play time. The classrooms and teachers are doing their best to maintain high levels of Covid-19 safety so as to continue being open with no interruptions so parents and families can continue to work. The children are primarily from low income, South San Francisco families and homes who are mostly dual language speakers, many of whom are immigrants and represent populations of color. Our Club Leo students are from a Title 1 school with a significant portion of the student population ages 5-12 receiving free meals through the Federal Food Program. Leo J. Ryan Child Development Center serves 30 children ages 3-5 preschool children. We provide high quality early learning, family engagement, support services and a variety of learning and behavior assessments and interventions. We serve 48 children in our afterschool Club Leo Program. Data from Federal Head Start intake and enrollment forms, and US Census, 2020, SSFUSD and Club Leo enrollment forms.

14. Timeline: Provide a brief timetable for project implementation and achievement of projected goals and how you plan to expend your funds in a timely manner by the end of the fiscal year.

The funds will support teachers salary at Leo J. Ryan Early Learning Center's 30 children and Club Leo's Afterschool program for 48 children and will be expended within the budget timeline. Peninsula Family Service will use the fund teachers' salaries so as to provide safe and supportive childcare and afterschool care.

15. Evaluation: Briefly describe how you will determine and measure the success of your program and whether or not program goals were met? If your program is currently receiving grant funds please describe accomplishments of goals to date.

We will measure the success of the program by maintaining open classrooms that are at classroom capacity for Early Learning and Club Leo students. Another measure will be the daily attendance and number of children receiving healthy, nutritious meals each school day.

16. Collaboration: Describe partnerships with other organizations/agencies, the nature of the partnership, and how it relates to the proposed project.

Leo J. Ryan Early Learning Center and Club Leo is housed on the Sunshine Gardens Elementary School Campus so we collaborate with the leadership of both the school and South San Francisco Unified School District. Peninsula Family Service also collaborates with The Big Lift and First 5.

17. Impact: : Discuss any general trends and conditions that have affected or impacted your service levels or service populations. For New Applicants – describe what these funds would allow your agency to do that you may not be able to do now. For Continuing Applicants – describe how your program would be impacted without these funds.

The impact of the funding would help to ensure teachers are in the classroom, paid a living wage and providing professional development so our students are engaging in the highest level of an education possible with support for homework club, reading and nutritious meals. The impact is that children will be in a safe, nurturing environment including after school care.

18. 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. Refer to the San Mateo County Income Limits.

a. Indicate the total number of **low-income** beneficiaries you expect to serve with this program for each jurisdiction application for funding. *Low-income is 80% of Area Median Income or below. [See AMI table](#)

b. Indicate the **total** number of beneficiaries you expect to serve with this program in each jurisdiction - regardless of income.

Jurisdiction	a. Number of low-income beneficiaries to be served per grant jurisdiction application. **Low-income** is 80% of Area Median Income or below.		b. All beneficiaries to be served per grant jurisdiction application regardless of income	
	Persons	Households	Persons	Households
Daly City	14	34	29	48
Redwood City	0	0	0	0
City of San Mateo	5	5	3	3
County of San Mateo	78	136	78	136
South San Francisco	62	75	42	58
Totals	159	250	152	245

19. Populations Served: Check the boxes below if they describe a significant population served by your program. These categories are not considered "presumed benefit" by HUD, and require income verification.

- ☐ Persons exiting incarceration
☒ Low-income youth
☐ Other

20. Affirmative Outreach:

a. Use the demographics from your previous program year to provide an analysis of the population you serve relative to the demographics in the table. *NOTE: If you are a new applicant please provide your best estimation.*

Race & Ethnicity	South San Francisco Population	South San Francisco % by Ethnicity	Low Income by Ethnicity served by your Program	Your Program % by Ethnicity
Total	63,632	100%	62	100%
White and not Hispanic	23,760	37.34%	4	6.45%
White and Hispanic	21,645	34.02%	46	74.19%
Asian	23,293	36.61%	7	11.29%
African American	1,625	2.55%	1	1.61%
Pacific Islander	1,111	1.75%	1	1.61%
Native American	395	0.62%	3	4.84%
Other	9,598	15.08%	0	0.00%

b. Based on the percentages that you indicate your organization served describe your efforts to improve affirmative outreach to groups that may be underserved by your program and the result of your efforts:

Peninsula Family Service outreaches our services in a variety of ways like in school and childcare directories and are open to trying new avenues like churches, social media channels and the like.

21. Leveraging: Describe your fundraising efforts and additional sources of revenue for this project and your organization. Please state whether any of these fund sources are already committed and in what amount.

Peninsula Family Service continues to work to raise funds for this site. Genentech provided a \$10,000 grant to remove our playground's play structure. We are also creating Amazon wish lists to help enhance materials in the

classroom with new books and science materials.

Staff List

List below key staff members who work on **this program**

Position Title	Name of Staff Person	Job Responsibilities	Qualifications
Site Supervisor	Paivi Lane	Site Supervisor, teacher	Extensive education and management experience, MS in Curriculum and Early Childhood Education
CEO	Heather Cleary	Leadership	MBA

PROPOSED PROGRAM BUDGET FOR FY 2022-23

				South San Francisco		Total Jurisdictions	
Budget Line Item	Agency Total	Pgm%	Program Total	%	Requested	Pgm%	Requested
Labor							
Salaries	\$8,655,435	9%	\$772,227	2%	\$13,130	2%	\$13,130
							\$0
Taxes/Benefits	\$3,094,403	7%	\$231,668	2%	\$4,070	2%	\$4,070
Supplies							
	\$806,325	11%	\$85,671	0%		0%	\$0
Materials							
	\$682,945	2%	\$12,172	0%		0%	\$0
Operations/Maintenance							
	\$561,399	16%	\$87,228	0%		0%	\$0
Administration	\$1,484,156	9%	\$132,170	2%	\$2,800	2%	\$2,800
TOTAL	\$15,284,663	9%	\$1,321,136	2%	\$20,000	2%	\$20,000
Number of Individual Beneficiaries					42		42
Cost per Individual					\$476.19		\$476.19

Attachments

☒ 1. Resolution authorizing application and designation of signatory, by the Board of Directors

[Peninsula_Family_Service_HC.pdf](#)

☒ 5. Board roster, including:

[8aa_2021_Governing_Board_Meeting_Schedule.pdf](#)
[2022_Board_Affiliations.pdf](#)

- Name, Company, Years on Board
- Meeting dates for previous 12 months
- Number of years allowed for each board term

☒ 6. Organizational chart for entire organization

[Peninsula_Family_Service_Organization_Chart_1.21.19.pptx](#)

☒ 7. Certified financial audit no more than 1 fiscal year old, prepared by a CPA, and:

[Revenue_Expenses_-_FY_2020-2021.pdf](#)
[Peninsula_Family_Service_Jun21AR_-_Final.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 or Chief Financial Officer certifying that agency does not receive more than \$750,000 in federal funds and is not subject to the Single Audit.

[agency_operating_budget_fy2021-2022.pdf](#)

☒ 8. The following are required:

- Current (FY21-22) **Agency** Operating Budget
- Proposed (FY22-23) **Agency** Operating Budget

[agency_operating_budget_fy2021-2022.pdf](#)
[Revenue_Expenses_-_FY_2020-2021.pdf](#)
[agency_operating_forecast_fy2022-2023.pdf](#)

☒ 9. Mission Statement

[Peninsula_Family_Service_Mission.docx](#)

☒ 10. Non-discrimination policy for Staff and Clients

[PFS_Non_Disc.png](#)

☒ 11. Reasonable Accommodations Policy for Staff and Clients

[PFS_Reasonable_Accom.PNG](#)

☒ 12. Conflict of Interest Policy. (If not available, please indicate when you will submit)

[PFS_Conflict_of_Interest.PNG](#)

☐ 13. Other -

If you would like all the attachments downloaded into your Dropbox folder, please contact CDS

Program Manager Signature [Maureen Harrington](#)

Date Signed [02/11/2022](#)

Initially submitted: Jan 13, 2022 - 16:09:57

Returned to Draft 02-09-2022 by South San Francisco

Reason: Please revise and elaborate on the impact CDBG funding will have on the services towards students you are serving.

Consolidated Community Funding Application
Redwood City, San Mateo County, and S. San Francisco
Application for New Funding for FY 2022-23

GENERAL INFORMATION

1. Organization Name: Peninsula Volunteers, Inc. (PVI)
 2. Project Title: Meals on Wheels CDBG-CV

We are applying for funding from:

☐ Redwood City ☐ City of San Mateo ☒ South San Francisco ☐ County of San Mateo

Budget/Client Summary (Auto-populated from Budget, below)

Jurisdictions receiving this application	Amount Requested	% of Program Budget	Proposed # of Served	% of Served	Total \$ Per
South San Francisco	\$40,000	2%	80	100%	\$500.00
Total	\$40,000	2%	80	100%	\$500.00

Grant Funded Programs:

We are applying for a Public Services Program

CDBG National Objective Eligibility - How are you serving low income populations?

Service to "presumed benefit" groups listed below (income verification not required, but verification of presumed benefit status is required):

- | | |
|---|---|
| <input type="checkbox"/> Abused children | <input type="checkbox"/> Homeless persons |
| <input type="checkbox"/> Victims of domestic violence | <input type="checkbox"/> Illiterate adults |
| <input checked="" type="checkbox"/> Elderly persons/seniors (age 62+) | <input type="checkbox"/> Persons living with AIDS |
| <input checked="" type="checkbox"/> Severely disabled adults | <input type="checkbox"/> Migrant farm workers |

Income Verification: Describe how you obtain, verify, and maintain proof of income and presumed benefit status. Third party documentation or client signatures on the certification forms must be available on file for review at all times.

PVI Meals on Wheel service is provided to 'presumed benefit' groups---elderly persons/seniors and severely disabled adults.

3. Project Address: 800 Middle Avenue

City: Menlo Park

Zip:
94025-5121

4. Provide a one sentence project summary:

PVI Meals on Wheels is a vital safety net service providing hot, nutritious home-delivered meals to qualified homebound seniors and adults less than 60 years old with disabilities, residing in San Mateo County (Daly City - Menlo Park); CDBG funds will be used to cover the unfunded portion of the cost of providing these meals to residents of South San Francisco.

Organization Address: 800 Middle Avenue

City: Menlo Park

Zip:
94025-5121

Organization Phone: 650-326-0665

Website:
<http://penvol.org/mealsonwheels/index.html>

Type of Applicant: Our agency serves:

5. Contact Person / Project Administrator:Name: [Jos bols](#)Title: [Director](#)Telephone:
[650-326-0665, ext. 5031](#)

Contact Email:

jbols@penvol.org

Fax:

6. Name of Agency Director:[Peter Olson](#)**7. Fiscal Officer:**Name: [Joseph Christian](#)Email: jchristian@penvol.orgTelephone:
[650-326-0665, ext. 5003](#)
Zip:
[94025-5121](#)

Fiscal Officer Address:

[800 Middle Ave.](#)City: [Menlo Park](#)**8. Authorized Signatory:**Name: [Peter Olson](#)Email: polson@penvol.orgTelephone:
[650-326-0665](#)
Zip:
[94025-5121](#)

Authorized Signatory Address:

[800 Middle Ave.](#)City: [Menlo Park](#)**9. Please provide days and hours of regularly scheduled operation:**

[Meals on Wheels office hours are Monday through Friday, 7:30-4:30 except for major holidays. Meals on Wheels staff works from 5:00 a.m. to 4:30 p.m. to prepare, pack, and deliver the meals. Delivery service operates Monday through Friday with extra meals delivered to cover holidays and some weekend meals for qualified individuals.](#)

10. DUNS Number: [02-002-2778](#)**Federal EIN/TIN Number:** [94-1294939](#)**11. HUD Activity:** Choose the HUD activity that most closely matches your service:[05A - Senior Services](#)

12. Project Specific Narrative: Provide a narrative description of the specific activities to be carried out with the requested funds. This should also include program objectives and key priorities for each specific jurisdiction.

[The goal of PVI Meals on Wheels is to increase food security and access to nutritious food, keeping older adults and adults with disabilities well-nourished, healthy, and living independently in their own homes. PVI MOW is the sole provider of Meals on Wheels in South San Francisco.](#)

[Specific objectives 1\) MOW supports healthy aging in place, delivering five nutritious meals weekly to homebound, isolated older adults, many of whom are frail, recovering from hospitalization, or are disabled. 2\) MOW increases food security and access to nutritious food by providing home-delivered meals with additional meals provided for holidays and weekends to in need clients. The meals provide at least one-third of an older adult's daily recommended nutritional intake and are prepared with strict nutritional oversight. 3\)MOW increases knowledge of, and referral to, health and long-term services and supports. Additionally, MOW reduces isolation through the face-to-face deliveries made by a caring driver who also conducts well-being checks. The MOW team conducts assessments upon enrollment followed by quarterly re-assessments, with referral to other resources as appropriate. During COVID restrictions all initial intakes and reassessments have been conducted by phone instead of in person.](#)

13. Assessment of Need - South San Francisco: Briefly describe how you determined the need for your program for each specific jurisdiction that you are applying for funds. Identify target population(s) and area(s) served. Please state the source(s) and date(s) of information. Identify any similar programs in the community.

[PVI Meals on Wheels provided 17,000 home-delivered meals to 119 qualified South San Francisco clients in FY2021, documented in the PVI ServTracker system. Seniors and people with disabilities have been greatly impacted by the COVID pandemic, increasing food insecurity and isolation. The resulting need for the most vulnerable to stay at home, has increased demand. County-wide, during FY21, PVI MOW served 1,045 individuals with 178,886 home-delivered meals, an unprecedented number.](#)

[San Mateo County has an older population compared to many other California counties, and seniors continue to desire to age in place. 17% of South San Francisco's population are seniors, over 10,000 individuals, 5% of the city's population is living with a disability and 7% live in poverty. \(U.S. Census, 2020\) For Meals on Wheels,](#)

although there is no income limit, meal recipients in San Mateo County are predominantly low-income. 93% have household incomes below \$50,000 a year, 76% have household incomes less than \$35,000, and 67% have household incomes below \$25,000, while the median income in South San Francisco is \$105,459. By the year 2030 in San Mateo County, 1 out of 4 residents will be over 65; the number of adults over 65 will increase by 72%, the number of people over 85 will increase to two and a half times the current number. (HUD, State of California, San Mateo County, U.S. Census 2020). The demand for Meals on Wheels will continue to increase.

14. Timeline: Provide a brief timetable for project implementation and achievement of projected goals and how you plan to expend your funds in a timely manner by the end of the fiscal year.

PVI Meals on Wheels in an on-going program, with many recipients remaining on the program for many years. The CDBG funds will be used to help sustain the program for South San Francisco clients. During the last fiscal year, 119 South San Francisco residents received home-delivered meals through PVI MOW. PVI Meals on Wheels has been in operation since 1977.

15. Evaluation: Briefly describe how you will determine and measure the success of your program and whether or not program goals were met? If your program is currently receiving grant funds please describe accomplishments of goals to date.

Program success will be measured by numbers of South San Francisco clients served, how many meals are delivered, and re-assessment of need every six months, confirming that they remain living in their own homes. An annual survey of clients will be conducted to determine if other program goals are accomplished, including self-reporting on if the program has helped to improve their health and if being on the program has an impact on the nutritional value of the food they eat.

Year to date, 78 clients have been served and continue on the program, with 11,000 meals delivered.

16. Collaboration: Describe partnerships with other organizations/agencies, the nature of the partnership, and how it relates to the proposed project.

PVI collaborates widely and strategically. Sequoia Healthcare District and Peninsula Health Care District assist financially in serving residents of their respective districts. San Mateo County Aging and Adult Services contracts with Meals on Wheels and Rosener House for Older Americans Act funding. The City of Menlo Park provides some financial assistance to PVI programs, and the City of Redwood City assists with Meals on Wheels. Meals on Wheels partners with the Meals on Wheels Association of America, Facebook, the Silicon Valley Community Foundation, San Bruno Community Foundation, the City of Colma, the Jewish Community Federation, and various local and national foundations. Organizations providing financial assistance are critical to the sustainability of MOW.

A collaboration with the Second Harvest Food Bank provides donated food items to MOW. A collaboration with the Samuel Merritt University nursing program provides additional help with assessments and phone calls for MOW clients. All these collaborations increase our homebound clientele's access to various social services throughout the county and directly support their ability to remain living independently in the community.

17. Impact: : Discuss any general trends and conditions that have affected or impacted your service levels or service populations. For New Applicants – describe what these funds would allow your agency to do that you may not be able to do now. For Continuing Applicants – describe how your program would be impacted without these funds.

The most significant trend to affect Meals on Wheels is the increasing population of seniors and their desire to age in place. The COVID pandemic has amplified this trend of desiring to remain in one's home. MOW is often the only thing enabling clients to remain in their homes rather than needing to move to costly higher levels of care such as assisted living or nursing homes. Some clients receive weekend meals with their Friday meal as they lack support and are most at risk of malnutrition. The average age of Meals on Wheels clients is 85, and many have several chronic health conditions.

Without the South San Francisco CDBG funds, it would be more difficult to serve all the seniors and adults with disabilities in need of the MOW service. It would also be more difficult to leverage funds from other sources.

18. 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. Refer to the San Mateo County Income Limits.

a. Indicate the total number of **low-income** beneficiaries you expect to serve with this program for each jurisdiction application for funding. *Low-income is 80% of Area Median Income or below. [See AMI table](#)

b. Indicate the **total** number of beneficiaries you expect to serve with this program in each jurisdiction -

regardless of income.

Jurisdiction	a. Number of low-income beneficiaries to be served per grant jurisdiction application. **Low-income** is 80% of Area Median Income or below.		b. All beneficiaries to be served per grant jurisdiction application regardless of income	
	Persons	Households	Persons	Households
Daly City				
Redwood City				
City of San Mateo				
County of San Mateo				
South San Francisco	80		80	
Totals	80	0	80	0

19. Populations Served: Check the boxes below if they describe a significant population served by your program. These categories are not considered "presumed benefit" by HUD, and require income verification.

- ☐ Persons exiting incarceration
- ☐ Low-income youth
- ☐ Other

20. Affirmative Outreach:

a. Use the demographics from your previous program year to provide an analysis of the population you serve relative to the demographics in the table. *NOTE: If you are a new applicant please provide your best estimation.*

Race & Ethnicity	South San Francisco Population	South San Francisco % by Ethnicity	Low Income by Ethnicity served by your Program	Your Program % by Ethnicity
Total	63,632	100%	100	100%
White and not Hispanic	23,760	37.34%	54	54.00%
White and Hispanic	21,645	34.02%	13	13.00%
Asian	23,293	36.61%	16	16.00%
African American	1,625	2.55%	9	9.00%
Pacific Islander	1,111	1.75%	1	1.00%
Native American	395	0.62%	1	1.00%
Other	9,598	15.08%	6	6.00%

b. Based on the percentages that you indicate your organization served describe your efforts to improve affirmative outreach to groups that may be underserved by your program and the result of your efforts:

PVI Meals on Wheels serves seniors and people with disabilities who apply for the program and qualify under the criteria set by San Mateo County Aging and Adult Services for federal Older Americans Act funding, that is, that they are 60 years old or over, or they are under 60 and disabled, AND they cannot shop or cook for themselves and have no reliable help to do so. Outreach is conducted through social workers, faith congregations, media outlets, and by direct mail. Meals on Wheels staff includes people who speak Spanish. PVI will continue to work to improve outreach to underserved communities to help make more people aware of the services of Meals on Wheels.

21. Leveraging: Describe your fundraising efforts and additional sources of revenue for this project and your organization. Please state whether any of these fund sources are already committed and in what amount.

Before the COVID pandemic, PVI held three annual fundraising events during the year, the annual Dine-Out for Meals on Wheels where local restaurants would share a percentage of their income for one day with Meals on Wheels, the annual Author's Salon, with a luncheon and noted authors as speakers, and the Baubles, Bangles & Bags luncheon and auction. These in-person events were either cancelled or moved on-line with limited success, with a return to in-person for an event in November 2021, which raised over \$100,000 for MOW.

The contract with Aging and Adult Services for Older Americans Act funds is a major source of income for MOW, with a contracted amount for this year of \$1,106,750, covering about 60% of the MOW expense. Donations from other funding sources this year include the Sequoia Healthcare District (\$100,000), the Peninsula Health Care District (\$75,000), Woodlawn Foundation (\$35,000), San Bruno Community Foundation (\$25,000).

Staff List

List below key staff members who work on **this program**

Position Title	Name of Staff Person	Job Responsibilities	Qualifications
Program Director	Jos Bols	Overall direction for MOW	Education and experience
Program Manager, Assessment	Nate Moneda	Provides direction to assessment office	Educatio and experience
Program Manager, Operations	Graciela Hernandez	Oversees packing and logistics	Experience on the job
Chef	Ahmad Williams	Proper menu planning and quality	Training and experience
Delivery Driver	Jeff Nugent	Lead Driver	Our most senior driver
Ops Coordinator	Nikki Myoraku	Admin and stand in for Program Manager	Education and on the job training

PROPOSED PROGRAM BUDGET FOR FY 2022-23

				South San Francisco		Total Jurisdictions	
Budget Line Item	Agency Total	Pgm%	Program Total	%	Requested	Pgm%	Requested
Labor							
Salaries	\$3,173,384	32%	\$1,029,399	0%	\$2,500	0%	\$2,500
Other Salary	\$24,242	0%	\$0				\$0
Taxes/Benefits	\$721,193	23%	\$164,832	0%		0%	\$0
Supplies							
Packing Supplies	\$735,034	17%	\$122,546	2%	\$2,000	2%	\$2,000
Materials							
Food	\$125,043	100%	\$125,043	28%	\$35,500	28%	\$35,500
Operations/Maintenance							
Mileage	\$45,672	98%	\$44,558	0%	\$0	0%	\$0
All Other	\$981,634	100%	\$981,634	0%		0%	\$0
Administration					\$0	0%	\$0
TOTAL	\$5,806,202	43%	\$2,468,012	2%	\$40,000	2%	\$40,000
Number of Individual Beneficiaries					80		80
Cost per Individual					\$500.00		\$500.00

Attachments

☒ 1. Resolution authorizing application and designation of signatory, by the Board of Directors

[SSF_CDBG_resolution_.pdf](#)

☒ 5. Board roster, including:

[PVI_2021-22_Board_of_Directors_w_ysr_of_service.pdf](#)

- Name, Company, Years on Board
- Meeting dates for previous 12 months
- Number of years allowed for each board term

☒ 6. Organizational chart for entire organization

[PVI_Organizational_Chart_080620_v18.pdf](#)

☒ 7. Certified financial audit no more that 1 fiscal year old, prepared by a CPA, and:

[PVI_FY0620_audit_report_and_FS_signed.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 or Chief Financial Officer certifying that agency does not receive more than \$750,000 in federal funds and is not subject to the Single Audit.

[PVI_Organization_Budget_FY_22.pdf](#)

☒ 8. The following are required:

- Current (FY21-22) **Agency** Operating Budget
- Proposed (FY22-23) **Agency** Operating Budget

[PVI_Organizational_Budget_2022-23.xlsx -
Read-Only - Repaired.pdf](#)

☒ 9. Mission Statement

[PVI_Mission_and_Vision_1-7-22.docx](#)

☒ 10. Non-discrimination policy for Staff and Clients

[Non-discrimination_Accomadation_policy.pdf](#)

☒ 11. Reasonable Accommodations Policy for Staff and Clients

[Non-discrimination_Accomadation_policy.pdf](#)

☒ 12. Conflict of Interest Policy. (If not available, please indicate when you will submit)

[PVI_conflict_statement.pdf](#)

☐ 13. Other -

If you would like all the attachments downloaded into your Dropbox folder, please contact CDS

Program Manager Signature [Johannes Bols](#)

Date Signed [02/10/2022](#)

Initially submitted: Jan 13, 2022 - 15:11:14

Returned to Draft 02-04-2022 by South San Francisco
Reason: Please attach the Conflict of Interest Policy.

Consolidated Community Funding Application
Redwood City, San Mateo County, and S. San Francisco
Application for New Funding for FY 2022-23

GENERAL INFORMATION

1. **Organization Name:** Project Sentinel, Inc.
 2. **Project Title:** Fair Housing

We are applying for funding from:

☒ Redwood City ☒ City of San Mateo ☒ South San Francisco ☒ County of San Mateo

Budget/Client Summary (Auto-populated from Budget, below)

Jurisdictions receiving this application	Amount Requested	% of Program Budget	Proposed # of Served	% of Served	Total \$ Per
Redwood City	\$15,000	8%	14	18%	\$1,071.43
City of San Mateo	\$25,000	14%	24	31%	\$1,041.67
County of San Mateo	\$35,000	19%	26	33%	\$1,346.15
South San Francisco	\$14,396	8%	14	18%	\$1,028.29
Total	\$89,396	49%	78	100%	\$1,146.10

Grant Funded Programs:

We are applying for a Fair Housing Program

CDBG National Objective Eligibility - How are you serving low income populations?

Service to low income clients verified through income documentation.

Income Verification: Describe how you obtain, verify, and maintain proof of income and presumed benefit status. Third party documentation or client signatures on the certification forms must be available on file for review at all times.

Documentation of residency, income level, and ethnicity is by self-certification upon complaint in-take. Project Sentinel staff explain to callers that services are provided regardless of income level or race and that the effectiveness of our services is dependent on accuracy of data provided by the client. Clients are asked to provide copies of income verification such as tax returns, pay stubs, social security correspondence, EDD reports. All client files are stored in an Access database, which enables the agency to track and compile data quickly and accurately. Project Sentinel staff use an Income Calculation and Verification Form which collects the following data: relationship to each other, ages, income level, and form of income verification. This form is used for determining client income status.

3. **Project Address:** 1615 Hudson St., Ste A City: Redwood City Zip: 94061-2907

4. Provide a one sentence project summary:

Throughout San Mateo County Project Sentinel provides comprehensive fair housing services of proactive community outreach and education to home seekers, in place residents and housing providers as well as reactive complaint investigations seeking remedies for victims of housing discrimination.

Organization Address: 1490 El Camino Real City: Santa Clara Zip: 95050-4609

Organization Phone: 650-321-6291 Website: www.housing.org

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

5. Contact Person / Project Administrator:

Name: Molly Current Title: Fair Housing Director Telephone: 408-907-4662
 Contact Email: mcurrent@housing.org Fax:

6. Name of Agency Director: Ann Marquart

7. Fiscal Officer: Name: Deanne Caraballo Email: Deannec@healthtrust.org Telephone: 408-513-8763
 Fiscal Officer Address: 1631 Willow Street, Ste. 200 City: San Jose Zip: 95125-2108

8. Authorized Signatory:

Name: [Ann Marquart](#)
 Authorized Signatory Address: [1490 El Camino Real](#)

Email:

amarquart@housing.org

Telephone: [408-470-3739](tel:408-470-3739)

City: [Santa Clara](#)

Zip: [95050-4609](#)

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

[Monday through Friday from 9 AM to 5:00 PM, with telephone intake from 9 AM to 4:00 PM. 'After-hours' work is scheduled as needed and by appointment.](#)

10. DUNS Number: [781326608](#)

Federal EIN/TIN Number: [77-0266612](#)

11. HUD Activity: Choose the HUD activity that most closely matches your service:

[05J - Fair Housing Activities-Subj.to Pub.Serv.Cap](#)

12. Project Specific Narrative: Provide a narrative description of the specific activities to be carried out with the requested funds. This should also include program objectives and key priorities for each specific jurisdiction.

To combat illegal housing discrimination and ensure civil rights protection, Project Sentinel provides comprehensive fair housing services of complaint investigation, consultation, information and referral, and community outreach and education. Fair housing investigations that reveal evidence of illegal discrimination are addressed through education, conciliation, HUD or DFEH filings, and private litigation. Information and referral services link callers with the most appropriate resources. Education and outreach activities increase the general population and target groups' awareness of the existence and benefits of fair housing. Housing providers (landlords, property managers) are provided with literature and educational workshops on fair housing compliance. These services help create and maintain healthy communities and assist San Mateo County, San Mateo City, Redwood City and South San Francisco to comply with HUD's directive to affirmatively further fair housing. Proposed services will be delivered from Project Sentinel's Redwood City office, Monday through Friday from 9 AM to 5:00 PM, with telephone intake from 9 AM to 4 PM. 'After-hours' work is scheduled as needed and by appointments. There is no difference in the fair housing services provided to each jurisdiction except for quantity and that is set by funding level. Regardless of funding level no one is denied service. Complaints are investigated by testing, interviews, surveys, and document review.

13A. Assessment of Need - Redwood City: Briefly describe how you determined the need for your program for each specific jurisdiction that you are applying for funds. Identify target population(s) and area(s) served.

Please state the source(s) and date(s) of information. Identify any similar programs in the community.

Fair and equal access to housing is a primary civil right of all people and is a requirement of HUD for the receipt of federal funding. Fair housing services will benefit those of protected status as well as the community as a whole producing integrated, healthy communities. Victims of housing discrimination are often among the poorest and most underserved residents of our community. Redwood City's demographics show 31% of the population are Hispanics. The linguistic, cultural, mental, and physical barriers that contribute to discrimination often prevent victims from perceiving, understanding, and addressing discriminatory treatment. The Covid 19 pandemic has made it harder for low income tenants to address discriminatory treatment. Project Sentinel will combat barriers to fair housing by reaching out directly to target populations. Continued education must be available to housing providers, home seekers, and the community at large on the rights and responsibilities of developing and maintaining a balanced and integrated community. Fair housing encompasses all forms of housing with the majority of complaints coming from renters. The harsh rental housing market (49% renters in Redwood City City) and new laws with protections for Section 8 and veterans require more fair housing involvement. Those with disabilities, families with children and foreign-born experience a higher incident rate of housing problems which fair housing needs to address.

13B. Assessment of Need - City of San Mateo: Briefly describe how you determined the need for your program for each specific jurisdiction that you are applying for funds. Identify target population(s) and area(s) served.

Please state the source(s) and date(s) of information. Identify any similar programs in the community.

Fair and equal access to housing is a primary civil right of all people and is a requirement of HUD for the receipt of federal funding. Fair housing services will benefit those of protected status, producing integrated, healthy communities for all residents in the City of San Mateo. Victims of housing discrimination are often among the poorest and most underserved residents of our community. The linguistic, cultural, mental, and physical barriers that contribute to discrimination often prevent victims from perceiving, understanding, and addressing discriminatory treatment. The Covid 19 pandemic has made it harder for low income tenants to address discriminatory treatment. Project Sentinel will combat barriers to fair housing by reaching out directly to target populations. Continued education must be available to housing providers, home seekers, and the community at large on the rights and responsibilities of developing and maintaining a balanced and integrated community. Fair housing encompasses all forms of housing with the majority of complaints coming from renters. The harsh rental housing market (47.8% renters in San Mateo City) and new laws with protections for Section 8 and veterans require more fair housing involvement. Those with disabilities, families with children and foreign-born experience a higher incident rate of housing problems which fair housing needs to address.

13C. Assessment of Need - County of San Mateo: Briefly describe how you determined the need for your program for each specific jurisdiction that you are applying for funds. Identify target population(s) and area(s) served.

Please state the source(s) and date(s) of information. Identify any similar programs in the community.

Fair and equal access to housing is a primary civil right of all people and is a requirement of HUD for the receipt of federal funding. Fair housing services will serve those of protected status, producing integrated, healthy communities for the benefit of all in San Mateo County. Victims of housing

discrimination are often among the poorest and most underserved residents of our community. The linguistic, cultural, mental, and physical barriers that contribute to discrimination often prevent victims from perceiving, understanding, and addressing discriminatory treatment. The Covid 19 pandemic has made it harder for low income tenants to address discriminatory treatment. Project Sentinel will combat barriers to fair housing by reaching out directly to target populations. Continued education must be available to housing providers, home seekers, and the community at large on the rights and responsibilities of developing and maintaining a balanced and integrated community. Fair housing encompasses all forms of housing with the majority of complaints coming from renters. The harsh rental housing market (40% renters in San Mateo County) and new laws with protections for Section 8 and veterans require more fair housing involvement. Those with disabilities, families with children and foreign-born experience a higher incident rate of housing problems which fair housing needs to address.

13D. Assessment of Need - South San Francisco: Briefly describe how you determined the need for your program for each specific jurisdiction that you are applying for funds. Identify target population(s) and area(s) served. Please state the source(s) and date(s) of information. Identify any similar programs in the community.

Fair and equal access to housing is a primary civil right of all people and is a requirement of HUD for the receipt of federal funding. Fair housing services will benefit those of protected status, producing integrated, healthy communities. Victims of housing discrimination are often among the poorest and most underserved residents of our community. South San Francisco's demographics show 34% of the population are Hispanics, 36% Asian, 43% foreign-born and 60% speak a language other than English at home. The linguistic, cultural, mental, and physical barriers that contribute to discrimination often prevent victims from perceiving, understanding, and addressing discriminatory treatment. The Covid 19 pandemic has made it harder for low income tenants to address discriminatory treatment. Project Sentinel will combat barriers to fair housing by reaching out directly to target populations. Continued education must be available to housing providers and home seekers on their respective rights and responsibilities. Fair housing encompasses all forms of housing with the majority of complaints coming from renters. The harsh rental housing market (39% renters in South San Francisco) and new laws with protections for Section 8 and veterans require more fair housing involvement. Those with disabilities, families with children and foreign-born experience a higher incident rate of housing problems which fair housing needs to address.

14. Timeline: Provide a brief timetable for project implementation and achievement of projected goals and how you plan to expend your funds in a timely manner by the end of the fiscal year.

All program services of I&R, consultations, complaint counseling and investigation, community outreach and education are on-going. Reimbursement requests are based on direct service hours recorded on daily timesheets. Staff time spent on any one jurisdiction will vary based on caseload demands but can be controlled by increasing or decreasing outreach to comply with budget requirements and timely draws. All Project Sentinel staff are acutely aware of time management and the need to plan and track time expenditures and to achieve reasonable contract goals. There are time periods we charge staff time to the federal contracts for work performed in the jurisdictions. This will result in fewer charges to the jurisdictions for those time periods.

15. Evaluation: Briefly describe how you will determine and measure the success of your program and whether or not program goals were met? If your program is currently receiving grant funds please describe accomplishments of goals to date.

Staff members are assigned specific numerical contract goals to achieve such as incoming calls, case processing and outreach events. Each staff member consults with the director of fair housing regarding progress in meeting these numerical goals. Project Sentinel's fair housing director reviews work performance to ensure satisfactory quality and quantity. Project Sentinel has been providing comprehensive fair housing services for many years and has successfully complied with all contract terms over the years.

Quantitative: Case files will confirm fair housing investigation assistance as well as tangible outcomes. We follow complaints beyond the investigation stage to final resolution. Phone logs will record information and referral services as well as how callers learned of the service to help shape future outreach efforts. Participant sign-in sheets will confirm attendance at outreach presentations.

Qualitative: Process surveys solicit feed back on educational presentations and pre/post tests demonstrate the effectiveness of trainings and presentations by measuring whether the participants' knowledge was increased. Information on enforcement activity as well as outreach and education work efforts are submitted to the jurisdiction in quarterly reports

16. Collaboration: Describe partnerships with other organizations/agencies, the nature of the partnership, and how it relates to the proposed project.

Project Sentinel collaborates with a wide range of groups and grassroots community organizations to promote fair housing and to reach protected households and individuals. We believe it is important to educate 'front line' providers on what fair housing is, how to recognize a complaint, and how to make an effective enforcement referral. The more the staff at other social service agencies understand what fair housing is, the better they can serve their clientele with a referral to Project Sentinel. Collaborations for enhanced staff training for effective referrals include: Shelter Network (education, referrals), Caminar (referrals), Center for Independence of the Disabled (education, referrals), Legal Aid of San Mateo (referrals), AARP (education, referrals), StarVista (education, referrals), Sunset Project (education, referrals) and Swords to Plowshares (education referrals). Project Sentinel is an active member of the San Mateo Housing Advocates Quarterly Meeting (SMHAQM). This collaborative includes the Legal Aid Society of San Mateo County, the Stanford Law Clinic, and Community Legal

Services in East Palo Alto. We are working to coordinate our organizations' services, as well as strategize about housing equality as it relates to community planning.

17. Impact: : Discuss any general trends and conditions that have affected or impacted your service levels or service populations. For New Applicants – describe what these funds would allow your agency to do that you may not be able to do now. For Continuing Applicants – describe how your program would be impacted without these funds.

Project Sentinel provides fair housing services throughout San Mateo County based on financial support from each entitlement as well as HUD. Without entitlement money, our services would be severely restricted and likely unable to meet all needs.

Trends: The pandemic has caused an increase in calls regarding certain protected categories: sex, domestic violence and housing providers not understanding that victims have fair housing rights and familial status where children have been at home for school and housing providers are not used to the full time presence of children and their normal behavior. We also have the added protected categories of Section 8 protection and criminal history. HUD has recently authorized the use of federal funds to combat source of income discrimination. Small Mom and Pop housing providers need education about these new laws so they can avoid costly mistakes.

The projected beneficiary numbers provided in 18. below reflect only investigated enforcement cases. Counseling, consultation and community outreach beneficiary numbers are not included.

18. 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. Refer to the San Mateo County Income Limits.

a. Indicate the total number of **low-income** beneficiaries you expect to serve with this program for each jurisdiction application for funding. *Low-income is 80% of Area Median Income or below. [See AMI table](#)

b. Indicate the **total** number of beneficiaries you expect to serve with this program in each jurisdiction - regardless of income.

Jurisdiction	a. Number of low-income beneficiaries to be served per grant jurisdiction application. **Low-income** is 80% of Area Median Income or below.		b. All beneficiaries to be served per grant jurisdiction application regardless of income	
	Persons	Households	Persons	Households
Daly City	13	5	14	6
Redwood City	13	5	14	6
City of San Mateo	23	9	24	10
County of San Mateo	25	12	26	13
South San Francisco	13	5	14	6
Totals	87	36	92	41

19. Populations Served: Check the boxes below if they describe a significant population served by your program. These categories are not considered "presumed benefit" by HUD, and require income verification.

- ☐ Persons exiting incarceration
☐ Low-income youth
☒ Other [Disability](#)

20. Affirmative Outreach:

a. Use the demographics from your previous program year to provide an analysis of the population you serve relative to the demographics in the table. *NOTE: If you are a new applicant please provide your best estimation.*

Race & Ethnicity	Redwood City Population	Redwood City % by Ethnicity	Low Income by Ethnicity served by your Program	Your Program % by Ethnicity
Total	74,402	100%	13	100%
White and not Hispanic	40,656	54.64%	9	69.23%
White and Hispanic	23,557	31.66%	4	30.77%
Asian	6,715	9.03%		0.00%
African American	1,916	2.58%		0.00%
Pacific Islander	663	0.89%		0.00%
Native American	384	0.52%		0.00%
Other	1,511	2.03%		0.00%

Race & Ethnicity	City of San Mateo Population	City of San Mateo % by Ethnicity	Low Income by Ethnicity served by your Program	Your Program % by Ethnicity
Total	97,207	100%	23	100%
White and not Hispanic	45,240	46.54%	10	43.48%

White and Hispanic	25,815	26.56%	5	21.74%
Asian	18,153	18.67%	5	21.74%
African American	2,099	2.16%		0.00%
Pacific Islander	1,937	1.99%		0.00%
Native American	140	0.14%	3	13.04%
Other	3,823	3.93%		0.00%

Race & Ethnicity	South San Francisco Population	South San Francisco % by Ethnicity	Low Income by Ethnicity served by your Program	Your Program % by Ethnicity
Total	63,632	100%	25	100%
White and not Hispanic	23,760	37.34%	16	64.00%
White and Hispanic	21,645	34.02%	7	28.00%
Asian	23,293	36.61%	2	8.00%
African American	1,625	2.55%		0.00%
Pacific Islander	1,111	1.75%		0.00%
Native American	395	0.62%		0.00%
Other	9,598	15.08%		0.00%

b. Based on the percentages that you indicate your organization served describe your efforts to improve affirmative outreach to groups that may be underserved by your program and the result of your efforts:

Project Sentinel makes presentations to the staff and/or clientele of other social service agencies to explain what fair housing is and how to make an effective referral. In fiscal year 2022-2023 we plan to expand the number of agencies we reach out to. These presentations target agencies that serve low income tenants with assistance that is different from what Project Sentinel provides. We consult with many of these agencies for ideas on how to effectively reach the target population and how to present educational information. We will continue to use various forms of social media. Educational material has been translated into Spanish, Chinese, Vietnamese, Tagalog, and Korean.

21. Leveraging: Describe your fundraising efforts and additional sources of revenue for this project and your organization. Please state whether any of these fund sources are already committed and in what amount.

Project Sentinel has historically been able to augment local CDBG funding for fair housing with separate federal grants contributing approximately 30-35% of the agency's annual fair housing budget. We were awarded a three (3) year HUD enforcement grant this past September, thus this leverage is secure for the next three years. San Mateo County can expect a contribution of \$15,500; San Mateo City \$10,273; South San Francisco \$5,900; Redwood City \$6,500 and Daly City \$6,500. We provide fee generating fair housing training to housing providers. Project Sentinel is able to secure in-kind contributions from attorneys for case consultation and for legal representation.

Staff List

List below key staff members who work on **this program**

Position Title	Name of Staff Person	Job Responsibilities	Qualifications
Executive Director	Carole Conn	Management of the agency	30 years of non profit administration
Fair Housing Director	Molly Current	Management of fair housing services	Attorney, 10 years in fair housing service delivery
Fair Housing Coordinator	Ana Andrade	Investigates complaints and provides outreach. Will provide legal advice and representation	3 years fair housing experience, Spanish speaking
Senior Fair Housing Coordinator	Elizabeth Sanchez	Investigates complaints and provides outreach. Will provide legal advice and representation	3 years fair housing experience, Spanish speaking
Enforcement and Litigation Director	Lark Ritson	Assists with the review of cases for enforcement and represents complainants and the agency in litigation	Law degree, member of the California Bar
Fair Housing Outreach Coordinator	Ayah Refai Ahmed	Provides support and conducts community outreach	1 and a half years fair housing experience, Dean's List, Magna Cum Laude San Jose State University
Senior Fair Housing Intake Counselor	Mirna Arriaga	Screens incoming calls for complaint intake	3 years fair housing experience, Spanish speaking
Fair Housing Staff Attorney	Daniel Williams	Investigates complaints and provides outreach. Will provide legal advice and representation	Law degree, member of the California Bar, 2 years with Project Sentinel

Senior Civil Rights Investigations Coordinator	Mia Hernandez	Investigates complaints and provides outreach	3 years fair housing experience, Spanish speaking
Fair Housing Intake Counselor	Jaslynn Wygal	Screens incoming calls for complaint intake	4 months fair housing experience, BA in Liberal Studies from San Jose State University
Senior Staff Attorney	Devin Fathi	Investigates complaints and provides outreach. Will provide legal advice and representation	Law degree, member of the Cal, new to Project Sentinelifornia Bar

PROPOSED PROGRAM BUDGET FOR FY 2022-23

				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													
Executive Director	\$160,000	17%	\$27,000	2%	\$505	3%	\$800	2%	\$500	1%	\$300	8%	\$2,105
Fair Housing Director	\$85,000	7%	\$5,800	12%	\$700	17%	\$1,000	45%	\$2,600	26%	\$1,500	100%	\$5,800
Fair Housing Staff	\$592,272	9%	\$52,300	17%	\$9,100	29%	\$15,000	37%	\$19,600	16%	\$8,600	100%	\$52,300
Indirect Cost Rate (20.8%)	\$549,277	2%	\$12,522	17%	\$2,143	28%	\$3,495	38%	\$4,721	17%	\$2,163	100%	\$12,522
Taxes/Benefits	\$398,797	3%	\$10,235	17%	\$1,752	28%	\$2,856	38%	\$3,859	17%	\$1,768	100%	\$10,235
Supplies													
Office Supplies	\$17,100	36%	\$6,121	0%		0%		3%	\$200	0%		3%	\$200
Operations/Maintenance													
Occupancy	\$61,483	33%	\$20,148	4%	\$800	5%	\$1,011	7%	\$1,500	0%		16%	\$3,311
Communications	\$70,600	32%	\$22,853	0%		1%	\$320	4%	\$840	0%		5%	\$1,160
Travel	\$4,150	35%	\$1,472	0%		7%	\$100	5%	\$80	0%		12%	\$180
Testers	\$3,000	100%	\$3,000	0%		4%	\$126	3%	\$100	2%	\$65	10%	\$291
Printing & Postage	\$30,518	38%	\$11,449	0%		0%		3%	\$400	0%		3%	\$400
Equipment Maintenance	\$28,629	31%	\$8,836	0%		3%	\$292	7%	\$600	0%		10%	\$892
Administration												0%	\$0
TOTAL	\$2,000,826	9%	\$181,736	8%	\$15,000	14%	\$25,000	19%	\$35,000	8%	\$14,396	49%	\$89,396
Number of Individual Beneficiaries					14		24		26		14		78
Cost per Individual					\$1,071.43		\$1,041.67		\$1,346.15		\$1,028.29		\$1,146.10

For the City of Redwood City ONLY, answer the following:

1. Funding Criteria:

3. Human Services: Basic Human Needs are activities that are vital for survival and not just an improvement to the quality of life, regardless of income. For example, emergency food programs are essential to survival. Coordination of a volunteer program is an improvement to the quality of life.

2. Marketing/Advertising

a. Check all of the following methods your agency utilizes to promote and advertise your programs and services:

- ☒ Flyers/brochures
- ☒ Website
- ☒ CIP (Handbook/Database)
- ☒ Outreach presentations to service providers
- ☒ Outreach presentations to public
- ☒ PSA's
- ☒ Social Media - Please list:

b. Which of the above marketing/advertising materials are available in multi-lingual form and which languages are they available in?

Languages for most fair housing educational and outreach documents: Spanish, Mandarin, Vietnamese, Tagalog, and several other Asian languages. The educational documents include tri fold brochures that have been developed for each of the state and federal protected categories. We have also published a fair housing manual for housing providers that is available in English and Chinese. We have a bilingual staff member who gives

outreach presentations in Spanish to both service providers and to the public.

c. How and where are the materials distributed?

Educational material is distributed at outreach events, to various sites for public display (municipal offices), businesses such as laundromats and grocery stores bulletin boards. Other social service agencies will help distribute the literature. We have also used direct mail. The educational material is available on the agency website. Prior to the pandemic we would staff a display table at community fairs and events. We will return to in person outreach when the public health directives allow such activities.

3. Program Outcomes: a. Please describe the accomplishments of program goals for FY/21.

During fiscal year 2020-2021 Project Sentinel conducted 6 investigations for 18 people, provided information, referral and consultations to 41 persons and hosted 15 outreach events reaching 80 people for a total of 139 people. Three of the Zoom workshops were part of a Fair Housing Symposium which brought together civil rights advocates and fair housing experts to dissect and discuss a wide range of fair housing topics: 1. Public Policy, Gender & Sex Discrimination; 2. Fair Housing Protections for Families; 3. Know Your Fair Housing Rights (basic introduction).

Some of the consultations this year dealt with the fairly new expansion of California law where the protected category of Source of Income now includes "voucher holders." It should be noted that HUD has authorized the use of federal funds to investigate source of income discrimination.

b. In what ways has your program made a difference in the lives of the people you serve? Please provide at least one concrete example from the people served in FY/21:

1. Project Sentinel helped a 91 year-old at a senior retirement home who needed to break her lease early to go into assisted living due to her disabilities. Her landlord required her to submit a 60 day notice to break her tenancy and to pay penalties, but she needed extensive care much sooner than that. We helped her with a reasonable accommodation request to waive the 60 day period and avoid penalties. This allowed her to access needed medical care without the stress of waiting out her lease.

2. A long term tenant with 8 years tenure was threatened with losing their housing due to complaints from a new neighbor regarding their 5 year old son causing noise while playing outside. The landlord suggested that the 5 year old not play outside. Project Sentinel conciliated the dispute by educating both the resident and housing provider about fair housing/familial status protections.

3. An individual with disabilities applied to rent an affordable housing unit and was told that she was required to sign an addendum stating that she did not need the handicap accessible features of the unit. Project Sentinel conciliated the dispute by educating the property management on disability discrimination. The individual was then allowed to submit her application and secure the unit without signing the addendum.

Attachments

- ☒ 1. Resolution authorizing application and designation of signatory, by the Board of Directors [Board_Resolution_Authorizing_AM_1.19.21-signed.pdf](#)
- ☒ 2. Proof of 501(c)3 / tax-exempt status [CA_Tax_Exempt_Letter_1.20.17.pdf](#)
- ☒ 3. By-laws [Exhibit E - By-Laws.pdf](#)
- ☒ 4. Articles of Incorporation [Exhibit D - Articles of Incorporation.pdf](#)
- ☒ 5. Board roster, including: [Board_Roster_21-22_rev_9-14-21.docx](#)
[Board_Meeting_Dates_for_previous_12_Months.docx](#)
 - Name, Company, Years on Board
 - Meeting dates for previous 12 months
 - Number of years allowed for each board term
- ☒ 6. Organizational chart for entire organization [2021_PS_Organization_Chart_rev11.01.2021.pdf](#)
- ☒ 7. Certified financial audit no more than 1 fiscal year old, prepared by a CPA, and: [2._Project_Sentinel_Inc._-Audited_Financial_Statements_063020.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 or Chief Financial Officer 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: [PS_Budget_FY_21-22_MASTER_v.5.pdf](#)
[PS_Budget_FY_21-22_MASTER_draft_v.5_RWC.pdf](#)
[PS_Proposed_Budget_FY_22-23.pdf](#)
 - Current (FY21-22) **Agency** Operating Budget
 - Proposed (FY22-23) **Agency** Operating Budget
- ☒ 9. Mission Statement [MISSION_STATEMENT.doc](#)

- ☒ 10. Non-discrimination policy for Staff and Clients
- ☒ 11. Reasonable Accommodations Policy for Staff and Clients

[Statement of Policy_Non-Discrimination.doc](#)
[reasonable_accommodation_statement.doc](#)

- ☒ 12. Conflict of Interest Policy. (If not available, please indicate when you will submit)

[Conflict of Interest Policy.doc](#)

- ☐ 13. Other -

If you would like all the attachments downloaded into your Dropbox folder, please contact CDS

Program Manager Signature [Sara Cottrell](#)

Date Signed [01/14/2022](#)

Initially submitted: Jan 13, 2022 - 13:20:18

Returned to Draft 01-13-2022 by Redwood City

Reason: Can you please attach the proposed FY22-23 budget and the conflict of interest policy?

Consolidated Community Funding Application
Redwood City, San Mateo County, and S. San Francisco
Application for New Funding for FY 2022-23

GENERAL INFORMATION

1. Organization Name: Rape Trauma Services: A Center for Healing and Violence Prevention
 2. Project Title: Sexual Abuse Services for Children and Youth

We are applying for funding from:

☒ Redwood City ☒ City of San Mateo ☒ South San Francisco ☐ County of San Mateo

Budget/Client Summary (Auto-populated from Budget, below)

Jurisdictions receiving this application	Amount Requested	% of Program Budget	Proposed # of Served	% of Served	Total \$ Per
Redwood City	\$15,000	2%	80	33%	\$187.50
City of San Mateo	\$15,000	2%	80	33%	\$187.50
South San Francisco	\$15,000	2%	80	33%	\$187.50
Total	\$45,000	7%	240	100%	\$187.50

Grant Funded Programs:

We are applying for a [Public Services Program](#)

CDBG National Objective Eligibility - How are you serving low income populations?

[Service to "presumed benefit" groups listed below \(income verification not required, but verification of presumed benefit status is required\):](#)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Abused children | <input type="checkbox"/> Homeless persons |
| <input type="checkbox"/> Victims of domestic violence | <input type="checkbox"/> Illiterate adults |
| <input type="checkbox"/> Elderly persons/seniors (age 62+) | <input type="checkbox"/> Persons living with AIDS |
| <input type="checkbox"/> Severely disabled <u>adults</u> | <input type="checkbox"/> <u>Migrant</u> farm workers |

Income Verification: Describe how you obtain, verify, and maintain proof of income and presumed benefit status. Third party documentation or client signatures on the certification forms must be available on file for review at all times.

The Sexual Abuse Services Program for Children and Youth provides direct services to child abuse survivors from infancy through 17 years of age. As abused children is a 'presumed benefit' group income verification is not required. RTS verifies the presumed benefit status by completing a Client Contact Data Form for each child served. The form is used to collect detailed information about the types of trauma/abuse suffered, the services requested and provided, follow-up services provided and the age, gender, and ethnicity of each survivor. Client Contact Data forms are kept in a locked cabinet. RTS has kept all data forms from the beginning of the agency (27 years).

RTS reports by 'individuals' rather than 'households' as to comply with our legal responsibilities to confidentiality. Due to legal restrictions, RTS is unable to actively seek and record information regarding personal affiliations between clients; we are therefore unable to report victims who share living spaces as 'households' as to preserve the confidentiality of all clients.

3. Project Address: 1860 El Camino Real, Suite 406 City: Burlingame Zip: 94010-3117

4. 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.

Organization Address: 1860 El Camino Real, Suite 406 City: Burlingame Zip: 94010-3117
 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
 Authorized Signatory Address: 1860 El Camino Real, Suite 406 City: Burlingame Zip: 94010

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

RTS' crisis intervention services (crisis counseling, advocacy, accompaniment, information and referrals) are available 24-hours a day. Counseling is scheduled to meet the needs of clients and families. In addition to Monday - Friday 8:30 am - 5:30 pm hours, sessions are available in the early mornings, evenings and on weekends.

10. DUNS Number: 876425245 Federal EIN/TIN Number: 94-3215045

11. HUD Activity: Choose the HUD activity that most closely matches your service:
 05N - Abused and Neglected Children

12. Project Specific Narrative: Provide a narrative description of the specific activities to be carried out with the requested funds. This should also include program objectives and key priorities for each specific jurisdiction.

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 2021, RTS provided 394 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 zoom or in-person violence prevention workshops to "At-Risk" youth at schools in RWC, SSF & SM

13A. Assessment of Need - Redwood City: Briefly describe how you determined the need for your program for each specific jurisdiction that you are applying for funds. Identify target population(s) and area(s) served.

Please state the source(s) and date(s) of information. Identify any similar programs in the community.

The National Crime survey reports 1-in-3 girls and 1-in-6 boys will be sexually abused by the time they are 18. The San Mateo County Grand Jury discovered "everyday a child in SM County is sexually abused." The housing crisis in our County has created a dire situation for low- and moderate-income families. Needing more people to fill rooms and multiple jobs for rent, while often living with strangers or acquaintances (who are sometimes responsible for

childcare), has impacted the number of child sex abuse reports (HUD, 2015). Last year, RTS provided crisis intervention to 394 victims of child sexual abuse. COVID decreased the number of cases but raised the needs of the families we serve. 82 of these children live in Redwood City, range in age from infancy to 17, and are low-income. Children who are sexually abused often exhibit emotional, cognitive, and behavioral problems, such as depression, suicidal behavior, difficulty in school, use of alcohol & drugs, & early sexual activity. RTS is a place where survivors find support. The ability to heal from past trauma is fundamental to a child's safety and well-being; for 27 years RTS has provided services to the target group - child victims of sexual abuse.

RTS is the only agency in San Mateo County that responds 24-hours a day to law enforcement, the Keller Center and the Child Advocacy Center when a child has been identified as a victim of sexual violence.

13B. Assessment of Need - City of San Mateo: Briefly describe how you determined the need for your program for each specific jurisdiction that you are applying for funds. Identify target population(s) and area(s) served. Please state the source(s) and date(s) of information. Identify any similar programs in the community.

The National Crime survey reports 1-in-3 girls and 1-in-6 boys will be sexually abused by the time they are 18. The San Mateo County Grand Jury discovered "everyday a child in SM County is sexually abused." The housing crisis in our County has created a dire situation for low- and moderate-income families. Needing more people to fill rooms and multiple jobs for rent, while often living with strangers or acquaintances (who are sometimes responsible for childcare), has impacted the number of child sex abuse reports (HUD, 2015). Last year, RTS provided crisis intervention to 394 victims of child sexual abuse. COVID decreased the number of cases but raised the needs of the families we serve. 82 of these children live in San Mateo, range in age from infancy to 17 and are low-income. Children who are sexually abused often exhibit emotional, cognitive, and behavioral problems, such as depression, suicidal behavior, difficulty in school, use of alcohol & drugs, & early sexual activity. RTS is a place where survivors find support. The ability to heal from past trauma is fundamental to a child's safety and well-being; for 27 years RTS has provided services to the target group - child victims of sexual abuse.

RTS is the only agency in San Mateo County that responds 24-hours a day to law enforcement, the Keller Center and the Child Advocacy Center when a child has been identified as a victim of sexual violence.

13C. Assessment of Need - South San Francisco: Briefly describe how you determined the need for your program for each specific jurisdiction that you are applying for funds. Identify target population(s) and area(s) served. Please state the source(s) and date(s) of information. Identify any similar programs in the community.

The National Crime survey reports 1-in-3 girls and 1-in-6 boys will be sexually abused by the time they are 18. The San Mateo County Grand Jury discovered "everyday a child in SM County is sexually abused." The housing crisis in our County has created a dire situation for low- and moderate-income families. Needing more people to fill rooms and multiple jobs for rent, while often living with strangers or acquaintances (who are sometimes responsible for childcare), has impacted the number of child sex abuse reports (HUD, 2015). Last year, RTS provided crisis intervention to 394 victims of child sexual abuse. COVID decreased the number of cases but raised the needs of the families we serve. 80 of these children live in South San Francisco, range in age from infancy to 17, and are low-income. Children who are sexually abused often exhibit emotional, cognitive, and behavioral problems, such as depression, suicidal behavior, difficulty in school, use of alcohol & drugs, & early sexual activity. RTS is a place where survivors find support. The ability to heal from past trauma is fundamental to a child's safety and well-being; for 27 years RTS has provided services to the target group - child victims of sexual abuse.

RTS is the only agency in San Mateo County that responds 24-hours a day to law enforcement, the Keller Center and the Child Advocacy Center when a child has been identified as a victim of sexual violence.

14. Timeline: Provide a brief timetable for project implementation and achievement of projected goals and how you plan to expend your funds in a timely manner by the end of the fiscal year.

The Sexual Abuse Services Program for Children and Youth is an ongoing program in which individuals seek needed services at any time throughout the year. Activities and staff are in place to implement all aspects of the program.

By the end of the Fiscal Year, RTS will provide:

80 Child Abuse survivors in Redwood City with
 -Crisis Intervention
 - Advocacy and Accompaniment services
 - In person or virtual counseling (individual or group)

80 Child Abuse survivors in the City of San Mateo with
 -Crisis Intervention
 - Advocacy and Accompaniment services
 - In person or virtual counseling (individual or group)

80 Child Abuse survivors in the City of South San Francisco with

- Crisis Intervention
- Advocacy and Accompaniment services
- In person or virtual counseling (individual or group)

15. Evaluation: Briefly describe how you will determine and measure the success of your program and whether or not program goals were met? If your program is currently receiving grant funds please describe accomplishments of goals to date.

A variety of measures are used to evaluate services. The Client Contact Data Form is completed for all clients. It collects detailed information about the services requested and provided, types of trauma/abuse suffered, demographics, and follow-up services provided.

RTS holds weekly meetings to review individual cases, provide assessment, and assign cases. This process allows program staff to track the number of services provided to city residents and evaluate a client's ability to identify and address immediate and long-term trauma needs as well as gauge if a client has gained skills needed for healing, an understanding of services, and/or received appropriate referral information.

Accomplishments to date (From July 1, 2021 - December 31, 2021):

RTS has provided crisis intervention services to 46 child abuse victims living in Redwood City - 56.75% of the yearly goal.

RTS has provided crisis intervention services to 49 child abuse victims living in San Mateo - 61.25% of the yearly goal.

RTS has provided crisis intervention services to 46 child abuse victims living in South San Francisco - 58.22% of the yearly goal.

16. Collaboration: Describe partnerships with other organizations/agencies, the nature of the partnership, and how it relates to the proposed project.

Children and teens who have suffered sexual trauma have a high likelihood of needing other services. RTS works with organizations throughout the County to assure survivors receive all necessary services (housing and basic needs, teen pregnancy prevention, substance abuse, mental health, Child Protective Services). RTS is a member of the County Sexual Assault Task Force & Multidisciplinary Interview Team to create better understanding regarding child victim issues, provide training, and enhance the coordination and cooperation of all parties involved (law enforcement, medical personnel, DA, and Victim Services). RTS works with City and County Police Departments. We are called in during an investigation to facilitate useful communication, supporting the creation of an environment that minimizes re-traumatization. RTS' role is to support the child victim, provide basic legal-medical information, and answer questions.

RTS addresses prevention by providing education programs in high schools. 40% of students reach out for further information, advocacy, and/or counseling.

RTS is an active member of San Mateo County's Child Abuse Prevention Council, Multi-Disciplinary Interview Committee, Commercial Sexual Exploitation of Children Steering Committee and Prison Rape Elimination Act weekly team meetings.

17. Impact: : Discuss any general trends and conditions that have affected or impacted your service levels or service populations. For New Applicants – describe what these funds would allow your agency to do that you may not be able to do now. For Continuing Applicants – describe how your program would be impacted without these funds.

Each year, new children reach out in need of victim services. Funding allows us to meet this demand. RTS provides a large percentage of direct services to Latino/a children. We continue to implement expanded counseling & advocacy to children by providing additional counseling groups. Our numbers indicate a high percentage of low-income clients. Additionally, funding allows RTS to provide outreach campaigns to at-risk communities. Through our Bilingual Services, RTS focuses outreach to underserved populations actively targeting people that have limited resources to receive services elsewhere. An ongoing trend is the increasing number of children seeking services who are victims of CSEC (Commercial Sexual Exploitation of Children). CSEC includes the prostitution of children, child pornography, child sex tourism & other forms of transactional sex where a child engages in sexual activities to have key needs fulfilled, such as food, shelter or access to education. Providing services to these children is often difficult, it is very time consuming and often hard to coordinate due to the presence of the justice system.

Without funds, RTS would initiate a waiting list for counseling, fewer school communities would receive services, some child victims may not receive accompaniment support during forensic exams/interviews, & fewer residents would receive information needed to make important & informed decisions.

18. 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. Refer to the San Mateo County Income Limits.

a. Indicate the total number of **low-income** beneficiaries you expect to serve with this program for each jurisdiction application for funding. *Low-income is 80% of Area Median Income or below. [See AMI table](#)

b. Indicate the **total** number of beneficiaries you expect to serve with this program in each jurisdiction - regardless of income.

Jurisdiction	a. Number of low-income beneficiaries to be served per grant jurisdiction application. **Low-income** is 80% of Area Median Income or below.		b. All beneficiaries to be served per grant jurisdiction application regardless of income	
	Persons	Households	Persons	Households
Daly City	50	0	50	0
Redwood City	80	0	80	0
City of San Mateo	80	0	80	0
County of San Mateo	120	0	120	0
South San Francisco	80	0	80	0
Totals	410	0	410	0

19. Populations Served: Check the boxes below if they describe a significant population served by your program. These categories are not considered "presumed benefit" by HUD, and require income verification.

- ☐ Persons exiting incarceration
- ☐ Low-income youth
- ☐ Other

20. Affirmative Outreach:

a. Use the demographics from your previous program year to provide an analysis of the population you serve relative to the demographics in the table. *NOTE: If you are a new applicant please provide your best estimation.*

Race & Ethnicity	Redwood City Population	Redwood City % by Ethnicity	Low Income by Ethnicity served by your Program	Your Program % by Ethnicity
Total	74,402	100%	82	100%
White and not Hispanic	40,656	54.64%	14	17.07%
White and Hispanic	23,557	31.66%	26	31.71%
Asian	6,715	9.03%	9	10.98%
African American	1,916	2.58%	5	6.10%
Pacific Islander	663	0.89%	2	2.44%
Native American	384	0.52%	0	0.00%
Other	1,511	2.03%	26	31.71%

Race & Ethnicity	City of San Mateo Population	City of San Mateo % by Ethnicity	Low Income by Ethnicity served by your Program	Your Program % by Ethnicity
Total	97,207	100%	82	100%
White and not Hispanic	45,240	46.54%	12	14.63%
White and Hispanic	25,815	26.56%	30	36.59%
Asian	18,153	18.67%	17	20.73%
African American	2,099	2.16%	4	4.88%
Pacific Islander	1,937	1.99%	3	3.66%
Native American	140	0.14%	0	0.00%
Other	3,823	3.93%	16	19.51%

Race & Ethnicity	South San Francisco Population	South San Francisco % by Ethnicity	Low Income by Ethnicity served by your Program	Your Program % by Ethnicity
Total	63,632	100%	80	100%
White and not Hispanic	23,760	37.34%	12	15.00%
White and Hispanic	21,645	34.02%	26	32.50%
Asian	23,293	36.61%	23	28.75%

African American	1,625	2.55%	3	3.75%
Pacific Islander	1,111	1.75%	4	5.00%
Native American	395	0.62%	0	0.00%
Other	9,598	15.08%	12	15.00%

b. Based on the percentages that you indicate your organization served describe your efforts to improve affirmative outreach to groups that may be underserved by your program and the result of your efforts:

RTS is committed to making programs accessible by minimizing cultural, geographic, and economic barriers to participation. Staff is trained to be culturally sensitive to the needs of individuals and groups that have experienced oppression. Bilingual multicultural staff provide outreach to residents and specifically to the Latino immigrant community. Presentations are given where there is a high likelihood of contact with survivors or potential victims. In 2021, RTS created a 2+ minute video highlighting services provided through RTS' Sexual Abuse Program which is featured on our agency website home page and was distributed to all high schools in San Mateo County. The video is in English with Spanish subtitles.

Whites are underrepresented in RTS client pool because as a nonprofit agency with no cost counseling and support services, low-income and other underserved communities (i.e., non-White populations) overwhelmingly utilize RTS' programs due to a lack of resources to receive support elsewhere.

RTS has a community outreach plan which targets underserved communities and sends program materials to over 75 agencies throughout San Mateo County and beyond, for example Native American Health Center, LGBT Community Center, StarVista, Kaiser Permanente (Redwood City, South San Francisco and San Mateo Medical Office) San Mateo County Human Services Agencies, and Asian American Recovery Services.

21. Leveraging: Describe your fundraising efforts and additional sources of revenue for this project and your organization. Please state whether any of these fund sources are already committed and in what amount.

RTS receives an ongoing Rape Crisis Grant from CalOES - the funding amount is \$220,000 for the Sexual Abuse Services Program for Children and Youth and ongoing funding from Child Abuse Treatment Center from CalOES in the amount of \$170,000. RTS receives \$95,000 from The San Mateo County Victim Services for Child Abuse Prevention and Intervention.

RTS has received current funding from Pinpoint Foundation (\$40,000) and Kaiser Permanente (\$50,000). We will re-apply to these sources for the upcoming fiscal year and apply to additional Corporations and Foundations. A financial commitment from San Mateo, Redwood City, and South San Francisco lends additional credibility to our requests from all types of funders. When approaching business owners and city residents it has been helpful to discuss ongoing city support.

RTS has continued its Non-profit membership of the RWC/SM Chamber of Commerce and speaks to and receives support from several service organizations (Rotary, Kiwanis, Lions, Soroptimist) throughout the county.

Staff List

List below key staff members who work on **this program**

Position Title	Name of Staff Person	Job Responsibilities	Qualifications
Executive Director	Emily Abrams	Provides training and mentoring to staff and volunteers, provides crisis intervention, individual counseling, and facilitates direct services to children and families. Provides oversight of all program activities.	Founding member of RTS. 27 years experience working in Sexual Assault Movement. CA State Certified Sexual Assault Counselor.
Deputy Director	Lorry Thomas	Provides Direct Services (counseling, advocacy, accompaniment, information and referrals) and coordinates and implements services and programs to At Risk Youth.	Has worked in the field of sexual assault and domestic violence for 7 years. Advocate and Educator specially trained to work with youth and families. CA State Certified Sexual Assault Counselor.
Bilingual Family Advocate	Melissa Doty	Provides crisis intervention, advocacy and accompaniment to children and families during forensic interviews at the Child Advocacy Center as part of the	Has worked in the field of sexual assault for 4 years. She understands the dynamics and needs that

		County response to child sexual abuse cases. She facilitates direct services to Spanish speaking community members.	the Latinx community has in accessing services and is sensitive to these challenges. A trained sexual assault counselor with experience providing workshops, case management, advocacy, and support to children and families. CA State Certified Sexual Assault Counselor.
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PROPOSED PROGRAM BUDGET FOR FY 2022-23

				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	7%	\$3,000	7%	\$3,000	7%	\$3,000	20%	\$9,000
Bilingual Lead Advocate/CSEC Coordinator	\$61,000	75%	\$46,000	3%	\$1,500	3%	\$1,500	3%	\$1,500	10%	\$4,500
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	10%	\$5,000	10%	\$5,000	10%	\$5,000	29%	\$15,000
Trauma Therapists (2 staff members)	\$125,300	43%	\$54,000	2%	\$1,000	2%	\$1,000	2%	\$1,000	6%	\$3,000
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%	\$15,000	2%	\$15,000	2%	\$15,000	7%	\$45,000
Number of Individual Beneficiaries					80		80		80		240
Cost per Individual					\$187.50		\$187.50		\$187.50		\$187.50

For the City of Redwood City ONLY, answer the following:

1. Funding Criteria:

3. Human Services: Basic Human Needs are activities that are vital for survival and not just an improvement to the quality of life, regardless of income. For example, emergency food programs are essential to survival. Coordination of a volunteer program is an improvement to the quality of life.

2. Marketing/Advertising

a. Check all of the following methods your agency utilizes to promote and advertise your programs and services:

- ☒ Flyers/brochures
- ☒ Website
- ☒ Phone book listing
- ☒ CIP (Handbook/Database)
- ☒ Outreach presentations to service providers
- ☒ Outreach presentations to public
- ☒ PSA's
- ☒ Social Media - Please list:

b. Which of the above marketing/advertising materials are available in multi-lingual form and which languages are they available in?

All RTS materials are printed two sided in English and Spanish. Outreach presentations are provided in either English or Spanish. Radio and TV announcements are provided on English and Spanish stations.

In 2021, RTS created a 2+ minute video highlighting services provided through the Sexual Abuse Program. The video was done in English and provides Spanish subtitles. The video is featured on the RTS agency website home page and was distributed to all high schools in the Sequoia Union High School District.

c. How and where are the materials distributed?

Materials are sent to over 75 agencies that target underserved populations, for example Native American Health Center, LGBT Community Center, StarVista, Kaiser Permanente (Redwood City, South San Francisco and San Mateo Medical Office) San Mateo County Human Services Agencies, and Asian American Recovery Services.

Materials are distributed at each Police Station in the county, The District Attorney's office, The Keller Center, schools, libraries, and other social service agencies. Outreach presentations are provided throughout San Mateo County with a concentrated effort in low-income communities.

3. Program Outcomes: a. Please describe the accomplishments of program goals for FY/21.

During FY 20/21, RTS provided support services to 82 abused children living in RWC ranging in age from 1 to 17 years. The first point of contact for these children was from the child's school, RWC police department, or at the Keller Center where a Sexual Assault counselor provided virtual accompaniment and advocacy services during the forensic medical exam and/or legal interview.

RTS provided At-Risk Youth services via zoom at Redwood High School, Sequoia High School, McKinley Middle School, and Garfield Community School. RTS Educators provided Ending Cycles of Violence workshops to

students throughout Redwood City.

RTS staff provided professional trainings for members of the Multidisciplinary Interview Committee (MDIC) and SART teams. Police officers, nurses, social workers, deputy district attorneys, and victim witness advocates were provided with the latest research on child sexual violence and were given tips on how to engage youth in dialogue about healthy sexuality and help to prevent sexual and dating violence.

RTS provided specialized training to Redwood City Police Officers aimed at working specifically with child survivors of Sexual Abuse.

b. In what ways has your program made a difference in the lives of the people you serve? Please provide at least one concrete example from the people served in FY/21:

"Marco" a 12-year-old boy from Redwood City disclosed sexual abuse by a family member to his parents. His parents reached out to RTS, not knowing the steps to take, especially during Shelter In Place. Marco's parents were concerned about reporting in a hospital, as another of their children is immuno-suppressed. RTS contacted the Nurse Practitioner at the Keller Center, who was able to connect with the family, walk them through the COVID-19 protocol and reassure the safety of a medical-legal exam. RTS connected with Marco and his parents via zoom before and after the exam and a subsequent forensic interview at Redwood City Police Department. Marco's parents have discussed counseling, and initially wanted to wait until in-person services resumed. RTS continued to follow-up with the family, and after six months, Marco and family began tele-health services with an RTS Therapist.

RTS reaches out to all parents after forensic interviews and medical-legal exams. Many express interest in counseling and support groups. A support group for parents was offered in Summer 2021; interest was high, but parents were stretched beyond their limits. As children returned to in-person learning, parent bandwidth increased. RTS held seven group sessions via zoom in the Fall of 2021 with up to 8 parents participating each week. Each of them felt an increase in knowledge, a decrease in their stress levels and a sense of community and comfort at the end of the group.

Attachments

- ✓ 1. Resolution authorizing application and designation of signatory, by the Board of Directors [RTS_Board_Resolution_2022.doc](#)
- ✓ 2. Proof of 501(c)3 / tax-exempt status [Rape_Trauma_Services_IRS_Tax_Exempt_Letter.pdf](#)
- ✓ 3. By-laws [RTS_BYLAWS.pdf](#)
- ✓ 4. Articles of Incorporation [RTS_articles_of_incorporation.pdf](#)
- ✓ 5. Board roster, including: [RTS_BOARD_LIST_2021_23.pdf](#)
[RTS_Board_Meeting_Dates_FY21_22.pdf](#)
 - Name, Company, Years on Board
 - Meeting dates for previous 12 months
 - Number of years allowed for each board term
- ✓ 6. Organizational chart for entire organization [Org_Chart_2022.docx](#)
- ✓ 7. Certified financial audit no more that 1 fiscal year old, prepared by a CPA, and: [Audit_June_2021.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 or Chief Financial Officer 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_Agency_budget_2021_22.pdf](#)
[Proposed_Agency_Budget_2022_23.pdf](#)
 - Current (FY21-22) **Agency** Operating Budget
 - Proposed (FY22-23) **Agency** Operating Budget
- ✓ 9. Mission Statement [RTS_Mission_Statement.pdf](#)
[RTS_Non_Discrimination_Policy.pdf](#)

- ☒ 10. Non-discrimination policy for Staff and Clients
- ☒ 11. Reasonable Accommodations Policy for Staff and Clients [RTS_Reasonable_Accommodations_Policy.pdf](#)
- ☒ 12. Conflict of Interest Policy. (If not available, please indicate when you will submit) [RTS_Conflict_of_Interest_Policy.pdf](#)
- ☐ 13. Other -
-

[Download All Attachments](#)

Program Manager Signature [Emily Abrams](#)

Date Signed [01/11/2022](#)

Initially submitted: Jan 11, 2022 - 18:09:27

Consolidated Community Funding Application
Redwood City, San Mateo County, and S. San Francisco
Application for New Funding for FY 2022-23

GENERAL INFORMATION

1. **Organization Name:** Renaissance Entrepreneurship Center
 2. **Project Title:** Creating Economic Opportunity for Low-Income Redwood City, City of San Mateo, and County of San Mateo Women and Men

We are applying for funding from:

☒ Redwood City ☒ City of San Mateo ☒ South San Francisco ☒ County of San Mateo

Budget/Client Summary (Auto-populated from Budget, below)

Jurisdictions receiving this application	Amount Requested	% of Program Budget	Proposed # of Served	% of Served	Total \$ Per
Redwood City	\$50,000	11%	80	27%	\$625.00
City of San Mateo	\$25,000	5%	50	17%	\$500.00
County of San Mateo	\$45,000	10%	120	40%	\$375.00
South San Francisco	\$25,000	5%	50	17%	\$500.00
Total	\$145,000	32%	300	100%	\$483.33

Grant Funded Programs:

We are applying for a [Microenterprise Assistance Program](#)

CDBG National Objective Eligibility - How are you serving low income populations?

[Service to low income clients verified through income documentation.](#)

Income Verification: Describe how you obtain, verify, and maintain proof of income and presumed benefit status. Third party documentation or client signatures on the certification forms must be available on file for review at all times.

Each client entering Renaissance Entrepreneurship Center (Renaissance) completes, dates and signs an intake form that includes information on household and personal income, address and date of birth. We require clients to provide documentation to demonstrate their financial need by submitting tax returns, pay stubs and/or unemployment verification. Renaissance uses Housing and Urban Development (HUD) income guidelines to determine if a client is classified as low-income. We keep all required documents on file.

3. **Project Address:** 1848 Bay Road City: East Palo Alto Zip: 94303-1311

4. Provide a one sentence project summary:

With support from the City of Redwood City, City of San Mateo, City of South San Francisco and County of San Mateo, Renaissance Peninsula will support 200 low-income English- and Spanish-speaking women and men: 60 in Redwood City; 30 in the City of San Mateo; 30 in the City of South San Francisco; and 80 in the County of San Mateo, with customized small business training, one-on-one consulting, and access to capital, resources and networks to assist them in starting and growing their own sustainable small businesses.

Organization Address: 275 5th Street City: San Francisco Zip: 94103-4117
 Organization Phone: 415-541-8580 Website: www.rencenter.org

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

5. Contact Person / Project Administrator:

Name: Timothy Russell Title: Program Director Telephone: 650-321-2193 x1102
 Contact Email: trussell@rencenter.org Fax:

6. Name of Agency Director: Sharon Miller

7. Fiscal Officer: Name: Doug House Email: dhouse@rencenter.org Telephone: 415-348-6259
 Fiscal Officer Address: 275 5th Street City: San Francisco Zip: 94103-4117

8. Authorized Signatory:

Authorized Signatory Address:

Name: Sharon Miller

275 5th Street

Email:

sharon@rencenter.org

Telephone: 415-348-6243

City: San Francisco

Zip: 94103-4117

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

Renaissance's offices in East Palo Alto and South San Francisco are generally open (currently virtually) Monday - Friday, 9:00 a.m. – 5:00 p.m., with evening and weekend hours for scheduled training classes, workshops, one-on-one consultations and special events. During the pandemic, we moved all programs and services online and will be moving to a hybrid model as it becomes safe to do so. We look forward to holding our classes for the City of Redwood City at: Sobrato Center for Nonprofits in Redwood Shores, City of Redwood City Library and Sequoia Adult School, during evening and weekend hours. County of San Mateo classes will be offered during regular, evening and weekend hours at our office in East Palo Alto and off-site at local public libraries and community spaces made available by our community partners. City of San Mateo classes will be offered at the local libraries and community spaces made available by our community partners, and City of South San Francisco classes will be held at our new office, the North County Business Resource Center, in South San Francisco, as well as at the South San Francisco Public Library.

10. DUNS Number: 054629282**Federal EIN/TIN Number:** 94-2793122**11. HUD Activity:** Choose the HUD activity that most closely matches your service:

18C - Micro-Enterprise Assist

12. Project Specific Narrative: Provide a narrative description of the specific activities to be carried out with the requested funds. This should also include program objectives and key priorities for each specific jurisdiction.

Deliver English- and Spanish- language small business training and support services to empower low-income women and men with the skills, resources, and networks to launch and grow their own businesses including:

Training Classes: Practical, intensive, hands-on training classes. Clients graduate with technical and soft skills, a written plan, confidence and a network of like-minded entrepreneurs

Orientation: One-hour sessions with overview of Renaissance's trainings and services

Start Smart: 4-session, 12-hour class helps clients determine feasibility of business ideas

Business Prep: 10-week, 30-hour class provides clients with fundamentals of finance, marketing, management and operations

Business of Child Care: 4-week, 12-hour class addresses industry specific requirements of child care businesses

Pop-Up Accelerator: 4-week, 12-hour class teaches clients how to conduct temporary sales and grassroots marketing

Marketing and Social Media Bootcamps: 6-8 hour classes teach clients how to utilize tools for advertising their businesses

Business Prep for Women and Start Smart for Women: Augments Business Prep and Start Smart classes with women's empowerment training

Workshops: Trainings in technology, marketing and finance complement our classes

One-on-One Consulting: Individual customized support and guidance to assist in business launch and growth and help become better financial managers

Capital Access - Support grant opportunities and loans

13A. Assessment of Need - Redwood City: Briefly describe how you determined the need for your program for each specific jurisdiction that you are applying for funds. Identify target population(s) and area(s) served.

Please state the source(s) and date(s) of information. Identify any similar programs in the community.

No event in US history has had such a destructive impact on small businesses as the pandemic. According to the US Bureau of Labor Statistics, the number of active small business owners fell by 22% during the first three months of the pandemic and minority-owned businesses suffered the most. Latinx-owned businesses experienced a 32% decrease, immigrant-owned businesses dropped by 36% and female-owned businesses suffered a 25% loss. Nearly half (46%) of Redwood City residents are low-income. Small business ownership offers one of the surest routes to economic mobility for low-income persons, women, immigrants, people of color, seniors, and formerly incarcerated persons. Small businesses create employment for business owners and other residents, build assets, fill commercial vacancies, and promote local economic vitality. While 35.4% of Redwood City residents are Hispanic/Latino (Census 2021 Est.), only 33.8% of businesses are minority-owned (Census 2012). While 50.2% of the Redwood City population are women (Census 2021), only 37.6% of businesses are women-owned (Census 2021). Renaissance clients in Redwood City are: 79% Hispanic/Latino; 79% people of color; 68% women; and 97% are extremely low- to moderate-income (Renaissance, 2021). Renaissance is the only organization offering comprehensive, customized entrepreneurship training for English- and Spanish-speaking low-income women and men that supports emerging entrepreneurs from idea feasibility to business planning & lau

13B. Assessment of Need - City of San Mateo: Briefly describe how you determined the need for your program for each specific jurisdiction that you are applying for funds. Identify target population(s) and area(s) served.

Please state the source(s) and date(s) of information. Identify any similar programs in the community.

No event in US history has had such a destructive impact on small businesses as the pandemic. According to the US Bureau of Labor Statistics, the number of active small business owners fell by 22% during the first three months of the pandemic and minority-owned businesses suffered the most. Latinx-owned businesses experienced a 32% decrease, immigrant-owned businesses dropped by 36% and female-owned businesses suffered a 25% loss.

50% of the City of San Mateo residents are low-income (City of San Mateo Consolidated Plan 2015-2017) and 25.1% are Hispanic/Latino (US Census, 2021 Estimate). Small business ownership offers one of the surest routes

to economic mobility for low-income persons, women, immigrants, people of color, people with disabilities, seniors, and formerly incarcerated persons. Small businesses create employment for the business owners themselves and local residents, build assets, fill commercial vacancies, and promote local economic vitality. While 50% of the City of San Mateo population are women (US Census, 2021 EST.), only 35% of businesses are women-owned (US Census, 2012).

The US Small Business Administration San Mateo Small Business Development Center (SBDC) provides individual consulting services to existing businesses, but does not target the specific needs of low-income women and men or aspiring (pre-start) entrepreneurs.

13C. Assessment of Need - County of San Mateo: Briefly describe how you determined the need for your program **for each specific jurisdiction that you are applying for funds**. Identify target population(s) and area(s) served. Please state the source(s) and date(s) of information. Identify any similar programs in the community.

No event in US history has had such a destructive impact on small businesses as the pandemic. According to the US Bureau of Labor Statistics, the number of active small business owners fell by 22% during the first three months of the pandemic and minority-owned businesses suffered the most. Latinx-owned businesses experienced a 32% decrease, immigrant-owned businesses dropped by 36% and female-owned businesses suffered a 25% loss.

Economic inequality in the Bay Area, and Silicon Valley in particular, is growing at unprecedented rates. San Mateo County has a Gini Coefficient of 0.46, one of the highest among Bay Area counties, indicating it has one of the highest inequalities of the 9-county region. While the median income for the County is \$105,667 it ranges from \$240,000 in Atherton to \$50,000 in East Palo Alto. 60% of San Mateo County identify as people of color and 25% identify as Latino. (Get Healthy SMC.org and US Census Bureau 2013-2017 American Community Survey 5-year). Renaissance Mid-Peninsula serves residents of the County of San Mateo who are most in need: 88% are extremely-low to moderate-income; 7060% of San Mateo County identify as% women; 45% Hispanic/Latino; 30% Pacific Islander and Asian; 17% Black/African American; and 38% Caucasian.

13D. Assessment of Need - South San Francisco: Briefly describe how you determined the need for your program **for each specific jurisdiction that you are applying for funds**. Identify target population(s) and area(s) served. Please state the source(s) and date(s) of information. Identify any similar programs in the community.

South San Francisco is the birthplace of biotech and it is also one of the most racially diverse communities in the Peninsula. 40.8% of the population is of Asian or Pacific Islander descent, with large populations of Filipino and Chinese, 34.5% are Caucasian, and 33.3% are Latino/Hispanic. 40.3% of residents were born outside of the country. Despite the high median household income citywide (\$105,549), the highest income areas are at \$133,906 and the lowest at \$71,506 (US Census Bureau, 2019). Through Q2, Renaissance Peninsula served South San Francisco residents who are most in need: 83% are extremely-low to moderate-income; 60% women; 50% Hispanic/Latino; 14% Pacific Islander and Asian; 21% Black/African American; 39% Caucasian and 25% Other.

In addition to Renaissance's entrepreneurship programs and services, the Bay Area Entrepreneur Center of Skyline College is a business incubator/accelerator and resource center that offers individuals the information, access and support to grow their current business or business idea. Renaissance refers clients who may benefit from the Bay Area Entrepreneur Center of Skyline College to their program; however, we are the only organization offering comprehensive, customized entrepreneurship training and support for English- and Spanish-speaking low-income women and men from the idea-feasibility to the business planning, launch and growth stages.

14. Timeline: Provide a brief timetable for project implementation and achievement of projected goals and how you plan to expend your funds in a timely manner by the end of the fiscal year.

Redwood City

Q1 6 Peninsula Orientations (3 ENG/3 ESP) and 2 Start Smart classes (ENG/ESP)

Q2 6 Peninsula Orientations (3 ENG/3 ESP), 2 Start Smart classes (ENG/ESP), and 2 Business Prep classes (ENG/ESP)

Q3 6 Peninsula Orientations (3 ENG/3 ESP) and 2 Start Smart classes (ENG/ESP)

Q4 6 Peninsula Orientations (3 ENG/3 ESP) 2 Start Smart classes (ENG/ESP), and 2 Business Prep classes (ENG/ESP)

City of San Mateo

Q1 4 Peninsula Orientations (2 ENG/2 ESP), 2 Start Smart classes (ENG/ESP)

Q2 2 Business Prep classes (ENG/ESP)

Q3 4 Peninsula Orientations (2 ENG/2 ESP), 2 Start Smart classes (ENG/ESP)

Q4 2 Business Prep classes (ENG/ESP)

County of San Mateo

Q1 6 Peninsula Orientations (3 ENG/3 ESP) and 2 Start Smart classes (ENG/ESP), and 1 Business of Childcare class (ESP)

Q2 6 Peninsula Orientations (3 ENG/3 ESP), 2 Start Smart classes (ENG/ESP), 2 Business Prep classes (ENG/ESP), and 1 Business of Childcare class (ENG)

Q3 6 Peninsula Orientations (3 ENG/3 ESP) and 2 Start Smart classes (ENG/ESP), and 1 Business of Childcare class (ESP)

Q4 6 Peninsula Orientations (3 ENG/3 ESP), 2 Start Smart classes (ENG/ESP) and 2 Business Prep class (ENG/ESP), and 1 Business of Childcare class (ESP)

City of South San Francisco

Q1 4 Peninsula Orientations (2 ENG/2 ESP) and 2 Start Smart classes (ENG/ESP)
 Q2 2 Business Prep classes (ENG/ESP)
 Q3 4 Peninsula Orientations (2 ENG/2 ESP) and 2 Start Smart classes (ENG/ESP)

15. Evaluation: Briefly describe how you will determine and measure the success of your program and whether or not program goals were met? If your program is currently receiving grant funds please describe accomplishments of goals to date.

In FY 2022-2023, Renaissance Mid-Peninsula will serve 200 low-income entrepreneurial English- and Spanish-speaking women and men: 60 from Redwood City; 30 from the City of San Mateo; 30 from the City of South San Francisco; and 80 from the County of San Mateo who will start and grow 54 businesses: 15 in Redwood City, 12 in the City of San Mateo, 12 in South San Francisco, and 15 in the County of San Mateo; and create 83 jobs: 22 jobs in Redwood City; 18 jobs in the City of San Mateo; 18 jobs in the City of South San Francisco and 25 jobs in the County of San Mateo, including the business owners themselves. Renaissance Peninsula is on track to achieve our FY 2021-2022 objectives. As of the 2nd quarter, we have served 43 of the 60 anticipated low-income residents of Redwood City, 108 of the anticipated 80 low-income residents of the County of San Mateo, 35 of the anticipated 30 in the city of San Mateo, and 40 of the 30 anticipated low-income residents of South San Francisco.

Renaissance measures the success of our program by tracking client progress through our outcomes tracker, VistaShare. Each client entering Renaissance completes an intake form to provide baseline financial and demographic information, along with their goals for enrolling in Renaissance. We then track client progress and changes in their personal or business circumstances as a result of receiving our services. We also conduct evaluations at the completion of services delivered to receive client feedback.

16. Collaboration: Describe partnerships with other organizations/agencies, the nature of the partnership, and how it relates to the proposed project.

Renaissance has been building strong relationships with community-serving organizations throughout the County of San Mateo for over 15 years. Renaissance partners with the South San Francisco Public Library, the Daly City Public Library and the San Mateo County Library to provide off-site trainings at their facilities; and with various community institutions including core services agencies, places of worship, chambers of commerce, and community centers who conduct outreach to community members. We partner with the Lawyers' Committee for Civil Rights (LCCR) and the San Francisco Community Business Law Center to offer legal support services to our clients. Renaissance collaborates with CLSEPA, Nuestra Casa, Project WeHope, San Mateo Credit Union, and Community Financial Resources (CFR) to offer Secure Futures/Futuros Seguros, our financial education and savings program.

17. Impact: Discuss any general trends and conditions that have affected or impacted your service levels or service populations. For New Applicants – describe what these funds would allow your agency to do that you may not be able to do now. For Continuing Applicants – describe how your program would be impacted without these funds.

For-profits in Silicon Valley offer business accelerators for entrepreneurs in the tech sector, but few resources are available to low-income women and men committed to launching and growing more traditional small businesses. The generous partnership and support of Redwood City, the City of San Mateo, the City of South San Francisco and the County of San Mateo will enable Renaissance to provide low-income English- and Spanish-speaking women and men with small business training, one-on-one consulting, and access to resources and networks needed to launch and grow successful businesses. Without this support we could only serve minimal numbers of clients in these areas, resulting in a significantly lower number of businesses that can rebuild, launch and grow. Fifty percent of all small businesses fail within five years (U.S. Bureau of Labor Statistics); whereas 95% of clients who come to Renaissance in business, stay in business. Government support also enables Renaissance to attract additional funds from foundations and corporations.

The COVID Pandemic has challenged both new and established businesses. To help sustain businesses through this crisis services include: increasing access to EIDL and PPP and local grants and loans, providing new market opportunities for outdoor markets, helping businesses pivot operations to meet customer and employee COVID safety requirements, launching or expanding e-commerce, and helping grow "side hustles" to help increase income continu

18. 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. Refer to the San Mateo County Income Limits.

a. Indicate the total number of **low-income** beneficiaries you expect to serve with this program for each jurisdiction application for funding. *Low-income is 80% of Area Median Income or below. [See AMI table](#)

b. Indicate the **total** number of beneficiaries you expect to serve with this program in each jurisdiction - regardless of income.

Jurisdiction	a. Number of low-income beneficiaries to be served per grant jurisdiction application. **Low-income** is 80% of Area Median Income or below.		b. All beneficiaries to be served per grant jurisdiction application regardless of income	
	Persons	Households	Persons	Households
Daly City	0	0	0	0
Redwood City	60	60	80	80
City of San Mateo	30	30	50	50
County of San Mateo	80	80	120	120
South San Francisco	30	30	50	50

Totals	200	200	300	300
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19. c. Micro-Enterprise Please complete the following table for your project:

Jurisdiction	Low Income Jobs Created	Total Jobs Created	# of New Businesses Assisted	# of Existing Businesses Assisted
Redwood City	22	22	6	9
City of San Mateo	18	18	5	7
County of San Mateo	25	25	6	9
South San Francisco	18	18	5	7
Totals	83	83	22	32

20. Populations Served: Check the boxes below if they describe a significant population served by your program. These categories are not considered "presumed benefit" by HUD, and require income verification.

- ☒ Persons exiting incarceration
☐ Low-income youth
☐ Other

21. Affirmative Outreach:

a. Use the demographics from your previous program year to provide an analysis of the population you serve relative to the demographics in the table. *NOTE: If you are a new applicant please provide your best estimation.*

Race & Ethnicity	Redwood City Population	Redwood City % by Ethnicity	Low Income by Ethnicity served by your Program	Your Program % by Ethnicity
Total	74,402	100%	74	100%
White and not Hispanic	40,656	54.64%	18	24.32%
White and Hispanic	23,557	31.66%	39	52.70%
Asian	6,715	9.03%	7	9.46%
African American	1,916	2.58%	2	2.70%
Pacific Islander	663	0.89%	0	0.00%
Native American	384	0.52%	0	0.00%
Other	1,511	2.03%	8	10.81%

Race & Ethnicity	City of San Mateo Population	City of San Mateo % by Ethnicity	Low Income by Ethnicity served by your Program	Your Program % by Ethnicity
Total	97,207	100%	78	100%
White and not Hispanic	45,240	46.54%	26	33.33%
White and Hispanic	25,815	26.56%	26	33.33%
Asian	18,153	18.67%	17	21.79%
African American	2,099	2.16%	5	6.41%
Pacific Islander	1,937	1.99%	1	1.28%
Native American	140	0.14%	1	1.28%
Other	3,823	3.93%	2	2.56%

Race & Ethnicity	South San Francisco Population	South San Francisco % by Ethnicity	Low Income by Ethnicity served by your Program	Your Program % by Ethnicity
Total	63,632	100%	236	100%
White and not Hispanic	23,760	37.34%	48	20.34%
White and Hispanic	21,645	34.02%	89	37.71%
Asian	23,293	36.61%	43	18.22%
African American	1,625	2.55%	32	13.56%
Pacific Islander	1,111	1.75%	4	1.69%
Native American	395	0.62%	4	1.69%
Other	9,598	15.08%	16	6.78%

b. Based on the percentages that you indicate your organization served describe your efforts to improve affirmative outreach to groups that may be underserved by your program and the result of your efforts:

In all locations we use social media in English and Spanish to post our events, classes, and mixers. We display brochures and flyers in strategic locations like City Hall, libraries, core services agencies, and community centers. Our website provides information on our programs, including course descriptions, a schedule of classes and available services to target our clients. Redwood City: Work with partners to distribute promotional materials and present, table, and network at community events; anchor institutions such as churches and food distribution centers to build trust with the undocumented community; banks and credit unions who are looking to invest in undocumented community through ITIN banking. City of San Mateo - Work with the Multicultural and Dream Center to reach undocumented. We canvas business districts and connect with proprietors on a 1:1 basis to identify businesses owned by our target population. County of San Mateo - Network at community events to showcase our

services to the underserved, homeless, and the formerly incarcerated. In East Palo Alto. We promote temporary markets based on home based businesses to build community support and ownership in the local economy. In East Menlo Park we are partnering with churches and local businesses to host pop up markets to help entrepreneurs start businesses and build a business community and local food traffic. SSF - We use English- and Spanish-language television, radio and print media, to engage new clients.

22. Leveraging: Describe your fundraising efforts and additional sources of revenue for this project and your organization. Please state whether any of these fund sources are already committed and in what amount.

Renaissance has a diverse funding base that is comprised of: 35% government; 22% corporations; 17% foundations; 14% earned income; 6% special events; 4% individuals; and 2% other. Renaissance's Mid-Peninsula FY2022 funders included:

Sobrato Foundation \$250,000 - committed
 Chan Zuckerberg Initiative - \$100,000/over 2 years - committed
 Sand Hill Foundation - \$150,000/2 years - committed
 Silicon Valley Community Foundation (donor advised fund) \$50,000 - committed
 Sand Hill Foundation \$
 Facebook \$50,000 - committed
 Palo Alto Community Fund \$10,000 -committed
 Atkinson Foundation \$5,000 - committed
 City of South San Francisco, designated for the South San Francisco Business Resource Center - \$467,000 - committed
 US SBA - \$325,000 for operation of the San Mateo County Small Business Development Center - \$325,000 - committed

We anticipate that these funders will be renewing their support for FY 2022 and FY 2023.

Staff List

List below key staff members who work on **this program**

Position Title	Name of Staff Person	Job Responsibilities	Qualifications
CEO	Sharon Miller	Strategic oversight and direction	21 years overseeing growth of Renaissance into a regional organization
Program Director	Timothy Russell	Oversight and management of Renaissance Mid-Peninsula program operations, client services, evaluation, and administration	Expanded Renaissance programs throughout the County of San Mateo, launched East Palo Alto's first small business incubator, and introduced women-focused classes on the Peninsula
Program Manager	Amanda Anthony	Manage programs and deliverables in South San Francisco and the Northern part of San Mateo County	Master's degree inof Public Policy, TEFL certificate, 5 years as a business owner
Program Manager	Alok Gupta	Manage programs and deliverables in San Mateo, Redwood City and the southern part of San Mateo County	MBA, 5 years in small business entrepreneurship, 15 years in high tech and high tech entrepreneurship
Program Coordinator	Teresa Perez	Client outreach, services, training and partner coordination	Bilingual/bicultural administrative professional with 2 years experience workin with low-income women and men entrepreneurs in San Mateo County
Data & Evaluation Coordinator	Abby Feder	Data entry, client tracking and database maintenance	Stanford BA in Science, Technology, and Society, 1.5 years of non-profit data administration
Finance Director	Douglas House	Finance oversight and direction, compliance monitoring, financial report review	MBA, Finance/Accounting. 30+ years accounting/finance experience with 15+ years' in non-profit
Accounting Manager	Joseph Sigman	Prepares and submits financial reports	MBA, Accounting Certificate, 4 years non-

PROPOSED PROGRAM BUDGET FOR FY 2022-23

				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													
Program Director	\$108,000	37%	\$39,500	38%	\$15,000	15%	\$6,000	32%	\$12,500	15%	\$6,000	100%	\$39,500
Finance Director	\$112,100	2%	\$2,000	25%	\$500	25%	\$500	25%	\$500	25%	\$500	100%	\$2,000
Program Manager	\$85,000	32%	\$27,600	29%	\$8,000	21%	\$5,800	29%	\$8,000	21%	\$5,800	100%	\$27,600
Program Coordinator	\$62,000	21%	\$13,000	38%	\$5,000	15%	\$2,000	31%	\$4,000	15%	\$2,000	100%	\$13,000
Data & Evaluation Coordinator	\$66,000	9%	\$6,200	32%	\$2,000	19%	\$1,200	29%	\$1,800	19%	\$1,200	100%	\$6,200
													\$0
Taxes/Benefits	\$358,448	5%	\$19,426	35%	\$6,710	18%	\$3,410	30%	\$5,896	18%	\$3,410	100%	\$19,426
Operations/Maintenance													
Consultants/Instructors	\$678,000	18%	\$120,000	8%	\$10,000	4%	\$4,750	8%	\$10,000	4%	\$4,750	25%	\$29,500
Travel	\$25,200	16%	\$4,000	7%	\$290	2%	\$90	1%	\$54	2%	\$90	13%	\$524
Other Direct Expenses/Overhead	\$2,126,540	10%	\$220,950	1%	\$2,500	1%	\$1,250	1%	\$2,250	1%	\$1,250	3%	\$7,250
Administration	\$40,000	8%	\$3,000	0%	\$0	0%		0%	\$0	0%	\$0	0%	\$0
TOTAL	\$3,661,288	12%	\$455,676	11%	\$50,000	5%	\$25,000	10%	\$45,000	5%	\$25,000	32%	\$145,000
Number of Individual Beneficiaries					80		50		120		50		300
Cost per Individual					\$625.00		\$500.00		\$375.00		\$500.00		\$483.33

For the City of Redwood City ONLY, answer the following:

1. Funding Criteria:

5. Economic Development: Job creation and intervention programs that create actual jobs for low income residents.

2. Marketing/Advertising

a. Check all of the following methods your agency utilizes to promote and advertise your programs and services:

- ☒ Flyers/brochures
- ☒ Website
- ☒ Phone book listing
- ☒ CIP (Handbook/Database)
- ☒ Outreach presentations to service providers
- ☒ Outreach presentations to public
- ☒ PSA's

b. Which of the above marketing/advertising materials are available in multi-lingual form and which languages are they available in?

All of our marketing materials are available in both English and Spanish, including flyers, brochures, SMC Connect listings, and social media content, as well as public presentations, and radio/TV/print interviews.

c. How and where are the materials distributed?

In addition to online outlets (including our website, newsletter, Facebook, Instagram, Twitter, LinkedIn, and SMC Connect), we distribute program and class flyers and promotional materials at all of our programs and services, partner organizations, and key community locations including City Hall, public libraries, and community centers. We also provide program materials at presentation tables at various community events.

3. Program Outcomes: a. Please describe the accomplishments of program goals for FY/21.

For FY 2020-21 our goal was to serve 60 low-income women and men from Redwood City, 30 from the City of San Mateo, 80 from the County of San Mateo, and 30 from South San Francisco.

We served 74 low-income women and men in Redwood City, 74 in the City of San Mateo and 236 in the County of San Mateo. In Redwood City, we worked with clients that launched and grew 39 businesses and created 11 jobs, including the business owners themselves. We helped these businesses obtain \$1,075,000 in much needed

business capital. In San Mateo clients launched and grew 43 businesses and created 8 jobs, including the business owners themselves. We helped these businesses obtain \$760,000 in much needed business capital. In the County of San Mateo, we worked with clients that launched or grew 145 businesses and created 75 jobs, including the business owner themselves. We helped these businesses obtain \$935,855 in much needed business capital.

b. In what ways has your program made a difference in the lives of the people you serve? Please provide at least one concrete example from the people served in FY/21:

According to a 2019 independent evaluation conducted by the Aspen Institute's FIELD program's Entrepreneur Tracker, one year after Renaissance clients complete a minimum of 10 hours of service (pre-COVID):
 54% of clients who came to Renaissance in the pre-start stage launched their businesses
 95% of clients who came to Renaissance in business, stayed in business
 The median gross revenue of clients who are in business full-time (after one year) is \$114,470
 50% of Renaissance businesses employ 2 or more individuals
 98% highly valued our services and
 94% stated: 'It would not have been possible to start or sustain a business without participating in Renaissance's programs.'

James Burrell is the owner of Burrell's Hair Cutting Place on Grand Avenue in South San Francisco. A veteran, James has run his barbershop for more than 2 decades and had been struggling since the first COVID shutdown. Many of his clients, who were employees of the biotech sector in South San Francisco, had moved or were working remotely from other places. James had no online presence and did not know what to do to make his business more visible to potential clients. Renaissance met with him and helped him apply for the \$2,500 San Mateo County Digital Tools and Technology Grant, provided him a Chromebook, and built him an attractive website, burrellshair.com, that he can use to advertise his business more effectively.

Attachments

- ☒ 1. Resolution authorizing application and designation of signatory, by the Board of Directors [Resolution_San_Mateo_County_01.04.2022_1.pdf](#)
- ☒ 2. Proof of 501(c)3 / tax-exempt status [2_IRS_Determination_Letter.pdf](#)
- ☒ 3. By-laws [3_By-Laws.pdf](#)
- ☒ 4. Articles of Incorporation [4_Articles_of_Incorporation.pdf](#)
- ☒ 5. Board roster, including: [_Board_Roster_wterms_01.03.22.docx.pdf](#)
 - Name, Company, Years on Board
 - Meeting dates for previous 12 months
 - Number of years allowed for each board term
- ☒ 6. Organizational chart for entire organization [Renaissance Organization Chart Jan 2022.pdf](#)
- ☒ 7. Certified financial audit no more than 1 fiscal year old, prepared by a CPA, and: [Renaissance 2020 Financial Statements Final.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 or Chief Financial Officer 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: [2021_Org-Wide_Budget_FINAL.pdf](#)
[_2022_Org_Wide_Budget_-_Sheet1.pdf](#)
 - Current (FY21-22) **Agency** Operating Budget
 - Proposed (FY22-23) **Agency** Operating Budget
- ☒ 9. Mission Statement [RenCenter_Mission_Jan_2022.pdf](#)
- ☒ 10. Non-discrimination policy for Staff and Clients [10_Non-Discrimination_Policy.pdf](#)
- ☒ 11. Reasonable Accommodations Policy for Staff and Clients [11_Reasonable_Accommodations_Policy.pdf](#)
- ☒ 12. Conflict of Interest Policy. (If not available, please indicate when you will submit) [12_Conflict_of_Interest_Policy.pdf](#)
- ☐ 13. Other -

If you would like all the attachments downloaded into your Dropbox folder, please contact CDS

Program Manager Signature [Tim Russell](#)

Date Signed [01/13/2022](#)

Initially submitted: Jan 13, 2022 - 16:14:30

Consolidated Community Funding Application
Redwood City, San Mateo County, and S. San Francisco
Application for New Funding for FY 2022-23

GENERAL INFORMATION

1. **Organization Name:** [Rebuilding Together Peninsula](#)
 2. **Project Title:** [National Rebuilding Day \(NRD\) - Home Rehab Program \(2022-23\)](#)

We are applying for funding from:

☒ Redwood City ☒ City of San Mateo ☒ South San Francisco ☒ County of San Mateo

Budget/Client Summary (Auto-populated from Budget, below)

Jurisdictions receiving this application	Amount Requested	% of Program Budget	Proposed # of Served	% of Served	Total \$ Per
Redwood City	\$20,540	4%	3	15%	\$6,846.67
City of San Mateo	\$50,000	11%	6	30%	\$8,333.33
County of San Mateo	\$34,000	7%	8	40%	\$4,250.00
South San Francisco	\$15,750	3%	3	15%	\$5,250.00
Total	\$120,290	26%	20	100%	\$6,014.50

Grant Funded Programs:

We are applying for a [Minor Home Repair Program](#)

CDBG National Objective Eligibility - How are you serving low income populations?

[Minor home repairs for low income households whose incomes are verified.](#)

Income Verification: Describe how you obtain, verify, and maintain proof of income and presumed benefit status. Third party documentation or client signatures on the certification forms must be available on file for review at all times.

RTP's National Rebuilding Day home repair program currently uses 80% AMI (Area Median Income) as its guide for income eligibility. Applicants are required to provide proof of gross monthly income for all individuals 18 and over living in the home, including renters. Income sources include: salaries, SSI or SSD, social security, alimony/child support, interest and dividends, pensions and annuities, rental income, and any other possible sources of income. The preferred documentation to prove income is the most recent income tax return (first two pages only) for each adult in the household. Alternatively, we ask each adult to submit as many of the following documents as possible: last three bank statements, two pay stubs, social security award letter, SSI or SSDI statement and rent checks.

3. Project Address:

[841 Kaynyne Street](#)

City: [Redwood City](#)

Zip:
94063-3033

4. 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.](#)

Organization Address:

[841 Kaynyne Street](#)

City: [Redwood City](#)

Zip:
94063-3033

Organization Phone:

[650-366-6597](#)

Website: [www.RTPeninsula.org](#)

Type of Applicant: **Our agency serves:**

5. Contact

Person / Project

Name: [Josh Woodruff](#)

Title: [Program Manager](#)

Telephone:
650-366-6597 x226

Administrator:

[josh.w@rebuildingtogetherpeninsula.org,](#)

Contact Email: [greg@rebuildingtogetherpeninsula.org,](#) Fax: [650.366.9053](#)
[development@rebuildingtogetherpeninsula.org](#)

6. Name of Agency Director: [Melissa Lukin](#)

7. Fiscal Officer: Name: [Jan Sager](#) Email: jan.sager1@gmail.com Telephone: [650-366-6597](tel:650-366-6597)
Fiscal Officer Address: [841 Kaynyne Street](#) City: [Redwood City](#) Zip: [94063-3033](tel:94063-3033)

8. Authorized Signatory: Name: [Melissa Lukin](#) Email: melissa@rebuildingtogetherpeninsula.org Telephone: [650-366-6597](tel:650-366-6597)
Authorized Signatory Address: [841 Kaynyne Street](#) City: [Redwood City](#) Zip: [94063-3033](tel:94063-3033)

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

[Monday to Friday, 8am to 5pm. Closed for lunch from 12pm to 1pm.](#)

10. DUNS Number: [11-399-5612](#) **Federal EIN/TIN Number:** [94-3106209](#)

11. HUD Activity: Choose the HUD activity that most closely matches your service:

[14A - Rehab: Single-Unit Residential](#)

12. Project Specific Narrative: Provide a narrative description of the specific activities to be carried out with the requested funds. This should also include program objectives and key priorities for each specific jurisdiction.

[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 10/15/2022 and 4/29/2023.](#)
- [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.](#)

13A. Assessment of Need - Redwood City: Briefly describe how you determined the need for your program for each specific jurisdiction that you are applying for funds. Identify target population(s) and area(s) served.

[Please state the source\(s\) and date\(s\) of information. Identify any similar programs in the community.](#)

NEED:

[Redwood City \(RWC\) needs a free home repair program for its low-income neighbors. Since RWC has limited affordable housing \(median RWC home price is \\$1,872,547 up 15% in the last year, Zillow, Dec. 2021\) it, like many cities on the peninsula, would benefit from preserving its current affordable housing stock. Given that the San Francisco Bay Area boasts the third highest construction costs in the world \(International Construction Market Survey, 2021\) and construction costs have climbed during the COVID-19 crisis, many of RWC's low-income homeowners can't afford to keep their homes in good repair. Combine this with the fact that 77% of seniors desire to age-in-place \(AARP 2021\) and that falls are the leading cause of injury for older adults \(Source: CDC\), RWC's elderly low-income homeowners need access to free home repairs and safety modifications.](#)

AREA SERVED:

[Since our Fiscal Year 2009-10, RTP has provided 278 RWC homeowners with free home repair services. NRD serves low-income homeowners across the city.](#)

TARGET POPULATION:

[NRD provides critical health and safety repairs to low-income homeowners with a focus on homes with seniors, veterans, people with disabilities, and families with children.](#)

SIMILAR PROGRAMS:

[The Center for Independence of the Disabled provides home modifications for disabled persons. RTP serves all](#)

low-income homeowners and with 30 years of experience is the leading home repair program in the county.

13B. Assessment of Need - City of San Mateo: Briefly describe how you determined the need for your program for each specific jurisdiction that you are applying for funds. Identify target population(s) and area(s) served. Please state the source(s) and date(s) of information. Identify any similar programs in the community.

NEED:

The City of San Mateo (SM) needs a free home repair program for its low-income neighbors. Since SM has limited affordable housing (median SM home price is \$1,668,660, up 13.6% in the last year, Zillow, Dec. 2021) it, like many cities on the peninsula, would benefit from preserving its current affordable housing stock. Given that the San Francisco Bay Area boasts the third highest construction costs in the world (International Construction Market Survey, 2021) and construction costs have climbed during the COVID-19 crisis, many of SM's low-income homeowners can't afford to keep their homes in good repair. Combine this with the fact that 77% of seniors desire to age-in-place (AARP 2021) and that falls are the leading cause of injury for older adults (Source: CDC), SM residents need access to free home repairs and safety modifications.

AREA SERVED:

Since our Fiscal Year 2009-10, RTP has provided 194 City of San Mateo homeowners with free home repair services. NRD serves low-income homeowners across the city.

POPULATION:

NRD provides health and safety repairs to low-income homeowners with a focus on homes with seniors, veterans, people with disabilities, and families with children.

SIMILAR PROGRAMS:

The Center for Independence of the Disabled provides home modifications for disabled persons. RTP serves all low-income homeowners and with 30 years of experience is the leading home repair program in the county.

13C. Assessment of Need - County of San Mateo: Briefly describe how you determined the need for your program for each specific jurisdiction that you are applying for funds. Identify target population(s) and area(s) served. Please state the source(s) and date(s) of information. Identify any similar programs in the community.

NEED:

The County of San Mateo (County) needs a free home repair program for its low-income neighbors. Since the County has limited affordable housing (median home price is \$1,630,024, up 14% in the last year, Zillow, Dec. 2021) it, like many cities on the peninsula, would benefit from preserving its current affordable housing stock. Given that the San Francisco Bay Area boasts the third highest construction costs in the world (International Construction Market Survey, 2021) and construction costs have climbed during the COVID-19 crisis, many of the County's low-income homeowners can't afford to keep their homes in good repair. Combine this with the fact that 77% of seniors desire to age-in-place (AARP 2021) and that falls are the leading cause of injury for older adults (Source: CDC), the County's elderly, low-income homeowners need access to free home repairs and safety modifications.

AREA SERVED:

Since our Fiscal Year 2009-10, RTP has provided 1,566 County homeowners with free home repairs. We serve low-income homeowners across the County.

TARGET POPULATION:

NRD provides critical health and safety repairs to low-income homeowners with a focus on homes with seniors, veterans, people with disabilities, and families with children

SIMILAR PROGRAMS:

RTP is the leading home repair program in the County. Habitat for Humanity's home repair program only serves East Palo Alto. The Center for Independence of the Disabled only serves the disabled.

13D. Assessment of Need - South San Francisco: Briefly describe how you determined the need for your program for each specific jurisdiction that you are applying for funds. Identify target population(s) and area(s) served. Please state the source(s) and date(s) of information. Identify any similar programs in the community.

NEED:

South San Francisco (SSF) needs a free home repair program for its low-income neighbors. Since SSF has limited affordable housing (median home price is \$1,291,340, up 14.7% in the last year, Zillow, Dec. 2021) it, like many cities on the peninsula, would benefit from preserving its current affordable housing stock. Given that the San Francisco Bay Area boasts the third highest construction costs in the world (International Construction Market Survey, 2021) and construction costs have climbed during the COVID-19 crisis, many of SSF's low-income homeowners can't afford to keep their homes in good repair. Combine this with the fact that 77% of seniors desire to age-in-place (AARP 2021) and that falls are the leading cause of injury for older adults (Source: CDC), the County's elderly, low-income homeowners need access to free home repairs and safety modifications.

AREA SERVED:

Since our Fiscal Year 2009-10, RTP has provided 227 SSF homeowners with free home repair services. NRD serves low-income homeowners across SSF.

TARGET POPULATION:

NRD provides critical health and safety repairs to low-income homeowners with a focus on homes with seniors, veterans, people with disabilities, and families with children.

SIMILAR PROGRAMS:

The Center for Independence of the Disabled provides home modifications for disabled persons. RTP serves all

low-income homeowners and with 30 years of experience is the leading home repair program in the county.

14. Timeline: Provide a brief timetable for project implementation and achievement of projected goals and how you plan to expend your funds in a timely manner by the end of the fiscal year.

Due to COVID, our National Rebuilding Day (NRD) program in 2020 and 2021 was performed on a rolling basis. This was primarily due to the limited volunteering opportunities that we were able to offer. As we have now implemented a "rolling" NRD for nearly two years and volunteering is starting to increase again, we have decided to shift our model to better serve our volunteers and provide more timely repairs to homeowners. We will be holding NRD twice this year, October 15, 2022 and April 29, 2023. This will allow volunteers to choose the time of year that works best for them and allow our staff to provide better support by reducing the project management burden from all projects in one day to half of the projects in October and half of the projects in April.

NRD 2022 to 2023 Timeline

FALL

July 2022: CDBG contracts awarded

July to Aug 2022: Site visits of homes

Sept 2022: Project selection and sponsor matching

Sept 2022: Captains' Kickoff Meeting

Sept to Oct 2022: Project planning, materials and supplies purchases, prep days

Oct 15, 2022: NRD about 15 sites

SPRING

Nov 2022 to Jan 2023: Site visits of homes

Jan 2023: Project selection and sponsor matching

Feb 2023: Captains' Kickoff Meeting

Mar 2023 to Apr 2023: Project planning, materials and supplies purchases, prep days

Apr 29, 2023: NRD - about 15 sites

May 2023 - June 2023: Project wrap up and evaluation

We will bill quarterly for staff time and materials

15. Evaluation: Briefly describe how you will determine and measure the success of your program and whether or not program goals were met? If your program is currently receiving grant funds please describe accomplishments of goals to date.

RTP conducts homeowner surveys to measure our success. In fiscal year 2020-21, RTP repaired over 135 homes across its 3 programs. For homeowners surveyed:

100% reported that our work has made their home a safer place to live;

96% reported that repairs created a healthier home environment for themselves and their family;

87% reported that completed repairs will make it easier for them to maintain their home; and

80% reported feeling less likely to fall in their home since repairs (another 14% stated N/A).

RTP's NRD program holds current contracts with each jurisdiction. We expect to meet all of our 2021-22 deliverables during National Rebuilding Day 2022 - to be held on April 30, 2022 - including 2 homes in Redwood City, 4 in the City of San Mateo, and 3 in South San Francisco. In the County of San Mateo we will repair at least 8 homes and 5 community facilities during NRD 2022.

For our 2020-21 contracts, RTP's NRD program met all of our deliverables by serving 3 homes in Redwood City, 4 homes in the City of San Mateo, 3 homes in South San Francisco and 9 homes in the County of San Mateo. NRD 2021 also repaired 5 community facilities (3 in Redwood City, 1 in City of San Mateo and 1 in Burlingame.)

16. Collaboration: Describe partnerships with other organizations/agencies, the nature of the partnership, and how it relates to the proposed project.

For each NRD home repair project, RTP's skilled staff provides support and training to a multidisciplinary volunteer team. Each team consists of:

1. Construction Captain: coordinates the repair work, assists with the site inspection, evaluation, material purchasing and volunteer assignments. Construction Captains work one-on-one with our NRD homeowners to develop a scope of work that addresses the health and safety concerns of that individual project. Construction Captains are skilled in home repair, and donate 40+ hours of volunteer time over two months to plan and prepare repair projects for their homeowner.

2. Volunteer Captain: recruits and organizes volunteers at their rehabilitation site and assists the Construction Captain in planning and managing the core group of helpers. Volunteer Captains contribute about 20 hours of service to coordinate all the logistics for volunteers at each individual site on NRD.

3. Skilled Volunteers provide materials and skilled labor from assessment to completing projects like roofing and plumbing. They are assigned to each site as needed.

4. Service Volunteers perform projects like carpentry projects, fire safety and accessibility modifications, debris removal, interior and exterior painting, window or floor repairs, cleaning, landscaping, as well as moving furniture and appliances.

5 Support Volunteers help with a variety of other tasks (e.g. hospitality on project days, accounting, technology,

etc.)

17. Impact: : Discuss any general trends and conditions that have affected or impacted your service levels or service populations. For New Applicants – describe what these funds would allow your agency to do that you may not be able to do now. For Continuing Applicants – describe how your program would be impacted without these funds.

RTP's National Rebuilding Day program applies its expertise to address the following trends in our community: the increasing lack of affordable housing, the rise of multi-generational living, our aging population and their desire to age-in-place, and the extraordinary costs of repairs. We meet these challenges by rehabilitating and preserving existing affordable housing. Many low-income families, especially seniors on fixed incomes, simply do not have the resources to repair their home. Left unaddressed, minor home repairs can escalate into major issues that can leave homeowners vulnerable to illness, physical harm, and even homelessness. RTP strengthens communities and enhances self-sufficiency by ensuring that homes are safe and healthy and by empowering low-income homeowners to invest their limited resources on other needs. RTP revitalizes whole neighborhoods and provides long-lasting stability to them. Many of our clients have lived in their homes for generations and, as a result of our work, they can live safely, age in place, and pass an affordable home down to the next generation.

Without funding, RTP will have to reduce the number of National Rebuilding Day repair projects and scale back the scopes of work. Without adequate funding, our organization will have to leave more costly repairs undone, which in turn means that we are not leaving our homeowners in truly safe and healthy environments. One of the most basic needs for anyone is a safe and healthy home.

18. 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. Refer to the San Mateo County Income Limits.

a. Indicate the total number of **low-income** beneficiaries you expect to serve with this program for each jurisdiction application for funding. *Low-income is 80% of Area Median Income or below. [See AMI table](#)

b. Indicate the **total** number of beneficiaries you expect to serve with this program in each jurisdiction - regardless of income.

Jurisdiction	a. Number of low-income beneficiaries to be served per grant jurisdiction application. **Low-income** is 80% of Area Median Income or below.		b. All beneficiaries to be served per grant jurisdiction application regardless of income	
	Persons	Households	Persons	Households
Daly City	0	0	0	0
Redwood City	0	3	0	3
City of San Mateo	0	6	0	6
County of San Mateo	0	8	0	8
South San Francisco	0	3	0	3
Totals	0	20	0	20

19. Populations Served: Check the boxes below if they describe a significant population served by your program. These categories are not considered "presumed benefit" by HUD, and require income verification.

- ☐ Persons exiting incarceration
☐ Low-income youth
☒ Other [Low income homeowners](#)

20. Affirmative Outreach:

a. Use the demographics from your previous program year to provide an analysis of the population you serve relative to the demographics in the table. *NOTE: If you are a new applicant please provide your best estimation.*

Race & Ethnicity	Redwood City Population	Redwood City % by Ethnicity	Low Income by Ethnicity served by your Program	Your Program % by Ethnicity
Total	74,402	100%	14	100%
White and not Hispanic	40,656	54.64%	2	14.29%
White and Hispanic	23,557	31.66%	8	57.14%
Asian	6,715	9.03%	3	21.43%
African American	1,916	2.58%	1	7.14%
Pacific Islander	663	0.89%	0	0.00%
Native American	384	0.52%	0	0.00%
Other	1,511	2.03%	0	0.00%

Race & Ethnicity	City of San Mateo Population	City of San Mateo % by Ethnicity	Low Income by Ethnicity served by your Program	Your Program % by Ethnicity
Total	97,207	100%	11	100%
White and not Hispanic	45,240	46.54%	2	18.18%
White and Hispanic	25,815	26.56%	4	36.36%
Asian	18,153	18.67%	5	45.45%

African American	2,099	2.16%	0	0.00%
Pacific Islander	1,937	1.99%	0	0.00%
Native American	140	0.14%	0	0.00%
Other	3,823	3.93%	0	0.00%

Race & Ethnicity	South San Francisco Population	South San Francisco % by Ethnicity	Low Income by Ethnicity served by your Program	Your Program % by Ethnicity
Total	63,632	100%	6	100%
White and not Hispanic	23,760	37.34%	1	16.67%
White and Hispanic	21,645	34.02%	0	0.00%
Asian	23,293	36.61%	3	50.00%
African American	1,625	2.55%	2	33.33%
Pacific Islander	1,111	1.75%	0	0.00%
Native American	395	0.62%	0	0.00%
Other	9,598	15.08%	0	0.00%

b. Based on the percentages that you indicate your organization served describe your efforts to improve affirmative outreach to groups that may be underserved by your program and the result of your efforts:

Note: The data above is for all of the members of the household, not just the homeowner, as the race/ethnicity of household members can differ from the homeowner. Because this program serves a handful of households in each jurisdiction it is difficult to perfectly align with the city's overall demographics. However, the data above shows the populations served in each jurisdiction are predominated by underserved populations.

RTP conducts grassroots outreach including door-to-door outreach; direct mail; distributing information about RTP's home repair programs to nonprofit and government agencies; participating in community events; social media campaigns; and presentations at local senior centers, churches, and other groups. RTP is trusted by our neighbors in need. Our staff guides homeowners through the application and home repair process, providing multilingual and culturally competent support. We hold our general contractor's license and are experts in navigating building code and permitting processes, thereby reducing barriers for low-income, often monolingual, homeowners.

Of the population served last year by RTP:

100% of participants had low, very low, or extremely low income.

82% of the households had a senior living in the home.

73% of participants identified as a person of color.

70% of homeowners served have lived in their homes 20+ years.

61% of the households had a person with a disability living in the home.

21. Leveraging: Describe your fundraising efforts and additional sources of revenue for this project and your organization. Please state whether any of these fund sources are already committed and in what amount.

We could not accomplish our mission to repair homes, revitalize communities and rebuild lives without leveraging the in-kind support from individuals, skilled volunteers, community organizations, and corporations.

RTP's FY2022-23 National Rebuilding Day budget is \$471,194. Of this amount, we expect 26% to come from CDBG jurisdictions, 55% to come from sponsors, 12.5% to come from foundations, and 6.5% to come from individual donors or special event revenue.

To provide an example of expected FY2022-23 revenue for NRD, below are details on secured and pending funding for FY2021-22 NRD.

National Rebuilding Day FY2021-22 Secured and Pending Funding Sources:

Sponsorships (secured and expected by April 2022): \$259,600

Secured CDBG contracts: \$123,700

Foundations (secured and expected by April 2022): \$58,350

Individual donor and special event revenue: \$29,544

TOTAL NRD 2022 EXPECTED PROGRAM REVENUE: \$471,194

It is important to note that the \$471,194 is NRD cash budget only. We do not budget for in-kind materials, supplies and labor. For NRD 2021, our volunteers contributed over \$300,000 worth of in-kind materials and supplies.

For our organization, RTP is in a strong financial position. We hold \$5M in assets. Our projected \$1,826,377 annual revenue comes from diverse streams: 21% from foundations, 17% from individuals, 14% from sponsorships, 29% from government, 15% from special events and 4% other.

Staff List

List below key staff members who work on this program

Position Title	Name of Staff Person	Job Responsibilities	Qualifications

Director of Programs	Greg Bernard	NRD program oversight, billing, communication with the CDBG jurisdictions, and managing half of the NRD the sites on the NRD Day (Oct 15, 2022 and April 29, 2023). Managing sites includes conducting previews, developing scopes of work, getting permits, working with the volunteer Construction Captain, getting supplies, and ensuring the volunteer Captain has all they need for a successful repair day	20 years of experience as a contractor
Project Manager	Josh Woodruff	Homeowner interaction, contractor negotiations, project wrap up, and managing half of the sites on each NRD Day (Oct 15, 2022 and April 29, 2023). Managing sites includes conducting previews, developing scopes of work, getting permits, working with the volunteer Construction Captain, getting supplies, and ensuring the volunteer Captain has all they need for a successful repair day.	joined RTP in 2018. Experience as a small business owner, Americorps member with RTP, and formerly employed by a credit union.

PROPOSED PROGRAM BUDGET FOR FY 2022-23

				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	\$673,427	31%	\$209,596	1%	\$2,054	2%	\$5,000	2%	\$3,400	1%	\$1,575	6%	\$12,029
Taxes/Benefits	\$224,476	31%	\$69,866	0%	\$205	1%	\$500	0%	\$340	0%	\$157	2%	\$1,202
Materials													
Repairs and renovations (cash)	\$414,780	33%	\$137,584	12%	\$16,414	29%	\$39,955	20%	\$27,169	9%	\$12,586	70%	\$96,124
Operations/Maintenance													
Operations/Outreach/Volunteers	\$87,774	14%	\$12,282	0%	\$0	0%	\$0	0%	\$0	0%	\$0	0%	\$0
Administration	\$387,889	11%	\$41,867	4%	\$1,867	11%	\$4,545	7%	\$3,091	3%	\$1,432	26%	\$10,935
TOTAL	\$1,788,346	26%	\$471,195	4%	\$20,540	11%	\$50,000	7%	\$34,000	3%	\$15,750	26%	\$120,290
Number of Individual Beneficiaries					3		6		8		3		20
Cost per Individual					\$6,846.67		\$8,333.33		\$4,250.00		\$5,250.00		\$6,014.50

For the City of Redwood City ONLY, answer the following:

1. Funding Criteria:

1. Affordable Housing: Acquisition of sites for affordable housing, new construction of affordable housing, conversion of existing housing to affordable, acquisition and rehabilitation of rental housing (includes special needs housing).

2. Marketing/Advertising

a. Check all of the following methods your agency utilizes to promote and advertise your programs and services:

- ☒ Flyers/brochures
- ☒ Website
- ☒ Phone book listing
- ☒ CIP (Handbook/Database)
- ☒ Outreach presentations to service providers
- ☒ Outreach presentations to public
- ☒ PSA's
- ☒ Social Media - Please list: local news (e.g. San Mateo Daily Journal), Direct Mail, door to door outreach
- ☒ Other - Please describe: local news (e.g. San Mateo Daily Journal), Direct Mail, door to door outreach

b. Which of the above marketing/advertising materials are available in multi-lingual form and which languages are they available in?

All of RTP's services and documents are provided in English and Spanish. If a homeowner requires another language, RTP utilizes community partners that specialize with that population to serve as translators. In addition, select marketing collateral is offered in multilingual formats including RTP's main flyers, brochures and direct mail pieces. RTP also conducts multilingual door- outreach and phone outreach.

c. How and where are the materials distributed?

In Redwood City, we make presentations and distribute materials to a variety of nonprofit, government and community organizations (e.g. Fair Oaks & Veterans Memorial Community Centers, Redwood City Human Service Agencies, and Peninsula Family Service). Through our NRD community facility repair program, RTP has developed deep relationships with nonprofits throughout Redwood City that serve primarily low-income people (e.g. Samaritan House Free Clinic, Kainos, StarVista, St. Francis Center, IHSD, schools and child care).

RTP's National Rebuilding Day materials are distributed to low-income homeowners via: distributing fliers to low-income homeowners (e.g. door hangers, fliers in Senior Centers' grab and go lunches), direct mail using 'Leads Please,' referrals from partner organizations, tabling at community events, making presentations to community groups, social media campaigns, and more!

3. Program Outcomes: a. Please describe the accomplishments of program goals for FY/21.

For 2020-2021, RTP's National Rebuilding Day program's goal was to serve 3 homes in Redwood City. We met our goal by serving 3.

RTP conducts homeowner surveys to measure our success. In fiscal year 2020-21, RTP repaired over 135 homes across its 3 programs. For homeowners surveyed:

100% reported that our work has made their home a safer place to live;
96% reported that repairs created a healthier home environment for themselves and their family;
87% reported that completed repairs will make it easier for them to maintain their home; and
80% reported feeling less likely to fall in their home since repairs (another 14% stated N/A).

b. In what ways has your program made a difference in the lives of the people you serve? Please provide at least one concrete example from the people served in FY/21:

Sometimes the best way to emphasize the impact that our National Rebuilding Day program can have on a life is through a story:

Hank*, a veteran in his 70s, has lived in his Redwood City home for over 40 years. He now relies on a wheelchair for mobility and since January 2021, had been confined to his home because there was no easy way for him to navigate the stairs to the sidewalk.

RTP's staff and volunteers from Provident Credit Union and Rosendin Electric companies were eager to help. In just a few hours, they transformed Hank's life and made it possible for him to reconnect with the community he had sorely missed during this last year of isolation. As he came to the door and saw the team lining the ramp, clapping for him, Hank's face lit up. Tears flowed and there were smiles all around. Hank said, "You've given me my freedom back!"

RTP's commitment to ensuring a safe and healthy home for every person remains at the core of our work. Thank you for partnering with RTP and helping our mission to "rebuild homes, revitalize communities and rebuild lives" for our neighbors-in-need. Your generosity makes a significant impact in our community and gives hope to the people who need it most.

*Name changed

Attachments

☒ 1. Resolution authorizing application and designation of signatory, by the Board of Directors [1_CDBG_bod_authorization_for_FY22-23_with_THJ_signature.pdf](#)

☒ 5. Board roster, including: [5_Board_Roster_2021-22_1.5.22.pdf](#)

- Name, Company, Years on Board
- Meeting dates for previous 12 months
- Number of years allowed for each board term

☒ 6. Organizational chart for entire organization [6_RTPOrgChart_11.2.21.pdf](#)

☒ 7. Certified financial audit no more than 1 fiscal year old, prepared by a CPA, and: [7_FINAL_FY19-20_Audited_Financial_Statements_recd_3.23.21.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 or Chief Financial Officer 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: [8a. RTP Agency Budget FY21-22.pdf](#)
[8b. RTP FY23 budget for CDBG.pdf](#)
[8c. FY22 RTP National Rebuilding Day budget.pdf](#)
- Current (FY21-22) **Agency** Operating Budget
 - Proposed (FY22-23) **Agency** Operating Budget
- ☒ 9. Mission Statement [9. RTP Mission Statement 1.8.21.pdf](#)
- ☒ 10. Non-discrimination policy for Staff and Clients [10. 11. nondiscrimination and accomodations updated 2.2019.pdf](#)
- ☒ 11. Reasonable Accommodations Policy for Staff and Clients [10. 11. nondiscrimination and accomodations updated 2.2019.pdf](#)
- ☒ 12. Conflict of Interest Policy. (If not available, please indicate when you will submit) [12. confilct of interest policy.pdf](#)
- ☐ 13. Other -

If you would like all the attachments downloaded into your Dropbox folder, please contact CDS

Program Manager Signature [Melissa Lukin](#)
Date Signed [01/11/2022](#)

City/County Accepted Signature [Heather Ruiz](#)
Date Signed [02/03/2022](#)

Initially submitted: Jan 11, 2022 - 13:30:07

Consolidated Community Funding Application
Redwood City, San Mateo County, and S. San Francisco
Application for New Funding for FY 2022-23

GENERAL INFORMATION

1. Organization Name: [Rebuilding Together Peninsula](#)
 2. Project Title: [Safe at Home](#)

We are applying for funding from:

☒ Redwood City ☒ City of San Mateo ☒ South San Francisco ☒ County of San Mateo

Budget/Client Summary (Auto-populated from Budget, below)

Jurisdictions receiving this application	Amount Requested	% of Program Budget	Proposed # of Served	% of Served	Total \$ Per
Redwood City	\$20,540	4%	5	10%	\$4,108.00
City of San Mateo	\$20,000	4%	4	8%	\$5,000.00
County of San Mateo	\$125,000	27%	30	61%	\$4,166.67
South San Francisco	\$55,000	12%	10	20%	\$5,500.00
Total	\$220,540	48%	49	100%	\$4,500.82

Grant Funded Programs:

We are applying for a [Minor Home Repair Program](#)

CDBG National Objective Eligibility - How are you serving low income populations?

[Minor home repairs for low income households whose incomes are verified.](#)

Income Verification: Describe how you obtain, verify, and maintain proof of income and presumed benefit status. Third party documentation or client signatures on the certification forms must be available on file for review at all times.

RTP's Safe at Home home repair program currently uses 80% AMI (Area Median Income) as its guide for income eligibility. Applicants are required to provide proof of gross monthly income for all individuals 18 and over living in the home, including renters. Income sources include: salaries, SSI or SSD, social security, alimony/child support, interest and dividends, pensions and annuities, rental income, other income. The preferred documentation to prove income is the most recent income tax return (first two pages only) for each adult in the household. Alternatively, we ask each adult to submit as many of the following documents as possible: last three bank statements, two pay stubs, social security award letter, SSI or SSDI statement, and rent checks.

3. Project Address: [841 Kaynyne Street](#) City: [Redwood City](#) Zip: [94063-3033](#)

4. Provide a one sentence project summary:

RTP's Safe at Home program provides critical health and safety related home repair needs for low-income homeowners, including home safety modifications that allow low-income seniors to safely age in place by eliminating the threat of injury or accident, particularly from falling.

Organization Address: [841 Kaynyne Street](#) City: [Redwood City](#) Zip: [94063-3033](#)

Organization Phone: [650-366-6597](#) Website: [www.RTPeninsula.org](#)

Type of Applicant: [Non-Profit](#) Our agency serves:

5. Contact

Person / Project Administrator: Name: [Greg Bernard](#) Title: [Construction Program Director](#) Telephone: [650-366-6597 x228](#)

Contact Email: greg@rebuildingtogetherpeninsula.org; development@rebuildingtogetherpeninsula.org Fax: [650.366.9053](#)

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

Authorized Signatory Address:

841 Kaynyne Street

City: Redwood City

Zip:

94063-3033

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

Monday to Friday, 8am to 5pm. Closed for lunch from 12pm to 1pm.

10. DUNS Number: 11-399-5612**Federal EIN/TIN Number:** 94-3106209**11. HUD Activity:** Choose the HUD activity that most closely matches your service:

14A - Rehab: Single-Unit Residential

12. Project Specific Narrative: Provide a narrative description of the specific activities to be carried out with the requested funds. This should also include program objectives and key priorities for each specific jurisdiction.

Safe at Home Program (SAH) objectives:

1. Low-income homeowners, majority elderly and BIPOC, in San Mateo County have access to free home repair services that enable them to live in a dry, clean, pest-free, ventilated, safe, contaminant-free, maintained, thermally controlled, accessible, and affordable home (the National Center for Healthy Housing's ten principles of healthy homes).
2. Safety and health priorities identified in each home are addressed by our expert repair technician, skilled volunteers and/or trusted sub-contractors.
3. Participants are equipped with the knowledge and tools necessary to identify health and safety hazards and educated with maintenance tips to ensure the longevity of the repairs they receive.

ACTIVITIES:

Each homeowner receives 5 services over a 3 month period:

1. Homeowner application is reviewed by RTP staff.
2. Staff conduct a comprehensive Home Safety Assessment which assesses the repairs needed.
3. Staff develop a Home Safety Plan (aka scope of work) which details how the repairs will be completed.
4. Repairs and home safety modifications are completed by our experienced repair technicians and trusted subcontractors.
5. Staff review the project and collect feedback through surveys to assess the impact of our work on the homeowner.

Priorities by jurisdiction:

SAH will repair 5 homes in Redwood City, 4 homes in the City of San Mateo, 10 homes in South San Francisco and 30 in the county.

13A. Assessment of Need - Redwood City: Briefly describe how you determined the need for your program for each specific jurisdiction that you are applying for funds. Identify target population(s) and area(s) served.

Please state the source(s) and date(s) of information. Identify any similar programs in the community.

NEED:

Redwood City (RWC) needs a free home repair program for its low-income neighbors. Since RWC has limited affordable housing (median RWC home price is \$1,872,547, up 15% in the last year, Zillow, Dec. 2021), it – like many cities on the peninsula – would benefit from preserving its current affordable housing stock. Given that the San Francisco Bay Area boasts the third highest construction costs in the world (International Construction Market Survey, 2021) and construction costs have climbed during the COVID-19 crisis, many of RWC's low-income homeowners can't afford to keep their homes in good repair. Combine this with the fact that 77% of seniors desire to age-in-place (AARP 2021) and that falls are the leading cause of injury for older adults (Source: CDC), RWC's elderly low-income homeowners need access to free home repairs and safety modifications.

AREA SERVED:

Since our Fiscal Year 2009-10, RTP has provided 278 RWC homeowners with free home repair services. SAH serves low-income homeowners across the city.

TARGET POPULATION:

SAH serves low-income homeowners with a focus on homes with seniors, veterans, people with disabilities, and families with children.

SIMILAR PROGRAMS:

The Center for Independence of the Disabled provides home modifications for disabled persons. RTP serves all low-income homeowners with a range of health and safety repairs. With 30+ years of experience, RTP is the county's leading home repair program.

13B. Assessment of Need - City of San Mateo: Briefly describe how you determined the need for your program **for each specific jurisdiction that you are applying for funds.** Identify target population(s) and area(s) served. Please state the source(s) and date(s) of information. Identify any similar programs in the community.

NEED:

The City of San Mateo (SM) needs a free home repair program for its low-income neighbors. Since SM has limited affordable housing (median SM home price is \$1,668,660, up 13.6% in the last year, Zillow, Dec. 2021) it, like many cities on the peninsula, would benefit from preserving its current affordable housing stock. Given that the San Francisco Bay Area boasts the third highest construction costs in the world (International Construction Market Survey, 2021) and construction costs have climbed during the COVID-19 crisis, many of SM's low-income homeowners can't afford to keep their homes in good repair. Combine this with the fact that 77% of seniors desire to age-in-place (AARP 2021) and that falls are the leading cause of injury for older adults (Source: CDC), SM's elderly, low-income homeowners need access to free home repairs and safety modifications.

AREA SERVED:

Since 2009-10, RTP has provided 194 City of San Mateo homeowners with free home repair services. SAH serves low-income homeowners across the city.

TARGET POPULATION:

SAH serves low-income homeowners with a focus on homes with seniors, veterans, people with disabilities, and families with children.

SIMILAR PROGRAMS:

The Center for Independence of the Disabled provides home modifications for disabled persons. RTP serves all low-income homeowners with a range of health and safety repairs. With 30+ years of experience, RTP is the county's leading home repair program.

13C. Assessment of Need - County of San Mateo: Briefly describe how you determined the need for your program **for each specific jurisdiction that you are applying for funds.** Identify target population(s) and area(s) served. Please state the source(s) and date(s) of information. Identify any similar programs in the community.

NEED:

The County of San Mateo (County) needs a free home repair program for its low-income neighbors. Since the County has limited affordable housing (median home price = \$1,630,024, up 14% in the last year, Zillow, Dec. 2021) it, like many cities on the peninsula, would benefit from preserving its current affordable housing stock. Given that the SF Bay Area boasts the third highest construction costs in the world (International Construction Market Survey, 2021) and construction costs have climbed during the COVID-19 crisis, many of the County's low-income homeowners can't afford to keep their homes in good repair. Combine this with the fact that 77% of seniors desire to age-in-place (AARP 2021) and that falls are the leading cause of injury for older adults (Source: CDC), the County's elderly, low-income homeowners need access to free home repairs and safety modifications.

GEOGRAPHY:

Since our Fiscal Year 2009-10, RTP has provided 1,566 County homeowners with free home repairs. We serve low-income homeowners across the County.

POPULATION:

SAH provides repairs to low-income homeowners with a focus on homes with seniors, veterans, people with disabilities, and families with children.

SIMILAR PROGRAMS:

RTP's 30 years of experience make us the leading home repair program in the County. Habitat for Humanity's home repair program only serves East Palo Alto and the Center for Independence of the Disabled only serves the disabled.

13D. Assessment of Need - South San Francisco: Briefly describe how you determined the need for your program **for each specific jurisdiction that you are applying for funds.** Identify target population(s) and area(s) served. Please state the source(s) and date(s) of information. Identify any similar programs in the community.

NEED:

South San Francisco (SSF) needs a free home repair program for its low-income neighbors. Since SSF has limited affordable housing (median home price is \$1,291,340, up 14.7% in the last year, Zillow, Dec. 2021) it, like many cities on the peninsula, would benefit from preserving its current affordable housing stock. Given that the San Francisco Bay Area boasts the third highest construction costs in the world (International Construction Market Survey, 2021) and construction costs have climbed during the COVID-19 crisis, many of SSF's low-income homeowners can't afford to keep their homes in good repair. Combine this with the fact that 77% of seniors desire to age-in-place (AARP 2021) and that falls are the leading cause of injury for older adults (Source: CDC), the County's elderly, low-income homeowners need access to free home repairs and safety modifications.

AREA SERVED:

Since our Fiscal Year 2009-10, RTP has provided 227 SSF homeowners with free home repair services. SAH serves low-income homeowners across SSF.

TARGET POPULATION:

SAH serves low-income homeowners with a focus on homes with seniors, veterans, people with disabilities, and families with children.

SIMILAR PROGRAMS:

While the Center for Independence of the Disabled provides home modifications for disabled persons, RTP serves

all low-income homeowners with a range of health and safety repairs. With 30 years of experience, RTP is the county's leading home repair program.

14. Timeline: Provide a brief timetable for project implementation and achievement of projected goals and how you plan to expend your funds in a timely manner by the end of the fiscal year.

RTP's Safe at Home program is fully operational and provides services on an ongoing basis. Each homeowner receives five services over a three month period:

1. Homeowner completes an application which provides key information about the repairs needed.
2. RTP's trained and experienced staff conduct a comprehensive Home Safety Assessment which assesses the health and safety repairs needed based on the ten Principles of Healthy Housing.
3. In partnership with the homeowner, RTP's staff develops a Home Safety Plan (aka scope of work) which provides a detailed plan for how the critical health and safety repairs will be completed.
4. Repairs and home safety modifications are completed by our experienced repair technicians and trusted subcontractors.
5. Final project review and survey collection which assesses the impact of our work on the homeowner's health and safety.

RTP will submit invoices quarterly to ensure funds are spent in a timely manner.

SAH will serve at least the following number of homes by jurisdiction per year of the contract:

Redwood City: 5 homes per year

City of San Mateo: 4 homes per year

County: 30 homes per year

South San Francisco: 10 homes per year

Daly City: 5 homes per year

RTP would like to be considered for a two-year contract so that we can plan deliverables with confidence and provide seamless services to the low-income populations that we serve.

15. Evaluation: Briefly describe how you will determine and measure the success of your program and whether or not program goals were met? If your program is currently receiving grant funds please describe accomplishments of goals to date.

RTP conducts homeowner surveys to measure our success. In 2020-21, RTP repaired over 135 homes across its 3 programs. For homeowners surveyed:

100% reported that our work has made their home a safer place to live;

96% reported that repairs created a healthier home environment for themselves and their family;

87% reported that completed repairs will make it easier for them to maintain their home; and

80% reported feeling less likely to fall in their home since repairs (another 14% stated N/A).

RTP's Safe at Home program holds contracts with each jurisdiction. In August 2021 one of our repair technicians left to pursue another opportunity. Given how COVID has impacted the employment market, we knew it would be difficult to fill that position. We contacted the jurisdictions and shared that we might only reach 70% of our FY21-22 goals as we are working with only one repair technician and increasing our use of subcontractors. The deliverables in this proposal reflect this and our decision to hire a project specialist that can increase the efficiency of our remaining technician.

Accomplishments to date (July 2021 to Dec 2021):

Redwood City: 5 homes served/in progress (original goal: 7, 70% = 5 homes)

City of San Mateo: 3 homes served/in progress (original goal: 12, 70% = 8 homes)

County: 32 homes served/in progress (original goal: 45, 70% = 31 homes)

South San Francisco: 8 homes served/in progress (original goal: 12, 70% = 8 homes)

16. Collaboration: Describe partnerships with other organizations/agencies, the nature of the partnership, and how it relates to the proposed project.

RTP could not accomplish our mission without collaboration. SAH benefits from the agency's partnerships with trade unions, vendors, and corporations that supply volunteer labor and significant in-kind donations. For example, RTP recently made presentations to the core service agencies in San Mateo County; the Mentorship, Discover, and Inspire men's group; Samaritan House; neighborhood groups; International Brotherhood of Electrical Workers; the pipefitters union; and the American Red Cross. We have also arranged discount materials and supplies from Hayward Lumber, Master Plumbing and Ace Hardware. RTP is also building a partnership with Acterra to help assist our clients in the East Palo Alto to North Fair Oaks area and with Peninsula Clean Energy in those areas plus Belle Haven in Menlo Park. RTP also refers our clients to other programs that can assist them (e.g. Meals on Wheels, El Concilio, and PG&E Low-Income Home Energy Assistance Program). We receive referrals for potential Safe at Home applicants from city staff, county social workers and case managers, hospitals, and local nonprofit agencies.

RTP also participates in collaborative local efforts to implement systemic change as they relate to achieving our vision of safe and healthy housing for everyone. RTP has participated in the City of East Palo Alto's 2nd Unit/Reducing Displacement Task Force, the County's Fall Prevention Task Force, Thrive - The Alliance of Nonprofit for San Mateo County, and more.

17. Impact: : Discuss any general trends and conditions that have affected or impacted your service levels or service populations. For New Applicants – describe what these funds would allow your agency to do that you may not be able to do now. For Continuing Applicants – describe how your program would be impacted without these funds.

One of the most fundamental needs for any person is a safe and healthy home. On top of this basic need, RTP's Safe at Home program applies its expertise to address the following trends in our community: the limited supply of affordable housing, the significant increase in the cost of housing in the last year, the multi-faceted impact of COVID-19 on vulnerable populations and how it limits their ability to keep their home in good repair, our county's aging population and their desire to age-in-place, and the extraordinary costs of construction in our region.

We meet these challenges by rehabilitating and preserving existing affordable housing. Many low-income families, especially seniors on fixed incomes, simply do not have the resources to repair their home. Left unaddressed, minor home repairs can escalate into major issues that can leave homeowners vulnerable to illness, physical harm, and even homelessness. RTP strengthens communities and enhances self-sufficiency by ensuring that homes are safe and healthy and by empowering low-income homeowners to invest their limited resources on other needs. RTP revitalizes neighborhoods by reducing blight and improving the housing stock. Many of our clients have lived in their homes for generations and, as a result of our work, they can live safely, age in place, and pass an affordable home down to the next generation.

Without funding, RTP will would reduce the number of repair projects or scale back scopes of work.

18. 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. Refer to the San Mateo County Income Limits.

- a. Indicate the total number of **low-income** beneficiaries you expect to serve with this program for each jurisdiction application for funding. *Low-income is 80% of Area Median Income or below. [See AMI table](#)
- b. Indicate the **total** number of beneficiaries you expect to serve with this program in each jurisdiction - regardless of income.

Jurisdiction	a. Number of low-income beneficiaries to be served per grant jurisdiction application. **Low-income** is 80% of Area Median Income or below.		b. All beneficiaries to be served per grant jurisdiction application regardless of income	
	Persons	Households	Persons	Households
Daly City	0	5	0	5
Redwood City	0	5	0	5
City of San Mateo	0	4	0	4
County of San Mateo	0	30	0	30
South San Francisco	0	10	0	10
Totals	0	54	0	54

19. Populations Served: Check the boxes below if they describe a significant population served by your program. These categories are not considered "presumed benefit" by HUD, and require income verification.

- ☐ Persons exiting incarceration
- ☐ Low-income youth
- ☒ Other [Low income homeowners](#)

20. Affirmative Outreach:

a. Use the demographics from your previous program year to provide an analysis of the population you serve relative to the demographics in the table. *NOTE: If you are a new applicant please provide your best estimation.*

Race & Ethnicity	Redwood City Population	Redwood City % by Ethnicity	Low Income by Ethnicity served by your Program	Your Program % by Ethnicity
Total	74,402	100%	19	100%
White and not Hispanic	40,656	54.64%	3	15.79%
White and Hispanic	23,557	31.66%	15	78.95%
Asian	6,715	9.03%	1	5.26%
African American	1,916	2.58%	0	0.00%
Pacific Islander	663	0.89%	0	0.00%
Native American	384	0.52%	0	0.00%
Other	1,511	2.03%	0	0.00%

Race & Ethnicity	City of San Mateo Population	City of San Mateo % by Ethnicity	Low Income by Ethnicity served by your Program	Your Program % by Ethnicity
Total	97,207	100%	12	100%
White and not Hispanic	45,240	46.54%	2	16.67%
White and Hispanic	25,815	26.56%	3	25.00%
Asian	18,153	18.67%	6	50.00%
African American	2,099	2.16%	1	8.33%
Pacific Islander	1,937	1.99%	0	0.00%
Native American	140	0.14%	0	0.00%
Other	3,823	3.93%	0	0.00%

Race & Ethnicity	South San Francisco Population	South San Francisco % by Ethnicity	Low Income by Ethnicity served by your Program	Your Program % by Ethnicity
Total	63,632	100%	26	100%
White and not Hispanic	23,760	37.34%	6	23.08%
White and Hispanic	21,645	34.02%	9	34.62%
Asian	23,293	36.61%	5	19.23%
African American	1,625	2.55%	0	0.00%
Pacific Islander	1,111	1.75%	0	0.00%
Native American	395	0.62%	2	7.69%
Other	9,598	15.08%	4	15.38%

b. Based on the percentages that you indicate your organization served describe your efforts to improve affirmative outreach to groups that may be underserved by your program and the result of your efforts:

Note: The data above is for all of the members of the household, not just the homeowner, as the race/ethnicity of household members can differ from the homeowner. Because this program serves a handful of households in each jurisdiction it is difficult to perfectly align with the city's overall demographics. However, the data above shows the populations served in each jurisdiction are predominated by underserved populations.

RTP conducts grassroots outreach including door-to-door outreach; direct mail; distributing information about RTP's home repair programs to nonprofit and government agencies; participating in community events; social media campaigns; and presentations at local senior centers, churches, and other groups. RTP is trusted by our neighbors in need. Our staff guides homeowners through the application and home repair process, providing multilingual and culturally competent support. We hold our general contractor's license and are experts in navigating building code and permitting processes, thereby reducing barriers for low-income, often monolingual, homeowners.

Of the population served last year by RTP:

100% of participants had low, very low, or extremely low income.

82% of the households had a senior living in the home.

73% of participants identified as a person of color.

70% of homeowners served have lived in their homes 20+ years.

61% of the households had a person with a disability living in the home.

21. Leveraging: Describe your fundraising efforts and additional sources of revenue for this project and your organization. Please state whether any of these fund sources are already committed and in what amount.

RTP's FY23 Safe at Home Budget is \$467,053. Of this amount, we expect 68% to come from government sources and 32% to come from individuals, corporations and foundations.

To provide an example of expected FY23 revenue for the Safe at Home program, below are details on secured and pending funding for the FY22 Safe at Home program.

Secured FY22 Safe at Home funding = \$433,540:

County of San Mateo, \$125,000

City of Palo Alto, \$73,000

City of South San Francisco, \$55,000

Sequoia Healthcare District, \$50,000

City of San Mateo, \$45,000

Peninsula Health Care District, \$30,000

City of Redwood City, \$20,540

City of Daly City, \$20,000

Insurance Industry Charitable Foundation, \$10,000

Umpqua Bank Foundation, \$3,000

San Mateo County Association of Realtors, \$2,000

Pending and Planned FY22 requests:

City of Menlo Park, \$10,000

City of San Carlos, \$12,000

Gellert Foundation, \$10,000

Palo Alto Weekly Holiday Fund \$5,000

Palo Alto Community Fund, \$5,000

For our organization, RTP is in a strong financial position. We hold \$5M in assets. Our projected \$1,826,377 annual revenue comes from diverse streams: 21% from foundations, 17% from individuals, 14% from sponsorships, 29% from government, 15% from special events and 4% other.

Staff ListList below key staff members who work on **this program**

Position Title	Name of Staff Person	Job Responsibilities	Qualifications
Director of Programs	Greg Bernard	His main responsibilities are to preview each applicant's home, create a scope of work for them and oversee project management	20 years of experience as a contractor
Project Manager	Josh Woodruff	Manages client and vendor interaction for SAH projects. Serves as the external 'face' of the organization with support of staff in the background to complete work at SAH repair sites.	Joined RTP in 2018. Experience as a small business owner, Americorps member with RTP, and formerly employed by a credit union
Senior Repair Technician	Frank Tijerina	Responsible for doing the repairs and modifications at homes and working with subcontractors and vendors to complete the necessary work at each home.	More than 20 years of construction experience, including carpentry, plumbing, and electrical.
Program Coordinator	Esmeralda Rodriguez	Supports the Safe at Home team by working with homeowners to complete their applications, scheduling previews, and conducting homeowner survey	12 years of nonprofit experience serving vulnerable populations. Holds a bachelor's degree in Psychology.
Project Specialist	to be hired	Performs day to day tasks to keep SAH projects progressing. Responsible for getting supplies on the job site, photos, paperwork, etc. Support the Sr. Repair Technician as needed on larger more complicated projects	Key qualifications for this position include (1) the ability to respond effectively to the needs of staff as well as volunteers needing varying levels of support. (2) possessing a basic understanding of and experience in construction (especially carpentry, plumbing, electrical and roofing) (3) strong follow through skills and (4) ability to excel in a team oriented, small office environment

PROPOSED PROGRAM BUDGET FOR FY 2022-23

				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													
Director of Programs	\$103,000	46%	\$47,380	1%	\$500	1%	\$400	11%	\$5,000	3%	\$1,500	16%	\$7,400
Project Manager	\$66,000	40%	\$26,400	8%	\$2,000	2%	\$500	19%	\$5,000	20%	\$5,300	48%	\$12,800
Sr. Repair Technician	\$75,000	71%	\$53,250	8%	\$4,000	8%	\$4,000	47%	\$25,000	15%	\$8,000	77%	\$41,000
Program Coordinator	\$53,100	50%	\$26,550	2%	\$500	2%	\$500	24%	\$6,500	8%	\$2,000	36%	\$9,500
Project Specialist	\$40,000	20%	\$8,000	9%	\$700	8%	\$600	25%	\$2,000	31%	\$2,500	72%	\$5,800
Other Staff	\$373,225	1%	\$4,348	0%	\$0	0%	\$0	0%	\$0	0%	\$0	0%	\$0
Taxes/Benefits	\$187,578	29%	\$54,414	1%	\$770	1%	\$600	8%	\$4,350	4%	\$1,930	14%	\$7,650
Supplies													
Mileage	\$13,790	27%	\$3,693	3%	\$100	8%	\$300	27%	\$1,000	14%	\$500	51%	\$1,900
Materials													
Materials and subcontractors	\$414,780	48%	\$198,665	5%	\$10,148	6%	\$11,282	33%	\$64,786	14%	\$28,320	58%	\$114,536
Administration	\$461,873	9%	\$41,353	4%	\$1,822	4%	\$1,818	27%	\$11,364	12%	\$4,950	48%	\$19,954
TOTAL	\$1,788,346	26%	\$464,053	4%	\$20,540	4%	\$20,000	27%	\$125,000	12%	\$55,000	48%	\$220,540
Number of Individual Beneficiaries				5		4		30		10		49	
Cost per Individual				\$4,108.00		\$5,000.00		\$4,166.67		\$5,500.00		\$4,500.82	

For the City of Redwood City ONLY, answer the following:**1. Funding Criteria:**

1. Affordable Housing: Acquisition of sites for affordable housing, new construction of affordable housing, conversion of existing housing to affordable, acquisition and rehabilitation of rental housing (includes special

needs housing).

2. Marketing/Advertising

a. Check all of the following methods your agency utilizes to promote and advertise your programs and services:

- ☒ Flyers/brochures
- ☒ Website
- ☒ Phone book listing
- ☒ CIP (Handbook/Database)
- ☒ Outreach presentations to service providers
- ☒ Outreach presentations to public
- ☒ PSA's
- ☒ Social Media - Please list: [San Mateo Daily Journal](#), [Direct Mail](#), [door to door outreach](#)
- ☒ Other - Please describe: [San Mateo Daily Journal](#), [Direct Mail](#), [door to door outreach](#)

b. Which of the above marketing/advertising materials are available in multi-lingual form and which languages are they available in?

All of RTP's services and documents are provided in English and Spanish. If a homeowner requires another language, RTP utilizes community partners that specialize with that population to serve as translators. In addition, select marketing collateral is offered in multi-lingual formats including RTP's main flyers, brochures and direct mail pieces. RTP also conducts multilingual door-to-door outreach and phone outreach.

c. How and where are the materials distributed?

In Redwood City, we make presentations and distribute materials to a variety of nonprofit, government and community organizations (e.g. Fair Oaks & Veterans Memorial Community Centers, Redwood City Human Service Agencies, and Peninsula Family Service). Through our NRD community facility repair program, RTP has developed deep relationships with nonprofits throughout Redwood City that serve primarily low-income people (e.g. Samaritan House Free Clinic, Kainos, StarVista, St. Francis Center, IHSD, schools and child care).

RTP's Safe at Home materials are distributed to low-income homeowners via: distributing fliers to low-income homeowners (e.g. door hangers, fliers in Senior Centers' grab and go lunches), direct mail using 'Leads Please', referrals from partner organizations, tabling at community events, making presentations to community groups, social media campaigns, and more!

3. Program Outcomes: a. Please describe the accomplishments of program goals for FY/21.

From July 2020 to June 2021, RTP's Safe at Home's program's goal was to serve 7 homes in Redwood City. We met our goal by serving 7 homes.

Program outcomes: From July 2020 to June 2021, Safe at Home served 105 households (with about 200 residents) with home repair services that ensured safe and healthy homes. For RTP satisfaction survey participants surveyed over the last year:

98% reported that Rebuilding Together's work has made their home a safer place to live;
93% reported that completed repairs contributed to their overall health and a healthier home environment;
96% reported being able to move around their home with little to no difficulty after repairs (i.e. less likely to fall);
93% reported no falls or injuries since repairs were completed; and
90% indicated they plan to age in place.

b. In what ways has your program made a difference in the lives of the people you serve? Please provide at least one concrete example from the people served in FY/21:

The best way to emphasize the impact that our Safe at Home program is through a story:

Marla and Eric* have lived in their home in Redwood City since 1974 and qualify as Extremely Low Income per HUD limits. Eric, who turns 83 this year, has unfortunately lost some of his mobility with age and often struggled to make it up the front steps of their porch. Marla, worried that Eric would fall, asked the RTP staff if they could do something to help make things safer for him. Our SAH technician installed new hand railings on either side of the front steps and all along the porch – Marla was so relieved. In addition to adding hand railing, RTP also replaced the range hood above their stove, installed new flood lights outside, reconnected their dryer ducting, and fixed the light fixture above their breakfast table. These repairs, although technically minor in scope, have made a world of difference for the family. Marla can now put her mind at ease as Eric goes in and out of the house, and the two can continue to enjoy a comfortable and quiet life in the home that they love so much.

RTP's commitment to ensuring a safe and healthy home for every person remains at the core of our work. Thank you for partnering with RTP and helping in our mission to "rebuild homes, revitalize communities and rebuild lives"

for our neighbors in need. Your generosity makes a significant impact in our community and gives hope to the people who need it most.

*Names changed.

Attachments

- ☒ 1. Resolution authorizing application and designation of signatory, by the Board of Directors [1. CDBG bod authorization for FY22-23 with THJ signature.pdf](#)
- ☒ 2. Proof of 501(c)3 / tax-exempt status [2. 501c3.pdf](#)
- ☒ 3. By-laws [3. By-laws Resolution 11-17-11.pdf](#)
- ☒ 4. Articles of Incorporation [4. Articles of Incorporation original and amendments.pdf](#)
- ☒ 5. Board roster, including: [5. Board Roster 2021-22_1.5.22.pdf](#)
 - Name, Company, Years on Board
 - Meeting dates for previous 12 months
 - Number of years allowed for each board term
- ☒ 6. Organizational chart for entire organization [6. RTPOrgChart 11.2.21.pdf](#)
- ☒ 7. Certified financial audit no more than 1 fiscal year old, prepared by a CPA, and: [7. FINAL FY19-20 Audited Financial Statements recd 3.23.21.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 or Chief Financial Officer 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: [8a. RTP Agency Budget FY21-22.pdf](#)
[8b. RTP FY23 budget for CDBG.pdf](#)
[8c. FY22 RTP Safe at Home budget.pdf](#)
 - Current (FY21-22) **Agency** Operating Budget
 - Proposed (FY22-23) **Agency** Operating Budget
- ☒ 9. Mission Statement [9. RTP Mission Statement 1.8.21.pdf](#)
- ☒ 10. Non-discrimination policy for Staff and Clients [10. 11. nondiscrimination and accomodations updated 2.2019.pdf](#)
- ☒ 11. Reasonable Accommodations Policy for Staff and Clients [10. 11. nondiscrimination and accomodations updated 2.2019.pdf](#)
- ☒ 12. Conflict of Interest Policy. (If not available, please indicate when you will submit) [12. confilct of interest policy.pdf](#)
- ☐ 13. Other -

If you would like all the attachments downloaded into your Dropbox folder, please contact CDS

Program Manager Signature [Melissa Lukin](#)

Date Signed [01/12/2022](#)

City/County Accepted Signature [Heather Ruiz](#)

Date Signed [02/03/2022](#)

Initially submitted: Jan 11, 2022 - 08:57:03

Returned to Draft 01-11-2022 by San Mateo County
Reason: RTD per Joy

Returned to Draft 01-12-2022 by Redwood City

Reason: Hi, usually you request \$20,540 but I see only \$20,040- just wanted to check in and make sure there wasn't a typo

Consolidated Community Funding Application
Redwood City, San Mateo County, and S. San Francisco
Application for New Funding for FY 2022-23

GENERAL INFORMATION

1. Organization Name: [Rebuilding Together Peninsula](#)
 2. Project Title: [Safe at Home](#)

We are applying for funding from:

☒ Redwood City ☒ City of San Mateo ☒ South San Francisco ☒ County of San Mateo

Budget/Client Summary (Auto-populated from Budget, below)

Jurisdictions receiving this application	Amount Requested	% of Program Budget	Proposed # of Served	% of Served	Total \$ Per
Redwood City	\$20,540	4%	5	10%	\$4,108.00
City of San Mateo	\$20,000	4%	4	8%	\$5,000.00
County of San Mateo	\$125,000	27%	30	61%	\$4,166.67
South San Francisco	\$55,000	12%	10	20%	\$5,500.00
Total	\$220,540	48%	49	100%	\$4,500.82

Grant Funded Programs:

We are applying for a [Minor Home Repair Program](#)

CDBG National Objective Eligibility - How are you serving low income populations?

[Minor home repairs for low income households whose incomes are verified.](#)

Income Verification: Describe how you obtain, verify, and maintain proof of income and presumed benefit status. Third party documentation or client signatures on the certification forms must be available on file for review at all times.

RTP's Safe at Home home repair program currently uses 80% AMI (Area Median Income) as its guide for income eligibility. Applicants are required to provide proof of gross monthly income for all individuals 18 and over living in the home, including renters. Income sources include: salaries, SSI or SSD, social security, alimony/child support, interest and dividends, pensions and annuities, rental income, other income. The preferred documentation to prove income is the most recent income tax return (first two pages only) for each adult in the household. Alternatively, we ask each adult to submit as many of the following documents as possible: last three bank statements, two pay stubs, social security award letter, SSI or SSDI statement, and rent checks.

3. Project Address: [841 Kaynyne Street](#) City: [Redwood City](#) Zip: [94063-3033](#)

4. Provide a one sentence project summary:

RTP's Safe at Home program provides critical health and safety related home repair needs for low-income homeowners, including home safety modifications that allow low-income seniors to safely age in place by eliminating the threat of injury or accident, particularly from falling.

Organization Address: [841 Kaynyne Street](#) City: [Redwood City](#) Zip: [94063-3033](#)

Organization Phone: [650-366-6597](#) Website: [www.RTPeninsula.org](#)

Type of Applicant: [Non-Profit](#) Our agency serves:

5. Contact

Person / Project Administrator: Name: [Greg Bernard](#) Title: [Construction Program Director](#) Telephone: [650-366-6597 x228](#)

Contact Email: greg@rebuildingtogetherpeninsula.org; development@rebuildingtogetherpeninsula.org Fax: [650.366.9053](#)

6. Name of

Agency Director: [Melissa Lukin](#)

7. Fiscal Officer:

Name: Jan Sager

Email: jan.sager1@gmail.comTelephone:
650-366-
6597
Zip:
94063-
3033Fiscal Officer
Address:

841 Kaynyne Street

City: Redwood City

8. Authorized Signatory:

Name: Melissa Lukin

Email:
melissa@rebuildingtogetherpeninsula.orgTelephone:
650-366-
6597
Zip:
94063-
3033Authorized
Signatory
Address:

841 Kaynyne Street

City: Redwood City

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

Monday to Friday, 8am to 5pm. Closed for lunch from 12pm to 1pm.

10. DUNS Number: 11-399-5612**Federal EIN/TIN Number:** 94-3106209**11. HUD Activity:** Choose the HUD activity that most closely matches your service:

14A - Rehab: Single-Unit Residential

12. Project Specific Narrative: Provide a narrative description of the specific activities to be carried out with the requested funds. This should also include program objectives and key priorities for each specific jurisdiction.

Safe at Home Program (SAH) objectives:

1. Low-income homeowners, majority elderly and BIPOC, in San Mateo County have access to free home repair services that enable them to live in a dry, clean, pest-free, ventilated, safe, contaminant-free, maintained, thermally controlled, accessible, and affordable home (the National Center for Healthy Housing's ten principles of healthy homes).
2. Safety and health priorities identified in each home are addressed by our expert repair technician, skilled volunteers and/or trusted sub-contractors.
3. Participants are equipped with the knowledge and tools necessary to identify health and safety hazards and educated with maintenance tips to ensure the longevity of the repairs they receive.

ACTIVITIES:

Each homeowner receives 5 services over a 3 month period:

1. Homeowner application is reviewed by RTP staff.
2. Staff conduct a comprehensive Home Safety Assessment which assesses the repairs needed.
3. Staff develop a Home Safety Plan (aka scope of work) which details how the repairs will be completed.
4. Repairs and home safety modifications are completed by our experienced repair technicians and trusted subcontractors.
5. Staff review the project and collect feedback through surveys to assess the impact of our work on the homeowner.

Priorities by jurisdiction:

SAH will repair 5 homes in Redwood City, 4 homes in the City of San Mateo, 10 homes in South San Francisco and 30 in the county.

13A. Assessment of Need - Redwood City: Briefly describe how you determined the need for your program for each specific jurisdiction that you are applying for funds. Identify target population(s) and area(s) served.

Please state the source(s) and date(s) of information. Identify any similar programs in the community.

NEED:

Redwood City (RWC) needs a free home repair program for its low-income neighbors. Since RWC has limited affordable housing (median RWC home price is \$1,872,547, up 15% in the last year, Zillow, Dec. 2021), it – like many cities on the peninsula – would benefit from preserving its current affordable housing stock. Given that the San Francisco Bay Area boasts the third highest construction costs in the world (International Construction Market Survey, 2021) and construction costs have climbed during the COVID-19 crisis, many of RWC's low-income homeowners can't afford to keep their homes in good repair. Combine this with the fact that 77% of seniors desire to age-in-place (AARP 2021) and that falls are the leading cause of injury for older adults (Source: CDC), RWC's elderly low-income homeowners need access to free home repairs and safety modifications.

AREA SERVED:

Since our Fiscal Year 2009-10, RTP has provided 278 RWC homeowners with free home repair services. SAH serves low-income homeowners across the city.

TARGET POPULATION:

SAH serves low-income homeowners with a focus on homes with seniors, veterans, people with disabilities, and families with children.

SIMILAR PROGRAMS:

The Center for Independence of the Disabled provides home modifications for disabled persons. RTP serves all low-income homeowners with a range of health and safety repairs. With 30+ years of experience, RTP is the county's leading home repair program.

13B. Assessment of Need - City of San Mateo: Briefly describe how you determined the need for your program **for each specific jurisdiction that you are applying for funds.** Identify target population(s) and area(s) served. Please state the source(s) and date(s) of information. Identify any similar programs in the community.

NEED:

The City of San Mateo (SM) needs a free home repair program for its low-income neighbors. Since SM has limited affordable housing (median SM home price is \$1,668,660, up 13.6% in the last year, Zillow, Dec. 2021) it, like many cities on the peninsula, would benefit from preserving its current affordable housing stock. Given that the San Francisco Bay Area boasts the third highest construction costs in the world (International Construction Market Survey, 2021) and construction costs have climbed during the COVID-19 crisis, many of SM's low-income homeowners can't afford to keep their homes in good repair. Combine this with the fact that 77% of seniors desire to age-in-place (AARP 2021) and that falls are the leading cause of injury for older adults (Source: CDC), SM's elderly, low-income homeowners need access to free home repairs and safety modifications.

AREA SERVED:

Since 2009-10, RTP has provided 194 City of San Mateo homeowners with free home repair services. SAH serves low-income homeowners across the city.

TARGET POPULATION:

SAH serves low-income homeowners with a focus on homes with seniors, veterans, people with disabilities, and families with children.

SIMILAR PROGRAMS:

The Center for Independence of the Disabled provides home modifications for disabled persons. RTP serves all low-income homeowners with a range of health and safety repairs. With 30+ years of experience, RTP is the county's leading home repair program.

13C. Assessment of Need - County of San Mateo: Briefly describe how you determined the need for your program **for each specific jurisdiction that you are applying for funds.** Identify target population(s) and area(s) served. Please state the source(s) and date(s) of information. Identify any similar programs in the community.

NEED:

The County of San Mateo (County) needs a free home repair program for its low-income neighbors. Since the County has limited affordable housing (median home price = \$1,630,024, up 14% in the last year, Zillow, Dec. 2021) it, like many cities on the peninsula, would benefit from preserving its current affordable housing stock. Given that the SF Bay Area boasts the third highest construction costs in the world (International Construction Market Survey, 2021) and construction costs have climbed during the COVID-19 crisis, many of the County's low-income homeowners can't afford to keep their homes in good repair. Combine this with the fact that 77% of seniors desire to age-in-place (AARP 2021) and that falls are the leading cause of injury for older adults (Source: CDC), the County's elderly, low-income homeowners need access to free home repairs and safety modifications.

GEOGRAPHY:

Since our Fiscal Year 2009-10, RTP has provided 1,566 County homeowners with free home repairs. We serve low-income homeowners across the County.

POPULATION:

SAH provides repairs to low-income homeowners with a focus on homes with seniors, veterans, people with disabilities, and families with children.

SIMILAR PROGRAMS:

RTP's 30 years of experience make us the leading home repair program in the County. Habitat for Humanity's home repair program only serves East Palo Alto and the Center for Independence of the Disabled only serves the disabled.

13D. Assessment of Need - South San Francisco: Briefly describe how you determined the need for your program **for each specific jurisdiction that you are applying for funds.** Identify target population(s) and area(s) served. Please state the source(s) and date(s) of information. Identify any similar programs in the community.

NEED:

South San Francisco (SSF) needs a free home repair program for its low-income neighbors. Since SSF has limited affordable housing (median home price is \$1,291,340, up 14.7% in the last year, Zillow, Dec. 2021) it, like many cities on the peninsula, would benefit from preserving its current affordable housing stock. Given that the San Francisco Bay Area boasts the third highest construction costs in the world (International Construction Market Survey, 2021) and construction costs have climbed during the COVID-19 crisis, many of SSF's low-income homeowners can't afford to keep their homes in good repair. Combine this with the fact that 77% of seniors desire to age-in-place (AARP 2021) and that falls are the leading cause of injury for older adults (Source: CDC), the County's elderly, low-income homeowners need access to free home repairs and safety modifications.

AREA SERVED:

Since our Fiscal Year 2009-10, RTP has provided 227 SSF homeowners with free home repair services. SAH serves low-income homeowners across SSF.

TARGET POPULATION:

SAH serves low-income homeowners with a focus on homes with seniors, veterans, people with disabilities, and families with children.

SIMILAR PROGRAMS:

While the Center for Independence of the Disabled provides home modifications for disabled persons, RTP serves

all low-income homeowners with a range of health and safety repairs. With 30 years of experience, RTP is the county's leading home repair program.

14. Timeline: Provide a brief timetable for project implementation and achievement of projected goals and how you plan to expend your funds in a timely manner by the end of the fiscal year.

RTP's Safe at Home program is fully operational and provides services on an ongoing basis. Each homeowner receives five services over a three month period:

1. Homeowner completes an application which provides key information about the repairs needed.
2. RTP's trained and experienced staff conduct a comprehensive Home Safety Assessment which assesses the health and safety repairs needed based on the ten Principles of Healthy Housing.
3. In partnership with the homeowner, RTP's staff develops a Home Safety Plan (aka scope of work) which provides a detailed plan for how the critical health and safety repairs will be completed.
4. Repairs and home safety modifications are completed by our experienced repair technicians and trusted subcontractors.
5. Final project review and survey collection which assesses the impact of our work on the homeowner's health and safety.

RTP will submit invoices quarterly to ensure funds are spent in a timely manner.

SAH will serve at least the following number of homes by jurisdiction per year of the contract:

Redwood City: 5 homes per year

City of San Mateo: 4 homes per year

County: 30 homes per year

South San Francisco: 10 homes per year

Daly City: 5 homes per year

RTP would like to be considered for a two-year contract so that we can plan deliverables with confidence and provide seamless services to the low-income populations that we serve.

15. Evaluation: Briefly describe how you will determine and measure the success of your program and whether or not program goals were met? If your program is currently receiving grant funds please describe accomplishments of goals to date.

RTP conducts homeowner surveys to measure our success. In 2020-21, RTP repaired over 135 homes across its 3 programs. For homeowners surveyed:

100% reported that our work has made their home a safer place to live;

96% reported that repairs created a healthier home environment for themselves and their family;

87% reported that completed repairs will make it easier for them to maintain their home; and

80% reported feeling less likely to fall in their home since repairs (another 14% stated N/A).

RTP's Safe at Home program holds contracts with each jurisdiction. In August 2021 one of our repair technicians left to pursue another opportunity. Given how COVID has impacted the employment market, we knew it would be difficult to fill that position. We contacted the jurisdictions and shared that we might only reach 70% of our FY21-22 goals as we are working with only one repair technician and increasing our use of subcontractors. The deliverables in this proposal reflect this and our decision to hire a project specialist that can increase the efficiency of our remaining technician.

Accomplishments to date (July 2021 to Dec 2021):

Redwood City: 5 homes served/in progress (original goal: 7, 70% = 5 homes)

City of San Mateo: 3 homes served/in progress (original goal: 12, 70% = 8 homes)

County: 32 homes served/in progress (original goal: 45, 70% = 31 homes)

South San Francisco: 8 homes served/in progress (original goal: 12, 70% = 8 homes)

16. Collaboration: Describe partnerships with other organizations/agencies, the nature of the partnership, and how it relates to the proposed project.

RTP could not accomplish our mission without collaboration. SAH benefits from the agency's partnerships with trade unions, vendors, and corporations that supply volunteer labor and significant in-kind donations. For example, RTP recently made presentations to the core service agencies in San Mateo County; the Mentorship, Discover, and Inspire men's group; Samaritan House; neighborhood groups; International Brotherhood of Electrical Workers; the pipefitters union; and the American Red Cross. We have also arranged discount materials and supplies from Hayward Lumber, Master Plumbing and Ace Hardware. RTP is also building a partnership with Acterra to help assist our clients in the East Palo Alto to North Fair Oaks area and with Peninsula Clean Energy in those areas plus Belle Haven in Menlo Park. RTP also refers our clients to other programs that can assist them (e.g. Meals on Wheels, El Concilio, and PG&E Low-Income Home Energy Assistance Program). We receive referrals for potential Safe at Home applicants from city staff, county social workers and case managers, hospitals, and local nonprofit agencies.

RTP also participates in collaborative local efforts to implement systemic change as they relate to achieving our vision of safe and healthy housing for everyone. RTP has participated in the City of East Palo Alto's 2nd Unit/Reducing Displacement Task Force, the County's Fall Prevention Task Force, Thrive - The Alliance of Nonprofit for San Mateo County, and more.

17. Impact: : Discuss any general trends and conditions that have affected or impacted your service levels or service populations. For New Applicants – describe what these funds would allow your agency to do that you may not be able to do now. For Continuing Applicants – describe how your program would be impacted without these funds.

One of the most fundamental needs for any person is a safe and healthy home. On top of this basic need, RTP's Safe at Home program applies its expertise to address the following trends in our community: the limited supply of affordable housing, the significant increase in the cost of housing in the last year, the multi-faceted impact of COVID-19 on vulnerable populations and how it limits their ability to keep their home in good repair, our county's aging population and their desire to age-in-place, and the extraordinary costs of construction in our region.

We meet these challenges by rehabilitating and preserving existing affordable housing. Many low-income families, especially seniors on fixed incomes, simply do not have the resources to repair their home. Left unaddressed, minor home repairs can escalate into major issues that can leave homeowners vulnerable to illness, physical harm, and even homelessness. RTP strengthens communities and enhances self-sufficiency by ensuring that homes are safe and healthy and by empowering low-income homeowners to invest their limited resources on other needs. RTP revitalizes neighborhoods by reducing blight and improving the housing stock. Many of our clients have lived in their homes for generations and, as a result of our work, they can live safely, age in place, and pass an affordable home down to the next generation.

Without funding, RTP will would reduce the number of repair projects or scale back scopes of work.

18. 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. Refer to the San Mateo County Income Limits.

- a. Indicate the total number of **low-income** beneficiaries you expect to serve with this program for each jurisdiction application for funding. *Low-income is 80% of Area Median Income or below. [See AMI table](#)
- b. Indicate the **total** number of beneficiaries you expect to serve with this program in each jurisdiction - regardless of income.

Jurisdiction	a. Number of low-income beneficiaries to be served per grant jurisdiction application. **Low-income** is 80% of Area Median Income or below.		b. All beneficiaries to be served per grant jurisdiction application regardless of income	
	Persons	Households	Persons	Households
Daly City	0	5	0	5
Redwood City	0	5	0	5
City of San Mateo	0	4	0	4
County of San Mateo	0	30	0	30
South San Francisco	0	10	0	10
Totals	0	54	0	54

19. Populations Served: Check the boxes below if they describe a significant population served by your program. These categories are not considered "presumed benefit" by HUD, and require income verification.

- ☐ Persons exiting incarceration
- ☐ Low-income youth
- ☒ Other [Low income homeowners](#)

20. Affirmative Outreach:

a. Use the demographics from your previous program year to provide an analysis of the population you serve relative to the demographics in the table. *NOTE: If you are a new applicant please provide your best estimation.*

Race & Ethnicity	Redwood City Population	Redwood City % by Ethnicity	Low Income by Ethnicity served by your Program	Your Program % by Ethnicity
Total	74,402	100%	19	100%
White and not Hispanic	40,656	54.64%	3	15.79%
White and Hispanic	23,557	31.66%	15	78.95%
Asian	6,715	9.03%	1	5.26%
African American	1,916	2.58%	0	0.00%
Pacific Islander	663	0.89%	0	0.00%
Native American	384	0.52%	0	0.00%
Other	1,511	2.03%	0	0.00%

Race & Ethnicity	City of San Mateo Population	City of San Mateo % by Ethnicity	Low Income by Ethnicity served by your Program	Your Program % by Ethnicity
Total	97,207	100%	12	100%
White and not Hispanic	45,240	46.54%	2	16.67%
White and Hispanic	25,815	26.56%	3	25.00%
Asian	18,153	18.67%	6	50.00%
African American	2,099	2.16%	1	8.33%
Pacific Islander	1,937	1.99%	0	0.00%
Native American	140	0.14%	0	0.00%
Other	3,823	3.93%	0	0.00%

Race & Ethnicity	South San Francisco Population	South San Francisco % by Ethnicity	Low Income by Ethnicity served by your Program	Your Program % by Ethnicity
Total	63,632	100%	26	100%
White and not Hispanic	23,760	37.34%	6	23.08%
White and Hispanic	21,645	34.02%	9	34.62%
Asian	23,293	36.61%	5	19.23%
African American	1,625	2.55%	0	0.00%
Pacific Islander	1,111	1.75%	0	0.00%
Native American	395	0.62%	2	7.69%
Other	9,598	15.08%	4	15.38%

b. Based on the percentages that you indicate your organization served describe your efforts to improve affirmative outreach to groups that may be underserved by your program and the result of your efforts:

Note: The data above is for all of the members of the household, not just the homeowner, as the race/ethnicity of household members can differ from the homeowner. Because this program serves a handful of households in each jurisdiction it is difficult to perfectly align with the city's overall demographics. However, the data above shows the populations served in each jurisdiction are predominated by underserved populations.

RTP conducts grassroots outreach including door-to-door outreach; direct mail; distributing information about RTP's home repair programs to nonprofit and government agencies; participating in community events; social media campaigns; and presentations at local senior centers, churches, and other groups. RTP is trusted by our neighbors in need. Our staff guides homeowners through the application and home repair process, providing multilingual and culturally competent support. We hold our general contractor's license and are experts in navigating building code and permitting processes, thereby reducing barriers for low-income, often monolingual, homeowners.

Of the population served last year by RTP:

100% of participants had low, very low, or extremely low income.

82% of the households had a senior living in the home.

73% of participants identified as a person of color.

70% of homeowners served have lived in their homes 20+ years.

61% of the households had a person with a disability living in the home.

21. Leveraging: Describe your fundraising efforts and additional sources of revenue for this project and your organization. Please state whether any of these fund sources are already committed and in what amount.

RTP's FY23 Safe at Home Budget is \$467,053. Of this amount, we expect 68% to come from government sources and 32% to come from individuals, corporations and foundations.

To provide an example of expected FY23 revenue for the Safe at Home program, below are details on secured and pending funding for the FY22 Safe at Home program.

Secured FY22 Safe at Home funding = \$433,540:

County of San Mateo, \$125,000

City of Palo Alto, \$73,000

City of South San Francisco, \$55,000

Sequoia Healthcare District, \$50,000

City of San Mateo, \$45,000

Peninsula Health Care District, \$30,000

City of Redwood City, \$20,540

City of Daly City, \$20,000

Insurance Industry Charitable Foundation, \$10,000

Umpqua Bank Foundation, \$3,000

San Mateo County Association of Realtors, \$2,000

Pending and Planned FY22 requests:

City of Menlo Park, \$10,000

City of San Carlos, \$12,000

Gellert Foundation, \$10,000

Palo Alto Weekly Holiday Fund \$5,000

Palo Alto Community Fund, \$5,000

For our organization, RTP is in a strong financial position. We hold \$5M in assets. Our projected \$1,826,377 annual revenue comes from diverse streams: 21% from foundations, 17% from individuals, 14% from sponsorships, 29% from government, 15% from special events and 4% other.

Staff ListList below key staff members who work on **this program**

Position Title	Name of Staff Person	Job Responsibilities	Qualifications
Director of Programs	Greg Bernard	His main responsibilities are to preview each applicant's home, create a scope of work for them and oversee project management	20 years of experience as a contractor
Project Manager	Josh Woodruff	Manages client and vendor interaction for SAH projects. Serves as the external 'face' of the organization with support of staff in the background to complete work at SAH repair sites.	Joined RTP in 2018. Experience as a small business owner, Americorps member with RTP, and formerly employed by a credit union
Senior Repair Technician	Frank Tijerina	Responsible for doing the repairs and modifications at homes and working with subcontractors and vendors to complete the necessary work at each home.	More than 20 years of construction experience, including carpentry, plumbing, and electrical.
Program Coordinator	Esmeralda Rodriguez	Supports the Safe at Home team by working with homeowners to complete their applications, scheduling previews, and conducting homeowner survey	12 years of nonprofit experience serving vulnerable populations. Holds a bachelor's degree in Psychology.
Project Specialist	to be hired	Performs day to day tasks to keep SAH projects progressing. Responsible for getting supplies on the job site, photos, paperwork, etc. Support the Sr. Repair Technician as needed on larger more complicated projects	Key qualifications for this position include (1) the ability to respond effectively to the needs of staff as well as volunteers needing varying levels of support. (2) possessing a basic understanding of and experience in construction (especially carpentry, plumbing, electrical and roofing) (3) strong follow through skills and (4) ability to excel in a team oriented, small office environment

PROPOSED PROGRAM BUDGET FOR FY 2022-23

				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													
Director of Programs	\$103,000	46%	\$47,380	1%	\$500	1%	\$400	11%	\$5,000	3%	\$1,500	16%	\$7,400
Project Manager	\$66,000	40%	\$26,400	8%	\$2,000	2%	\$500	19%	\$5,000	20%	\$5,300	48%	\$12,800
Sr. Repair Technician	\$75,000	71%	\$53,250	8%	\$4,000	8%	\$4,000	47%	\$25,000	15%	\$8,000	77%	\$41,000
Program Coordinator	\$53,100	50%	\$26,550	2%	\$500	2%	\$500	24%	\$6,500	8%	\$2,000	36%	\$9,500
Project Specialist	\$40,000	20%	\$8,000	9%	\$700	8%	\$600	25%	\$2,000	31%	\$2,500	72%	\$5,800
Other Staff	\$373,225	1%	\$4,348	0%	\$0	0%	\$0	0%	\$0	0%	\$0	0%	\$0
Taxes/Benefits	\$187,578	29%	\$54,414	1%	\$770	1%	\$600	8%	\$4,350	4%	\$1,930	14%	\$7,650
Supplies													
Mileage	\$13,790	27%	\$3,693	3%	\$100	8%	\$300	27%	\$1,000	14%	\$500	51%	\$1,900
Materials													
Materials and subcontractors	\$414,780	48%	\$198,665	5%	\$10,148	6%	\$11,282	33%	\$64,786	14%	\$28,320	58%	\$114,536
Administration	\$461,873	9%	\$41,353	4%	\$1,822	4%	\$1,818	27%	\$11,364	12%	\$4,950	48%	\$19,954
TOTAL	\$1,788,346	26%	\$464,053	4%	\$20,540	4%	\$20,000	27%	\$125,000	12%	\$55,000	48%	\$220,540
Number of Individual Beneficiaries				5		4		30		10		49	
Cost per Individual				\$4,108.00		\$5,000.00		\$4,166.67		\$5,500.00		\$4,500.82	

For the City of Redwood City ONLY, answer the following:**1. Funding Criteria:**

1. Affordable Housing: Acquisition of sites for affordable housing, new construction of affordable housing, conversion of existing housing to affordable, acquisition and rehabilitation of rental housing (includes special

needs housing).

2. Marketing/Advertising

a. Check all of the following methods your agency utilizes to promote and advertise your programs and services:

- ☒ Flyers/brochures
- ☒ Website
- ☒ Phone book listing
- ☒ CIP (Handbook/Database)
- ☒ Outreach presentations to service providers
- ☒ Outreach presentations to public
- ☒ PSA's
- ☒ Social Media - Please list: [San Mateo Daily Journal](#), [Direct Mail](#), [door to door outreach](#)
- ☒ Other - Please describe: [San Mateo Daily Journal](#), [Direct Mail](#), [door to door outreach](#)

b. Which of the above marketing/advertising materials are available in multi-lingual form and which languages are they available in?

All of RTP's services and documents are provided in English and Spanish. If a homeowner requires another language, RTP utilizes community partners that specialize with that population to serve as translators. In addition, select marketing collateral is offered in multi-lingual formats including RTP's main flyers, brochures and direct mail pieces. RTP also conducts multilingual door-to-door outreach and phone outreach.

c. How and where are the materials distributed?

In Redwood City, we make presentations and distribute materials to a variety of nonprofit, government and community organizations (e.g. Fair Oaks & Veterans Memorial Community Centers, Redwood City Human Service Agencies, and Peninsula Family Service). Through our NRD community facility repair program, RTP has developed deep relationships with nonprofits throughout Redwood City that serve primarily low-income people (e.g. Samaritan House Free Clinic, Kainos, StarVista, St. Francis Center, IHSD, schools and child care).

RTP's Safe at Home materials are distributed to low-income homeowners via: distributing fliers to low-income homeowners (e.g. door hangers, fliers in Senior Centers' grab and go lunches), direct mail using 'Leads Please', referrals from partner organizations, tabling at community events, making presentations to community groups, social media campaigns, and more!

3. Program Outcomes: a. Please describe the accomplishments of program goals for FY/21.

From July 2020 to June 2021, RTP's Safe at Home's program's goal was to serve 7 homes in Redwood City. We met our goal by serving 7 homes.

Program outcomes: From July 2020 to June 2021, Safe at Home served 105 households (with about 200 residents) with home repair services that ensured safe and healthy homes. For RTP satisfaction survey participants surveyed over the last year:

98% reported that Rebuilding Together's work has made their home a safer place to live;
 93% reported that completed repairs contributed to their overall health and a healthier home environment;
 96% reported being able to move around their home with little to no difficulty after repairs (i.e. less likely to fall);
 93% reported no falls or injuries since repairs were completed; and
 90% indicated they plan to age in place.

b. In what ways has your program made a difference in the lives of the people you serve? Please provide at least one concrete example from the people served in FY/21:

The best way to emphasize the impact that our Safe at Home program is through a story:

Marla and Eric* have lived in their home in Redwood City since 1974 and qualify as Extremely Low Income per HUD limits. Eric, who turns 83 this year, has unfortunately lost some of his mobility with age and often struggled to make it up the front steps of their porch. Marla, worried that Eric would fall, asked the RTP staff if they could do something to help make things safer for him. Our SAH technician installed new hand railings on either side of the front steps and all along the porch – Marla was so relieved. In addition to adding hand railing, RTP also replaced the range hood above their stove, installed new flood lights outside, reconnected their dryer ducting, and fixed the light fixture above their breakfast table. These repairs, although technically minor in scope, have made a world of difference for the family. Marla can now put her mind at ease as Eric goes in and out of the house, and the two can continue to enjoy a comfortable and quiet life in the home that they love so much.

RTP's commitment to ensuring a safe and healthy home for every person remains at the core of our work. Thank you for partnering with RTP and helping in our mission to "rebuild homes, revitalize communities and rebuild lives"

for our neighbors in need. Your generosity makes a significant impact in our community and gives hope to the people who need it most.

*Names changed.

Attachments

- ☒ 1. Resolution authorizing application and designation of signatory, by the Board of Directors [1. CDBG bod authorization for FY22-23 with THJ signature.pdf](#)
- ☒ 2. Proof of 501(c)3 / tax-exempt status [2. 501c3.pdf](#)
- ☒ 3. By-laws [3. By-laws Resolution 11-17-11.pdf](#)
- ☒ 4. Articles of Incorporation [4. Articles of Incorporation original and amendments.pdf](#)
- ☒ 5. Board roster, including: [5. Board Roster 2021-22_1.5.22.pdf](#)
 - Name, Company, Years on Board
 - Meeting dates for previous 12 months
 - Number of years allowed for each board term
- ☒ 6. Organizational chart for entire organization [6. RTPOrgChart 11.2.21.pdf](#)
- ☒ 7. Certified financial audit no more than 1 fiscal year old, prepared by a CPA, and: [7. FINAL FY19-20 Audited Financial Statements recd 3.23.21.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 or Chief Financial Officer 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: [8a. RTP Agency Budget FY21-22.pdf](#)
[8b. RTP FY23 budget for CDBG.pdf](#)
[8c. FY22 RTP Safe at Home budget.pdf](#)
 - Current (FY21-22) **Agency** Operating Budget
 - Proposed (FY22-23) **Agency** Operating Budget
- ☒ 9. Mission Statement [9. RTP Mission Statement 1.8.21.pdf](#)
- ☒ 10. Non-discrimination policy for Staff and Clients [10. 11. nondiscrimination and accomodations updated 2.2019.pdf](#)
- ☒ 11. Reasonable Accommodations Policy for Staff and Clients [10. 11. nondiscrimination and accomodations updated 2.2019.pdf](#)
- ☒ 12. Conflict of Interest Policy. (If not available, please indicate when you will submit) [12. confilct of interest policy.pdf](#)
- ☐ 13. Other -

If you would like all the attachments downloaded into your Dropbox folder, please contact CDS

Program Manager Signature [Melissa Lukin](#)

Date Signed [01/12/2022](#)

City/County Accepted Signature [Heather Ruiz](#)

Date Signed [02/03/2022](#)

Initially submitted: Jan 11, 2022 - 08:57:03

Returned to Draft 01-11-2022 by San Mateo County
Reason: RTD per Joy

Returned to Draft 01-12-2022 by Redwood City

Reason: Hi, usually you request \$20,540 but I see only \$20,040- just wanted to check in and make sure there wasn't a typo

Consolidated Community Funding Application
Redwood City, San Mateo County, and S. San Francisco
Application for New Funding for FY 2022-23

GENERAL INFORMATION

1. Organization Name: [StarVista](#)
 2. Project Title: [Transitional Housing Placement Plus \(THP+\)](#)

We are applying for funding from:

☐ Redwood City ☐ City of San Mateo ☒ South San Francisco ☐ County of San Mateo

Budget/Client Summary (Auto-populated from Budget, below)

Jurisdictions receiving this application	Amount Requested	% of Program Budget	Proposed # of Served	% of Served	Total \$ Per
South San Francisco	\$11,000	1%	13	100%	\$846.15
Total	\$11,000	1%	13	100%	\$846.15

Grant Funded Programs:

We are applying for a [Public Services Program](#)

CDBG National Objective Eligibility - How are you serving low income populations?

[Service to "presumed benefit" groups listed below \(income verification not required, but verification of presumed benefit status is required\):](#)

- | | |
|--|--|
| <input type="checkbox"/> Abused children | <input checked="" type="checkbox"/> Homeless persons |
| <input type="checkbox"/> Victims of domestic violence | <input type="checkbox"/> Illiterate adults |
| <input type="checkbox"/> Elderly persons/seniors (age 62+) | <input type="checkbox"/> Persons living with AIDS |
| <input type="checkbox"/> Severely disabled <u>adults</u> | <input type="checkbox"/> <u>Migrant</u> farm workers |

Income Verification: Describe how you obtain, verify, and maintain proof of income and presumed benefit status. Third party documentation or client signatures on the certification forms must be available on file for review at all times.

[Upon entry into the THP+ Program, clients must provide proof of their status as a former foster youth. Youth typically learn of the program at their AB-12 transition out of foster care meeting or will often times self-refer. A qualifying program requirement is that youth complete 30 hours of productivity per week. This may include school enrollment, employment, and/or mental health services.](#)

3. Project Address: [701 Grand Ave](#) City: [South San Francisco](#) Zip: [94080-2553](#)

4. Provide a one sentence project summary:

[StarVista's Transitional Housing Placement Plus program provides subsidized apartments in South San Francisco and case management services for emancipated foster youth aged 18-25, in addition to essential life skills training and assistance finding employment or attending school.](#)

Organization Address: [610 Elm Street Suite 212](#) City: [San Carlos](#) Zip: [94070-3070](#)
 Organization Phone: [650-591-9623](#) Website: [star-vista.org](#)

Type of Applicant: [Non-Profit](#) Our agency serves:

5. Contact Name: [Daryl Tilghman; Alyssa Canfield;](#) Title: [Department](#) Telephone: [650-591-9623](#)

Person / Project Administrator: Lauren Heminez
Director; Program Manager; Grants Manager

Contact Email: daryl.tilghman@star-vista.org;
alyssa.canfield@star-vista.org;
Lauren.Heminez@star-vista.org;
grants@star-vista.org
Fax: 650-591-9750

6. Name of Agency Director: Sara Larios Mitchell, Ph.D.

7. Fiscal Officer: Name: Dianette Washer; Jill Kingery, AR Director
Email: dwasher@star-vista.org;
jill.kingery@star-vista.org
Telephone: 650-591-9623

Fiscal Officer Address: 610 Elm Street, Suite 212
City: San Carlos Zip: 94070-3070

8. Authorized Signatory: Name: Sara Larios Mitchell
Email: smitchell@star-vista.org
Telephone: 650-591-9623

Authorized Signatory Address: 610 Elm Street, Suite 212
City: San Carlos Zip: 94070-3070

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

Apartments are available to residents 24/7. Staff are typically on-site (hours/days may vary):

Monday 10pm-8am
Tuesday 10pm-8am
Thursday 10pm-8am
Friday 10pm-8am
Saturday 10pm-8am

10. DUNS Number: 165376799

Federal EIN/TIN Number: 94-3094966

11. HUD Activity: Choose the HUD activity that most closely matches your service:

05D - Youth Services

12. Project Specific Narrative: Provide a narrative description of the specific activities to be carried out with the requested funds. This should also include program objectives and key priorities for each specific jurisdiction.

We seek funds for our Transitional Housing Placement Plus (THP+) program that serves emancipated foster youth aged 18-24. THP+ is part of StarVista's family of Youth Safety Net programs, which collectively have a goal of helping youth to overcome homelessness. THP+ helps former foster youth attain stable housing, optimal health, education, employment, and caring, supportive relationships. THP+ intensively serves about 18 youth each year, including parenting youth. It provides a safe haven and stable living accommodations for up to two years in – among other options – a three-unit apartment complex in South San Francisco.

THP+ counselors provide:

- Basic Life Skill Building: consumer education, budgeting, credit use, housekeeping, food planning and preparation, parenting skills.

- Educational opportunities: GED preparation, post-secondary training, vocational education.

- Assistance in Job Preparation/Attainment: career counseling and job placement.

THP+ also helps with interpersonal skill building to enhance young people's abilities to establish positive relationships with peers and adults, make decisions, manage stress, and mental health and physical health care. To build financial self-sufficiency, youth are provided with a matched savings account they receive upon completion, a stipend for groceries and transportation vouchers.

13. Assessment of Need - South San Francisco: Briefly describe how you determined the need for your program for each specific jurisdiction that you are applying for funds. Identify target population(s) and area(s) served. Please state the source(s) and date(s) of information. Identify any similar programs in the community.

Designed for emancipated foster youth, THP+ is the only program of its kind and is vital to the South San Francisco community. Homeless and former foster youth are at increased risk for a variety of mental health problems, and youth with foster care history are more likely to experience homelessness at an earlier age as well as remain homeless for a longer period of time. Often victims of abuse or neglect, these youth can't return to their

families but are also not equipped to live on their own. They have to work to support themselves, often without having a high school degree. They have to seek their own role models rather than leaning on parents. Many use drugs or participate in survival sex for food or shelter. Our THP+ program offers safe and stable housing, independent living skills training, and supportive services to help youth stay in and complete high school, access health care, obtain job training, and receive mental health support. We help them break the cycle of youth homelessness, connect to community resources, and achieve personal economic stability. Research has shown that 82% of youth who enter transitional living programs like ours make the transition to positive independent living rather than to homelessness. The Corp for Supportive Housing and the John Burton Foundation have also established that supportive housing and independent living skills training are effective and necessary in assisting these youth in making successful transitions to independence.

14. Timeline: Provide a brief timetable for project implementation and achievement of projected goals and how you plan to expend your funds in a timely manner by the end of the fiscal year.

THP+ is an ongoing program that operates year-round and will not require any startup time for implementation. StarVista has a lengthy track record of efficient spend-down of CDBG and other funding. If awarded, StarVista will draw down CDBG funding each month, for 10 months, consistent with actual expenses incurred. THP+ has a strong history of meeting projected goals and anticipates a continued level of service excellence in 2022-2023.

15. Evaluation: Briefly describe how you will determine and measure the success of your program and whether or not program goals were met? If your program is currently receiving grant funds please describe accomplishments of goals to date.

Evaluation methods to measure success include pre/post-surveys around youth development asset gains; Ansell-Casey Life Skills assessments; client self-evaluations and clinicians' assessments of client progress. Most of our direct service measures are tracked through the national Runaway and Homeless Youth Management Information System (RHYMIS). We also evaluate success through our internal data monitoring and evaluation. Data on participants' progress towards education and work goals are noted in individual case files and in our database for tracking against annual goals. Client data is collected and stored in Efforts to Outcomes (ETO) software. ETO is a secure, web-based performance management database that is accessed for tracking and reporting purposes. In 2020-2021, the following outcomes were achieved: 91% of participants maintained/stabilized housing (goal: 75%), 100% of youth were attending/school or utilizing staff/resources toward academic achievement (goal: 88%), 100% of participants were connected to community resources around food, legal services, financial aid, IDA banking, and more (goal: 95%).

16. Collaboration: Describe partnerships with other organizations/agencies, the nature of the partnership, and how it relates to the proposed project.

As mentioned, our THP+ program is the only one of its kind in San Mateo County. Youth served by THP+ face many challenges and their need for support extends beyond services provided by StarVista. We are fortunate to collaborate with numerous partners to provide services for our clients. In addition to educational agencies (community colleges, Guardian Scholar's Programs) and vocational programs like JobTrain, these include Project Outlet in Mountain View, which support LGBTQ youth; Freedom House (for survivors of human trafficking), Asian American Recovery Services, the Youth Bereavement Program, Sequoia Counseling Services, the Rape Trauma Center, CORA (Community Overcoming Relationship Abuse), Standing Against Global Exploitation (SAGE), which works with youth traumatized by sexual exploitation and prostitution; El Centro Substance Abuse Services, Al-Anon family groups, Friends for Youth Mentoring Services, and the Youth Services Bureau. We connect you to health providers such as San Mateo Medical Center, Keller Center Family Violence Intervention Center and Daly City Youth Health Center, and food and shelter services such as Second Harvest Food Bank and Samaritan House.

17. Impact: : Discuss any general trends and conditions that have affected or impacted your service levels or service populations. For New Applicants – describe what these funds would allow your agency to do that you may not be able to do now. For Continuing Applicants – describe how your program would be impacted without these funds.

Since the COVID-19 pandemic emerged, many of our youth have struggled to transition to online learning and obtain/maintain employment. As a result, youth are in much higher need of essentials such as food allowance, transportation support, instructions on encouraging overall health and well-being and other necessities such as diapers for those with children. With a partnership with iFoster, 30 youth received Chromebook laptops and cell phones with unlimited talk, text and data. This has been extremely helpful in ensuring that youth are able to remain connected to their supports and are able to continue their education. The Transitional Youth Services team has increased communication via text, phone calls and video chats, and also sending out weekly emails containing important resource information. For youth residing in our Single Site housing model, we have increased funding to accommodate an increase in food and transportation allowance. We are predicting long-lasting effects of the virus that could impact stable housing, homeless prevention, food insecurity, job security and higher education. Additional funding would be used to sustain our current level of support and to properly compensate on-site staff through a wellness differential.

18. 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. Refer to the San Mateo County Income Limits.

a. Indicate the total number of **low-income** beneficiaries you expect to serve with this program for each jurisdiction application for funding. *Low-income is 80% of Area Median Income or below. [See AMI table](#)

b. Indicate the **total** number of beneficiaries you expect to serve with this program in each jurisdiction - regardless of income.

Jurisdiction	a. Number of low-income beneficiaries to be served per grant jurisdiction application. **Low-income** is 80% of Area Median Income or below.		b. All beneficiaries to be served per grant jurisdiction application regardless of income	
	Persons	Households	Persons	Households
Daly City	0	0	0	0
Redwood City	8	8	8	8
City of San Mateo	0	0	0	0
County of San Mateo	16	16	16	16
South San Francisco	13	13	13	13
Totals	37	37	37	37

19. Populations Served: Check the boxes below if they describe a significant population served by your program. These categories are not considered "presumed benefit" by HUD, and require income verification.

- ☐ Persons exiting incarceration
- ☒ Low-income youth
- ☐ Other

20. Affirmative Outreach:

a. Use the demographics from your previous program year to provide an analysis of the population you serve relative to the demographics in the table. *NOTE: If you are a new applicant please provide your best estimation.*

Race & Ethnicity	South San Francisco Population	South San Francisco % by Ethnicity	Low Income by Ethnicity served by your Program	Your Program % by Ethnicity
Total	63,632	100%	10	100%
White and not Hispanic	23,760	37.34%	0	0.00%
White and Hispanic	21,645	34.02%	4	40.00%
Asian	23,293	36.61%	2	20.00%
African American	1,625	2.55%	3	30.00%
Pacific Islander	1,111	1.75%	0	0.00%
Native American	395	0.62%	0	0.00%
Other	9,598	15.08%	1	10.00%

b. Based on the percentages that you indicate your organization served describe your efforts to improve affirmative outreach to groups that may be underserved by your program and the result of your efforts:

We use various strategies to ensure that we reach all ethnic backgrounds. This includes recruiting a diverse group of student and adult volunteers; actively recruiting for bilingual and Spanish-speaking volunteers; maintaining strong relationships with community-based workers; having materials available in Spanish as well as English; and maintaining an up-to-date list of Spanish-speaking referral resources so that clients can receive services in their own language. Many staff and volunteers are bilingual. We work with the Lifeline Spanish language network to meet their requirements for sharing Bay Area calls and having a dedicated Spanish line. We have served the community for over three decades by addressing issues that disproportionately affect the health and well-being of children, youth and families in the lower socioeconomic strata, those without insurance and those from communities of color. According to KidsData.org, the majority of children in San Mateo County's foster care system identified as Latinx or African American, and the majority of those we served last fiscal year identified as one of those two ethnicities.

21. Leveraging: Describe your fundraising efforts and additional sources of revenue for this project and your organization. Please state whether any of these fund sources are already committed and in what amount.

Our Youth Supportive Housing programs have been in existence for over 30 years and have additional funding supports in place to continue to sustain the program after funding from CDBG ends. StarVista is a large multiservice agency with a diversified funding base and over 55 years of experience in maintaining programs as grant sources change. We have had the opportunity to implement numerous grants over the years, allowing an

array of creative and effective services, including receiving consecutive years of federal grants from the Family and Youth Services bureau. At this point in the year, our FY2022-23 funding renewal commitments have not yet been confirmed, but we are happy to provide additional information once received.

Staff List

List below key staff members who work on **this program**

Position Title	Name of Staff Person	Job Responsibilities	Qualifications
Associate Department Director	Dr. Daryl Tilghman	Supervise Program Manager; Ensure high quality programming; Evaluate programs	Doctorate in Clinical Psychology
Program Manager	Alyssa Canfield	Supervise staff and counselors, program development, data collection and reporting; Direct client care	Bachelor's Degree in Criminal Justice

PROPOSED PROGRAM BUDGET FOR FY 2022-23

				South San Francisco		Total Jurisdictions	
Budget Line Item	Agency Total	Pgm%	Program Total	%	Requested	Pgm%	Requested
Labor							
Total Staff	\$9,912,500	4%	\$398,610	2%	\$8,800	2%	\$8,800
Taxes/Benefits	\$1,982,500	5%	\$107,625	2%	\$2,200	2%	\$2,200
Supplies							
Program Supplies	\$68,000	6%	\$4,235	0%		0%	\$0
Materials							
Office Supplies	\$81,100	4%	\$3,190	0%		0%	\$0
Operations/Maintenance							
Client Costs	\$945,500	73%	\$690,220	0%		0%	\$0
Employee Related Expenses	\$109,500	4%	\$4,400	0%		0%	\$0
Facilities & Equipment: Office Rent, Maintenance, Utilities, Storage	\$1,331,800	1%	\$17,000	0%		0%	\$0
Telephone, Postage, Printing, IT Hardware/Software	\$432,100	1%	\$5,000	0%		0%	\$0
Professional Services & Fees	\$299,000	0%		0%		0%	\$0
Insurance	\$84,000	0%		0%		0%	\$0
Other/Miscellaneous	\$179,800	3%	\$5,500	0%		0%	\$0
Administration	\$1,636,800	8%	\$123,580	0%		0%	\$0
TOTAL	\$17,062,600	8%	\$1,359,360	1%	\$11,000	1%	\$11,000
Number of Individual Beneficiaries				13		13	
Cost per Individual				\$846.15		\$846.15	

Attachments

- ☒ 1. Resolution authorizing application and designation of signatory, by the Board of Directors
- ☒ 2. Proof of 501(c)3 / tax-exempt status
- ☒ 3. By-laws
- ☒ 4. Articles of Incorporation

[Board_resolution_attachment_delay_SSF_CDBG_FYE23.pdf](#)

[501c3_StarVista.pdf](#)

[Attachment_3_Starvista_Bylaws.pdf](#)

[Articles_of_Incorporation_StarVista.pdf](#)

[Board_Roster_Terms_and_Meeting_Schedule.pdf](#)

☒ 5. Board roster, including:

- Name, Company, Years on Board
- Meeting dates for previous 12 months
- Number of years allowed for each board term

☒ 6. Organizational chart for entire organization[StarVista_Org_Chart_Feb_2021_3.pdf](#)☒ 7. Certified financial audit no more than 1 fiscal year old, prepared by a CPA, and:[StarVista_Audit_19-20_2.pdf](#)[StarVista_Single_Audit_19-20.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 or Chief Financial Officer 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:[FY21-22_Approved_StarVista_Budget_2.pdf](#)[2022-23_Agency_Proposed_Budget_Summary.pdf](#)

- Current (FY21-22) **Agency** Operating Budget
- Proposed (FY22-23) **Agency** Operating Budget

☒ 9. Mission Statement[StarVista_Mission_and_Values.pdf](#)☒ 10. Non-discrimination policy for Staff and Clients[Non-Discrimination_Policy.pdf](#)☒ 11. Reasonable Accommodations Policy for Staff and Clients[Reasonable_Accommodation_Policy.pdf](#)☒ 12. Conflict of Interest Policy. (If not available, please indicate when you will submit)[Conflict_of_Interest_Policy.pdf](#)☐ 13. Other -

If you would like all the attachments downloaded into your Dropbox folder, please contact CDS

Program Manager Signature [Lauren Heminez](#)

Date Signed [01/12/2022](#)

City/County Accepted Signature [Heather Ruiz](#)

Date Signed [02/04/2022](#)

Initially submitted: Jan 12, 2022 - 19:38:51